

East Manchester Township

Request for Residential Certificate of Occupancy or Use

Per the Code of East Manchester Township § 255-77 - Certificate of Occupancy or Use

- A. The following shall be unlawful until a Certificate of Occupancy shall have been applied for and issued by the Zoning Officer:
 - 1) Occupancy and use of a building erected, installed, reconstructed, restored, structurally altered, moved, or any change in use of existing building.
 - 2) Certificates of Occupancy shall be required only for buildings or structures proposed for human use or habitation.
 - 3) Certificates of Use shall be required for all other principal buildings.
- B. Application for a Certificate of Occupancy or Use shall be submitted on a form furnished by the Township and shall provide all information required therein.
- C. If the proposed use is in conformity with the provisions of this Ordinance, all other applicable codes and ordinances, and any requirements of any permits or approvals, a Certificate of Occupancy shall be issued by the Zoning Officer within fifteen (15) days after receipt of a properly completed application. If a Certificate of Occupancy is denied, the Zoning Officer shall state the reasons in writing to the applicant.
- D. A Certificate of Occupancy or Use shall be deemed to authorize, and is required for, both initial occupancy and the continuance of occupancy and use of the building or land to which it applies.
- E. Upon written request by the Owner, and upon fee payment, the Zoning Officer shall, after inspection, issue a Certificate of Occupancy or Use for any building or use thereof or of land existing at the time of adoption of this Ordinance, certifying such use and whether or not the same and the building conforms to the provisions of this Ordinance.
- F. A record of all Certificates of Occupancy shall be kept by the Zoning Officer and copies shall be furnished on request, to any agency of the Township or to any persons having a proprietary or tenancy interest in the building of land affected.

To request a Certificate of Occupancy or Use, the following must be completed in a satisfactory manner:

PROPERTY ADDRESS: _____ **Settlement Date (if applicable)** _____

Items to be verified by Commonwealth Code Inspection Service, Inc. (CCIS): **Call (717) 846-2004**

<input type="checkbox"/> all enclosure elements in place (floors, walls, roof, doors, and windows) <input type="checkbox"/> operational heating system <input type="checkbox"/> electrical service installed with functioning fixtures, receptacles and switches (all covers in place) <input type="checkbox"/> functioning plumbing with water supply to fixtures <input type="checkbox"/> functioning sewage system with operational toilets and drains <input type="checkbox"/> entrances easily accessible with safe, stable footing to and from building
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Items to be verified by the Northeastern York County Sewer Authority: **Call (717) 266-1493**

<input type="checkbox"/> Sewer Plumbing Inspection (Call NEYCSA to have them e-mail a copy of the approved inspection to the Zoning Officer)

Items to be verified by the Township Engineer (Byron Trout): **Call (717) 577-7827**
****You need to get him to sign this & have a copy of the grading plans with you when you meet him****

<input type="checkbox"/> driveway completed per specifications (including paving) <input type="checkbox"/> driveway slope _____ <input type="checkbox"/> curbing and sidewalks installed per specifications <input type="checkbox"/> backfilling and grading of area between curb and sidewalk <input type="checkbox"/> final lot grading completed per specifications <input type="checkbox"/> concrete monuments set at all property corners <input type="checkbox"/> storm water compliance <input type="checkbox"/> BMP # _____ N/A _____	<u>Comments:</u>
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Signature – Township Engineer _____
Date

A minimum notice of THREE (3) BUSINESS DAYS must be given to the Zoning and Code Enforcement Officer to schedule the final occupancy inspections: **Call (717) 266-4279**

<input type="checkbox"/> shade tree <input type="checkbox"/> lamp post <input type="checkbox"/> house numbers <input type="checkbox"/> this document signed by required parties and all documents needed from NEYCSA, CCIS, and Twp. Engineer	<u>Comments:</u>
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Signature – Zoning and Code Enforcement Officer _____
Date

****PLEASE DO NOT CALL FOR INSPECTION UNLESS ALL ITEMS ARE COMPLETE IN FULL****