

# HATFIELD TOWNSHIP

## RESIDENTIAL USE & OCCUPANCY PERMIT PROCEDURES

*A Use & Occupancy permit is required for all new construction, resales and title changes.*

**PART I** – Location of Property – Complete address including city, state and zip code must be provided on all applications.

**PARTS II thru X** – Complete every section.

**PART XI** – Sign and date application required. If the Applicant is not the owner of the property, an owner statement indicating approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or Applicant may be reached on the day of the inspection.

### SPECIFICATIONS

- Permits can only be inspected within 30 days prior to closing.
- Representative (18 years of age or older) must be present at the time of inspection.
- **Please pay special attention to items required on the attached CHECKLIST, specifically smoke detectors. They are required in every bedroom, in addition to each level, including the basement.**
- **Residential Automatic Fire Sprinkler Systems attach approved Inspection Report if so equipped/applicable (see attached).**
- **Complete signed HTMA Sewer Connection Sheet and Sanitary Sewer Lateral CCTV Video Inspection Report by Hatfield Township Municipal Authority (see attached).**
- For on-site septic systems, attach a certified inspection report within 2 years of application date.
- An additional fee will be imposed if a reinspection is necessary.

### ADDITIONAL INFORMATION

**FEES** – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Hatfield Township”.

**INSPECTIONS** – Call the Township building department office (215-855-0900) at least 24 hours in advance to schedule an inspection. Responsibility for scheduling an inspection lies with the owner or applicant. **If the appropriate inspections are not requested, an uninspected Use & Occupancy will not be approved. A U&O will also not be issued without HTMA’s prior approvals.**

# HATFIELD TOWNSHIP

## Application for Residential Use & Occupancy Permit

### I - LOCATION OF PROPERTY

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Unit #: \_\_\_\_\_ Settlement Date: \_\_\_\_\_

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### II - OWNERSHIP

Private       Rental       Other \_\_\_\_\_

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### III - IDENTIFICATION – To be completed by all applicants

APPLICANT      Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
OR OWNER

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

PRESENT      Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
OWNER

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

NEW      **Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
OWNER

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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### IV - TYPE OF APPLICATION

New Home       Resale       Title Change

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### V – ACCESSORY STRUCTURES/CONSTRUCTION ON PROPERTY

Shed       Fence       Pool       Finished Basement or Attic

**VI - GARBAGE DISPOSAL (required)**

YES  NO

**VII - TYPE OF SEWAGE DISPOSAL (required)**

Public (HTMA Approval Sheet\*  Grinder Pump\*  Private (septic tank)\*\*

\*As per Ord. #696, a registered plumber approved video report of the lateral line must accompany this application (see attached HTMA Instructions and Connection Sign off).

\*\*As per Ord. #608, a certified inspection report of the septic system by an approved inspector must accompany this application. The inspection report must not be more than 2 years old from the date of this application.

**VIII - TYPE OF WATER SUPPLY**

Public  Private (well)

**IX - DIMENSIONS**

Number of stories \_\_\_\_\_ Total square footage of floor area, all floors, based on exterior dimensions \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ Number of bathrooms Full \_\_\_\_\_ Partial \_\_\_\_\_

Total building lot size, square footage \_\_\_\_\_

**X - COST**

Sale Price \$ \_\_\_\_\_

**XI - SIGNATURE**

*Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed sale is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent and we agree to conform to all applicable laws of Hatfield Township.*

**SIGNATURE OF APPLICANT (required below)**

**DATE**

**SCHEDULE OF FEES**

**Residential (One & Two Family Dwellings)**

Residential Resale	\$125.00
Residential New Construction	\$150.00
Temporary Access Certificate	\$50.00

**Re-Inspection Fee**

A fee of \$50.00 may be applied if a second inspection is necessary.

# INSPECTION CHECK LIST

The validity of the Use and Occupancy Certificate is contingent upon compliance with all Hatfield Township Ordinances and Building Codes. The property owner is responsible for this compliance.

RESIDENTIAL INSPECTIONS: Should any of the listed items below not be in compliance, a certificate will not be issued and a re-inspection will be required. Additional fee may be required for re-inspections.

