Township of Bristol
Department of Building, Planning & Development
2501 Bath Road, Bristol, PA 19007 (215)785-3680 FAX (215)788-8541

Residential Resale Requirements

IN AN EFFORT TO ENCOURAGE AND INCREASE THE SALE OF REAL PROPERTY WITHIN BRISTOL TOWNSHIP, THE FOLLOWING CHANGES HAVE BEEN MADE TO THE USE AND OCCUPANCY PROCEDURES:

- U&O Permits (Certificates) are required by the Township for settlement. **AT NO TIME SHOULD YOU GO TO SETTLEMENT WITHOUT THE U&O PERMIT.**
- Applications must be completed in its entirety and accompanied by the $100.00 application fee. Any applications received by the Township will become null and void after six (6) months if no activity has occurred.
- Agents must do their own "leg work" as far as gathering the proper paperwork and reading materials given to them in the Use & Occupancy packet. Agents must ensure the Township receives all necessary documents and fees associated with the U&O procedure.
- Agents must make the buyers and sellers aware of all requirements, i.e. certifications, open permits, etc. All **"open" permits** must be finalized prior to issuance of U&O. Agents must also make clients aware of requirements for Temporary U&O which will include a "hold harmless" letter, see attached. This hold harmless letter must be signed by seller and buyer and this letter shall be notarized. If the property is banked owned, then only the buyer needs to sign the hold harmless letter.
- HUD homes are purchased in "as is" condition and must pay the appropriate utility company to have services restored prior to inspections.
- Agents must notify the Township, ***in writing or on an updated application form,*** when *any* information provided to the Township changes.
- The application form for the sewer lateral and sump pump inspection must be submitted to Bristol Township at least 30 days prior to the date schedule for the property transfer.

- **CERTIFICATION REQUIREMENTS & RESALE REQUIREMENT LETTER:**
  - **ELECTRIC**
  - **CHIMNEY (including fireplaces and chimney flues), CHIMNEY CHECK OFF LIST**
  - **A RESALE REQUIREMENT LETTER MUST BE SIGNED BY SELLER & BUYER STATING THAT THEY HAVE SMOKE DETECTORS INSTALLED. IF BANK OWNED PROPERTY ONLY BUYER NEEDS TO SIGN LETTER.**

  - **SUMP PUMP INSPECTION FOR PROHIBITED CONNECTION TO SANITARY SEWER AND VIDEO RECORDING OF SEWER LATERAL DONE BY A MASTER PLUMBER WITH A VALID PA LICENSE & INSPECTION REPORT. EFFECTIVE JANUARY 1, 2019. THIS IS ONLY FOR HOMES SERVICED BY BRISTOL TOWNSHIP SEWER DEPARMENT. THIS IS REQUIRED BY PA DEP AND US EPA.**

  - **CERTIFICATIONS MUST BE ORIGINALS AND SUBMITTED AT THE SAME TIME, EITHER WHEN MAKING APPLICATION OR PICKING UP THE USE & OCCUPANCY CERTIFICATE! NO EXCEPTIONS!**

ALL CONTRACTORS MUST BE REGISTERED WITH THE STATE STARTING JULY 1, 2009. TO CHECK AND SEE IF A CONTRACTOR IS REGISTERED WITH THE STATE GO TO WWW.ATTORNEYGENERAL.GOV

REVISED 12/12/2018
EFFECTIVE DATE: 1/1/2019

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Residential Resale U&O Application

Application for: Housing certificate of occupancy..... [ ]

Heater enclosure inspection..... [ ]

Certifications attached: Yes____ No____
Check One

Foreclosure/Sheriff Sale: Yes____ No____
Check One

PLEASE PRINT LEGIBLY

Listing Agency Name:_____

Address: _____

Contact Name: _____ Phone #: _____ Ext: _____

PROPERTY ADDRESS:_____ Tax Parcel No.: 05-_____

Owner(s) Name: _____

Address:_____

Home Phone #: _____ Cell #: _____ Work#: _____

Buyer(s) Name:_____

Address:_____

Home Phone #:_____ Cell#: _____ Work#: _____

Buyers Agent Name: _____ Phone #: _____ Ext:_____

Date of Application:_____ **Settlement Date:** _____

Application #:_____

Fees: Housing Certificate Of Occupancy Application Fee.....$100.00 **Receipt #:** _____

Heater Enclosure Letter.....$100.00 **Check #:** _____
(If Required by FHA)

Cash: ____ Visa/MC/Discover

Signature of Applicant: _____ Date: _____

REQUEST FOR ELECTRICAL CERTIFICATION

Listed below is electrical underwriter that performs inspections in our Township:

1. United Inspection Agency at 215-542-9977

Arrangements for payment will be made at that time. Please do not call the Township to schedule this inspection.

REQUESTS FOR CHIMNEY CERTIFICATIONS ARE THE RESPONSIBILITY OF THE APPLICANT AND/OR APPLICANT'S AGENT.

