



TOWNSHIP OF BETHLEHEM

COMMUNITY DEVELOPMENT DEPARTMENT

MUNICIPAL BUILDING
4225 Easton Avenue
Bethlehem, Pennsylvania 18020-1496

Phone: 610.814.6435
www.bethlehemtownship.org

RESIDENTIAL PROPERTY RESALE/LEASE INSPECTION PROGRAM – PROCEDURE FOR OBTAINING A CERTIFICATE OF OCCUPANCY

1. Complete the application for certificate of use and occupancy form.
2. Present completed application form and fee to the Bethlehem Township Municipal Building permit counter during normal business hours (Monday through Friday, 8:00 am to 4:00 pm). Fees to be paid in cash or check only. Checks should be made payable to Bethlehem Township.
3. Application fees are as follows:
 - a. \$72.00 with a copy of an agreement of sale/lease agreement and the settlement date listed is more than 20 days from the date the completed application is accepted.
 - b. \$ 126.00 with a copy of an agreement of sale/lease agreement and the settlement date listed is less than 20 days from the date the completed application is accepted.
 - c. \$126.00 without a copy of an agreement of sale/lease agreement and a completed application is accepted.
4. Upon acceptance of the complete application, the code enforcement officer will contact the indicated individual to schedule a day/time for the inspection. Inspections are scheduled based upon availability and are only conducted between the hours of 9:00 am and 3:00 pm, Monday through Friday.
5. Meet code enforcement officer on premises at the scheduled date and time.
6. Inspection results will be provided via email or regular mail at the request of the applicant. The seller or authorized agent is responsible to provide a copy of the inspection results to any potential buyer/new tenant.
7. In the event a property is going to be sold “as is” the buyer must complete a Temporary Certificate of Compliance Request form and return it to the code enforcement officer. These forms are sent with the inspection results and are also available at the permit counter in the Bethlehem Township Municipal Building.

Please see reverse for a list of common violations.

Bethlehem Township Department of Community Development
Aaron Stasiw
Code Enforcement Officer Phone (610) 814-6467
Email: astasiw@bethlehemtp.com

MOST COMMON CODE VIOLATIONS

Exterior Inspection

1. Address numbers installed?
2. Exterior paint good condition?
3. Double keyed locks? (not permitted)
4. Exterior doors function?
5. Windows intact & function?
6. Screens intact & screen door closer installed?
7. Decks, porches, stairways in good condition?
8. Structural members in good condition?
9. Grippable handrails installed?
10. Guardrails installed where needed?
11. Exterior walls in good condition?
12. Foundation walls in good condition?
13. Roof & flashing in good condition?
14. Downspout & gutter in good condition?
15. Chimney in good condition?
16. Exterior outlets GFI?
17. Service Cable in good condition & properly attached?
18. Grass/weeds/plants maintained?
19. Grading/soil erosion?
20. Sidewalks/walkways in good condition?
21. No interior furniture on exterior premises?
22. Property clear of garbage/rubbish?
23. No abandoned/inoperable vehicles?
24. Basement hatchway in good condition?
25. General exterior in good condition?

Accessory Structures

26. Accessory structure(s) in good condition?
27. Pool/Spa in good condition?
28. Pool/spa enclosure installed? Gates self-closing?
29. Pool alarms installed on doors & windows?
30. Garage outlets GFI?
31. Garage door opener has a dedicated outlet?

Interior Inspection

32. Smoke detectors installed (all floors & all bedrooms)?
33. Carbon monoxide detector installed?
34. Grippable handrails installed?
35. Guardrails & stair guards installed?
36. Interior paint condition?
37. Interior doors function?
38. Heat functional (Sept. 30 – May 30)?
39. Proper seal around flue(s) to chimney?
40. Dryer vent UL listed and vented to exterior?
41. Signs of pests/rodents?
42. General interior in good condition?

Electrical

43. General electrical/electrical hazards?
44. Light switches & fixtures function?
45. 3-Prong outlets properly installed & wired correctly?
46. Two separate outlets in every habitable space?
47. Extension cords not being used as permanent wiring?
48. Protective light covers installed?
49. Cover plates installed on all outlets and switches?
50. Kitchen countertop outlets GFI?
51. Bathroom/Powder Room outlet GFI?
52. Bath cabinet/light fixture outlet GFI or disconnected?
53. Laundry room outlet GFI or single grounded?
54. Outlets within 6' feet of sink GFI?
55. Unfinished basement outlets GFI?
56. Electrical panel 100 amps & no knockout openings?
57. Spliced wires enclosed in junction boxes with covers?

Plumbing/Ventilation

58. Plumbing free of leaks/obstructions/proper install?
59. No flexible drains utilized?
60. Bathroom ventilation installed & vents to exterior?
61. TPR discharge pipe installed for water heater/boiler?