- (1) PROPERTY USE IS IN ACCORDANCE WITH ZONING: \_\_\_\_\_
- (2) SMOKE DETECTORS- FUNCTIONING SMOKE DETECTORS MUST BE LOCATED AT **EACH LEVEL, INCLUDING ALL BEDROOMS** AND THE BASEMENT: \_\_\_\_\_
- (3) BATHROOMS- FUNCTIONING SINKS AND TOILETS, WORKING FANS IN NON-VENTILATED BATHROOMS: \_\_\_\_\_
- (4) WATER HEATER- PRESSURE RELIEF VALVE MUST HAVE A DROP PIPE WHICH EXTENDS TO WITHIN 6" ABOVE FINISHED FLOOR: \_\_\_\_\_
- (5) GARBAGE DISPOSAL- MUST PROPERLY FUNCTION IF INSTALLED: \_\_\_\_\_
- (6) HANDRAILS AND/OR GUARDRAILS AT ALL STAIRWAYS AND DECKS: \_\_\_\_\_
- (7) ELECTRICAL PANEL- NO UNFILLED OPENINGS (MUST BE BREAKERS OR BLANKS)
- (8) NO VISIBLE EXPOSED AND/OR UNCAPPED ELECTRIC WIRES, COVER PLATES ON ALL ELECTRICAL BOXES INCLUDING RECEPTICALS AND SWITCHES: \_\_\_\_\_
- (9) EXTERIOR STRUCTURE-NO VISIBLE OPENINGS WHICH ALLOW WEATHER TO ENTER THE INTERIOR: \_\_\_\_\_
- (10) INTERIOR WALLS- NO VISIBLE OPENINGS IN WALL BOARD: \_\_\_\_\_
- (11) SUMP PUMP DISCHARGES TO EXTERIOR OF BUILDING (NOT INTO SANITARY SEWER PIPES)
- (12) GARAGE- FIRE RATED DOOR AND ASSEMBLY COMPLETE BETWEEN GARAGE AND DWELLING. DRYWALL SEPERATING THE GARAGE FROM THE HOUSE: \_\_\_\_\_
- (13) ADDRESS NUMBERS- MINIMUM 4" IN HEIGHT, POSTED ON THE HOUSE VISABLE FROM THE STREET OR BOTH SIDES OF THE MAIL BOX: \_\_\_\_\_
- (14) DRYER- FLEXIBLE DRYER DUCT CAN BE USED FOR THE FIRST 8' FROM THE DRYER: \_\_\_\_\_
- (15) RESIDENTIAL **FIRE SPRINKLER** SYSTEMS (IF APPLICABLE) MUST BE INSPECTED AND CERTIFIED, IN ACCORDANCE WITH THE LATEST VERSION OF NFPA 13D & NFPA 25, BY AN APPROVED SPRINKLER CONTRACTOR. APPROVED CONTRACTOR LIST IS ATTACHED.
- (16) RESIDENTIAL **SANITARY LATERAL REPORT**. SEE ATTACHED FOR REQUIREMENTS.

I HAVE READ THE ABOVE INFORMATION REGARDING INSPECTIONS:

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SIGNATURE OF APPLICANT

DATE

02/2024



**HATFIELD TOWNSHIP**  
1950 School Road ♦ Hatfield, PA 19440  
Phone: 215-855-0900 ♦ 215-855-0243

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**Approved Inspection Agencies for Residential Automatic Fire Sprinkler  
Systems in Hatfield Township**

Contractor	Address	Phone
CMI Fire Sprinkler Corp.	272 Titus Ave., Suite 219 Warrington, PA 18976	215-792-7162
DTB Fire Protection	1750 Costner Drive, Suite A Warrington, PA 18976	215-469-3473
H2O Fire Protection, Inc.	531 Avenue D. Trevose, PA 19038	215-396-2230
Victory Fire Protection, Inc.	225 W. Howard Street Pottstown, PA 19464	610-327-0300

This list is supplied by Hatfield Township to assist you with your search for a Certified Residential Automatic Fire Sprinkler Contractor. You may use a contractor on this list or one of your own as long as they are approved by the Township. If you choose a contractor not listed above, please contact the Township to ensure that the contractor is approved to do the sprinkler inspection and certification. Hatfield Township cannot recommend or endorse any contractors. All contractors **MUST** be registered to work in Hatfield Township.

