



**TOWNSHIP OF BETHLEHEM**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**  
**PROPERTY RESALE/LEASE INSPECTION PROGRAM**

**PROCEDURE FOR OBTAINING A CERTIFICATE OF USE AND OCCUPANCY**

1. Complete the attached form.
2. Present completed application form and fee, **in person**, at the Bethlehem Township Municipal Building at 4225 Easton Avenue, Bethlehem, Pennsylvania Permit Counter during normal work week. Monday through Friday, 8:00am to 4:00pm.
3. Application fees are as follows:
  - a. \$72.00 when a copy of an agreement of sale is presented with the completed application form and the settlement date listed is **more** than 20 days from the date the completed application form is accepted by the Township.
  - b. \$ 126.00 when a copy of an agreement of sale is presented with the completed application form and the settlement date listed is **less** than 20 days from the date the completed application form is accepted by the Township.
  - c. \$126.00 when a "report only" is requested and a completed application form is accepted by the Township.
4. Upon acceptance of the completed application form and fee by the Township, an inspection will then be scheduled. Inspections are only conducted between the hours of 9:00am and 11:00am Monday through Friday, excluding Holidays, no specific time provided.
5. Meet Township Inspector on premises at the scheduled date.
6. Inspection results, which generally include a temporary or full certificate of use and occupancy will be communicated, in writing via certified mail to both seller and buyer, prior to the settlement date identified in the agreement of sale.

Note: The sole intent of this inspection is to determine compliance with Bethlehem Township Ordinance Numbers, 6-78 and 8-00. This inspection is intended to assure general compliance with all applicable Township regulations including but not limited to Property Maintenance, Building and Zoning. This inspection is not intended to be a substitute for a complete home inspection and by issuance of a certificate of use and occupancy, the Township assumes no liability regarding the physical condition of the subject premises. The issuance of any certificate of use occupancy does not diminish required compliance with any Township Ordinances at the time of inspection. The electrical portion of this inspection relates only to GFCI issues at exterior and interior locations. This is not a comprehensive electrical inspection. Further, it is recommended that any property owner have its building fully inspected by a qualified independent inspector for code/safety compliance for and including but not limited to chimney, electrical and heating, air-conditioning and ventilation systems prior to occupying any premises.