SEE ATTACHEMENT FOR SEWER INSPECTION LIST

ALL CONTRACTORS DOING CERTIFICATIONS MUST BE REGISTERED WITH THE **STATE** STARTING JULY 1, 2009. **TO CHECK AND SEE IF A CONTRACTOR IS REGISTERED WITH THE STATE GO TO WWW.ATTORNEYGENERAL.GOV**

PLEASE CALL OUR OFFICE TO CONFIRM REGISTRATION IF THERE ARE QUESTIONS.

Revised 12/12/18

HOLD HARMLESS LETTER

WE, THE BUYERS OF_____ ACCEPT
Property Address
THE PROPERTY IN "AS IS" CONDITION.

WE, THE BUYERS, AGREE TO INDEMNIFY, DEFEND AND HOLD BRISTOL TOWNSHIP AND ALL OF ITS AGENTS HARMLESS FROM AND AGAINST ANY LOSS OR LIABILITY RELATING TO OR RESULTING FROM OCCUPANCY OR USE OF THIS PROPERTY.

WE THE BUYERS AGREE TO HAVE ALL NECESSARY CERTIFICATIONS AND WORK COMPLETED BEFORE OCCUPANCY OF THIS PROPERTY.

(PLEASE BE SURE THAT THIS HOLD HARMLESS LETTER IS AN ORIGINAL AND A NOTARIZED DOCUMENT)

_____
Seller's Signature

_____
Seller's Name (PRINT)

_____
Date

_____
Buyer's Signature

_____
Notary Public

_____
Buyer's Name (PRINT)

_____
Date

_____
Date

RESALE REQUIREMENT LETTER

We the Sellers and Buyers of _____ agree that smoke
(Address)
Detectors are working.

Please check the box below stating that smoke detectors are in working order:

- ☐ Smoke Detectors In All Bedrooms And Hallways Leading To Bedrooms

_____ _____
Seller's Signature Date

_____ _____
Seller's Signature Date

_____ _____
Buyer's Signature Date

_____ _____
Buyer's Signature Date

Bristol Township

2501 Bath Road · Bristol, PA 19007 · (215)-785-0500 · Fax (215)-785-2131

PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION MANDATES BRISTOL TOWNSHIP COLLECT INSPECTION REPORTS FOR ALL SEWER CUSTOMERS AT SALE OF PROPERTY

PA DEP is requiring the Township to collect inspection reports for its sewer customers when a home or business with a sewer connection to the Township system is to be sold.

Specifically, customers are required to provide the Township with a video recording of their sewer lateral (connection pipe of the house/business to the public sewer system); the recording must be done by a plumber with a valid PA license. Additionally, the customer must provide an inspection report from the plumber stating that there are no connections from the house's/businesses' sump pump and down spouts.

These items must be filed with the Township and the property seller must obtain from the Township a sewer inspection certificate prior to the sale of the property.

The goal is to reduce the amount of rain and storm water that infiltrates into the sanitary sewer system so that the sewage treatment plant in Croydon is not needlessly overburdened. Cracks and breaks in the sewer lateral allow for rain water to penetrate into the sewage treatment conveyance lines and introduce too much water into the system.

The Township believes that this inspection program will help it meet the requirements for the sewage treatment plant mandated by DEP.

BRISTOL TOWNSHIP

PROPERTY SALE SEWER INSPECTION

The owner must have the sewer lateral inspected by a licensed Master Plumber, that is registered with the PA Office of Attorney General prior to the sale of a property. It is recommended that this process start once the property is listed for sale due to the time it will take for completion, but no later than once a property has an agreement of sale. The inspection must be completed before the property is transferred.

The Plumber must video the lateral from the house to the inlet of the main to make sure there is no water infiltration or illegal hook-ups (sump pumps, storm water inlets, etc.).

The Plumber will prepare a report stating what is found and, provide a copy of a video on CD or DVD that will be given to the Township.

If the lateral is found to be deficient, then a permit application must be submitted and approved prior to repairs being made. Repairs should be completed prior to transfer of the property.

Once the repairs are made the Plumber must submit a report stating that all deficiencies have been remediated.

A sewer inspection certificate may be issued, at the sole discretion of Bristol Township, in circumstances in which curing the sewer lateral or sump pump inspection violations cannot be accomplished prior to the date of property transfer. In the case of a temporary use and occupancy certificate issued due to sewer lateral or sump pump inspection violation, Bristol Township may require the responsible party to retain an escrow account sufficient funds to cover the cost of the needed repairs, plus 25% as estimated by the Township.

In no circumstances shall a sewer inspection certificate be issued if any of the sewer regulation violations render the property unfit for habitation.

Roto Rooter
Levittown, PA 19057
215.268.9190

Benjamin Franklin Plumbing
Levittown, PA 19057
215.945.0381

Zoom Drain
Philadelphia, PA 19114
215.618.9395 / 610.490.8588

Goodman Plumbing Heating Drain Cleaning
Philadelphia, PA 19152
215.364.7775

McClain Brothers Plumbing
Bristol, PA 19007
215.788.0803

KE Seifert
Langhorne, PA 19047
215.752.9080

McHales
Levittown, PA 19056
215.874.6655 / 215.949.3333