**Note:** Permits are required for repairs, however, no fee will be charged (records only).

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## **Attention Contractors**

### **Lateral Inspection Camera Instructions for the CONTRACTOR**

After receiving many pre-sales lateral inspection videos, it is apparent that specific instructions for video procedure is necessary. It is up to the contractor to read the instructions carefully and ask for clarification if needed. It is the contractor's responsibility to inspect the video in order to be compliant with HTMA's instructions. If the contractor does not follow protocol, it will be the responsibility of contractor to redo the inspection video – not the homeowner. Guidelines for how the video inspection are to be performed are as follows:

1. **THE CONTRACTOR IS RESPONSIBLE TO SUPPLY USB VIDEO AND REPORT TO PROPERTY OWNER, REAL ESTATE REPRESENTATIVE, OR DELIVER COMPLETED INSPECTION TO THE AUTHORITY.**
2. The camera equipment used shall be one specifically designed and constructed for such inspections. Equipment capable of adding notes or observations is preferred.  
**(NO CELL PHONE PICTURES OR RECORDINGS OF REPORTS OR VIDEOS WILL BE ACCEPTED)**
3. Lighting shall be sufficient to provide clear illumination of the entire perimeter of the pipe for several feet ahead and video must be clear enough to recognize pipe material and/or defects.
4. The video shall show the area around the point of entry in order to confirm the location as well as a clear image of the cleanout or the sewer main at the end of the survey. **(SHOW HOUSE & NUMBER)**
5. Video shall be from the **building wall to the sewer main**. If for any reason you cannot finish the inspection, it will be given back for completion.
6. The camera shall be pushed or pulled in as nearly continuous a motion as practicable, without skipping any portions of pipe. It shall also be pushed or pulled no greater than **30 feet per minute and shall be stopped to observe features such as joints, defects, branch connections or irregularities of any kind and shall be slowly advanced back and forth as needed to provide as full a view of any features as possible.**
7. Digital recordings submitted to the Authority must be in MP4 format, legibly labeled with the time, date, and address of the recorded session accompanied by the **Completed** Sanitary Sewer Lateral Inspection Report (more information is better than an incomplete report).

**Note: ORD # 696, 244-49 (7) Permits video inspection oversight by the Township or Authority.**

Failure to follow this instruction may and will be cause for video failure. Any questions, please call our office during normal business hours at 215-822-9300.

**By signing below, you are acknowledging that you have read and understand the instructions and if you have any questions about the video procedure, you have contacted the Authority for answers.**

**Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



**SEWER LATERAL QUESTIONNAIRE & FAQ SHEET**

**\*\*Questionnaire must be completely filled out and submitted with an in-line DVD/Flash Drive video\*\***

1. Is the property being sold?

Yes     No

2. Is there an existing clean-out in the street right-of-way?

Yes     No        6" or 4" \_\_\_\_\_

3. Is there a clean-out within 6 feet of the building?

Yes     No

4. Is there an existing back-flow prevention device? (Back Water Valve)

Yes     No

5. Does the sewer lateral cross property lines? If yes, please provide a detailed diagram

Yes     No

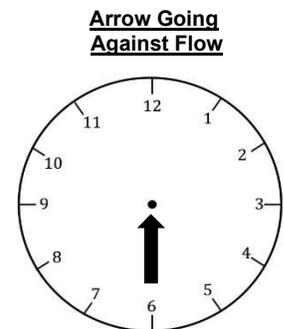
6. Does the sewer lateral connect with the lateral serving the neighboring property? If so, provide a diagram.

Yes     No

7. Does the sewer lateral Tee or 90 into the sanitary sewer main?

Yes     No

8. Using the standard clock positioning, where does the lateral clock in going against flow? \_\_\_\_\_



**FAQ's**

1. The in-line video must be completed from the building to the sewer main.
2. The in-line video must be in flash drive format or USB.

**NOTE : No Internet or Emailed videos or reports will be Accepted.**

3. HTMA will contact the Township with the findings of the in-line video inspection.
4. HTMA requires a minimum of one-week review period from the time the in-line video is received.

# Hatfield Township

MUNICIPAL AUTHORITY

Ralph Harvey, *Chairman*  
Donald Atkiss, *Vice Chairman*  
George Landis, *Asst. Secretary*  
Barry Wert, *Secretary / Asst. Treasurer*  
Charles Sibel, *Treasurer*

GHD Inc ~ *Engineer*

Hamburg, Rubin, Mullin,  
Maxwell & Lupin ~ *Solicitor*

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All fees, requirements and conditions of the Hatfield Township  
Municipal Authority have been met in regard to the Use & Occupancy  
Permit Application.

\_\_\_\_\_  
Signature of HTMA Rep.

\_\_\_\_\_  
Sewer Connection Permit No.

\_\_\_\_\_  
Date

**NOTE: THIS SHEET MUST BE SIGNED BY HATFIELD TOWNSHIP MUNICIPAL AUTHORITY AT THE ADDRESS BELOW** before submitting complete application to Hatfield Township unless property is served by a private sewage system. If served by a private system, please indicate below.

\_\_\_\_\_  
Private System