

# IVYLAND BOROUGH

991 Pennsylvania Ave., Ivyland Pa. 18974 215-675-0110 – fax 215-675-8553

## Directions for Certificate of Occupancy

1. Complete the enclosed Application for Certificate of Occupancy.
2. Have your own Contractor fill out the attached Heater and Chimney Certifications.
3. Schedule Electric Inspection with contractor of your choice.

RESIDENTIAL APPLICATION FEE:	\$100.00
REINSPECTION FEE:	\$30.00
COMMERCIAL FEE:	\$250.00

When all inspections are completed please call Barry Isett & Associates at 610-721-1259 or 267-370-0405 to schedule your final inspection with the Ivyland building inspector AT LEAST 10 DAYS prior to settlement if selling – if renting AT LEAST 10 DAYS prior to occupancy. In order to process we need the above completed items and a check for \$100.00 (RESIDENTIAL) or \$250.00 (COMMERCIAL).

4. PLEASE NOTE – Ordinance 2001-5 requires all Ivyland Borough property owners to file a TENANT REGISTRY form with the Borough office. If the property is a rental it is the responsibility of the owner to keep the form current as renters change. If the property is owner occupied, the form MUST still be filled out – RESIDENT SECTION ONLY – signed and returned to the above address.

WE THANK YOU FOR YOUR COOPERATION  
IVYLAND BOROUGH OFFICE HOURS:  
Monday thru Friday 10:00 a.m. – 2:00 p.m.

Borough of Ivyland  
991 Pennsylvania Avenue, Ivyland, PA 18974  
215-675-0110 info@ivylandborough.org

# Application for CERTIFICATE OF OCCUPANCY

## INSPECTIONS REQUIRED

Required prior to sale, leasing or rental of any business or residential property or unit within Ivyland Borough under Ivyland Borough Ordinance 2001-5.

(Circle One)

Name of Owner/Seller: \_\_\_\_\_

Address of Owner/Seller: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Name of Tenant/Buyer: \_\_\_\_\_

Address of Tenant/Buyer: \_\_\_\_\_

Phone Number of Tenant/Buyer: \_\_\_\_\_

Address of Property: \_\_\_\_\_, Ivyland Borough  
(include apartment or unit number, if applicable)

Tax Map Parcel #: \_\_\_\_\_

Type of Property: \_\_\_\_\_

☐ Residential    ☐ Fee, \$100.00 per Dwelling or Rental Unit    ☐ Single Family

☐ Apartment    ☐ Multi-family    ☐ Other    ☐ Non-Residential/Business    ☐ Fee\$250./unit

Type of non-residential or business use: \_\_\_\_\_

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## GRANT OF CERTIFICATE:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Council Members:

Chuck Bristow, Chris Branchide, Salvatore DiPaolo, Chris Finello, William Linwood, Matthew Piotrowski, J. Todd Savarese

EQUAL OPPORTUNITY EMPLOYER

Complimentary List of  
**ELECTRICAL INSPECTION AGENCIES**  
Furnished by the  
Borough of Ivyland  
**DEPARTMENT OF LICENSES AND INSPECTIONS**

991 Pennsylvania Avenue  
Ivyland, PA 18974

Barry Isett & Associates	2325 Heritage Center Drive Suite 315 Furlong, PA 18925	267-454-2260
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Burns Electrical Inspection Service, Inc.	302 E. Pennsylvania Blvd. Feasterville PA 19053	215-364-7802
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Code Inspections, Inc.	605 Horsham Road Horsham, PA 19044	215-672-9400
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First PA Inspections, Inc.	P.O. Box 124 Warminster, PA 18974	215-674-2355
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Grill 1 Inspections	752 Sycamore Avenue Southampton, PA 18966	215-364-5758
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Liberty Inspection Group	67 Buck Rd. B-39 Huntingdon Valley, PA 19006	215-778-3118
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Middle Atlantic Electrical Inspections	302 E. Pennsylvania Blvd. Feasterville, PA 19053	215-322-2626
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Middle Dept. Inspection Agency, Inc.	404 W. Ridge Pike Suite 200 Conshohocken, PA 19420	215-244-1919
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United Inspection Agency, Inc.	P.O. Box 3361 Ambler, PA 19002	215-542-9977
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*Other Certified Third-Party Electrical Inspection Agencies can be found on the Pennsylvania  
Department of Labor & Industry website: [www.dli.state.pa.us](http://www.dli.state.pa.us)*

**This alphabetical list is being provided as a courtesy to residents only.  
Residents may utilize the electrical underwriter of their choice.**

**IVYLAND BOROUGH Does not endorse or  
recommend any contractor.**

# Borough of Ivyland

991 Pennsylvania Avenue, Ivyland, PA 18974  
215-675-0110 info@ivylandborough.org

## Heater & Chimney Certification Form

Homeowner: \_\_\_\_\_

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

Date of Certification: \_\_\_\_\_

### CONTRACTOR SUBMITTING CERTIFICATION INFORMATION:

Contractor: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

This certification includes heater and chimney. If chimney is not included, a chimney contractor must submit a separate certification for chimney.

This form must be returned to:

Ivyland Borough

991 Pennsylvania Avenue

Ivyland, PA 18974

The Certificate of Occupancy or Use & Occupancy will not be issued without this form.

Name & Model of Heater: \_\_\_\_\_

Type of Heater: ☐ Gas ☐ Oil ☐ Propane  
Other \_\_\_\_\_

Kind of Heat: ☐ Hot Water ☐ Hot Air  
Other \_\_\_\_\_

Type of Ignition: \_\_\_\_\_

Fuel Tank Location: (if applicable)  
☐ Inside ☐ Outside ☐ Underground ☐ NA

Name of Anti-Siphon/Oil Safety valve: \_\_\_\_\_

Safety Switch: ☐ Yes ☐ No ☐ N/A

### CHIMNEY

	Yes	No	N/A
Is chimney clean and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a flue liner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does chimney need a flue liner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is flue liner in safe working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is flue connection at chimney sealed? If not, why? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a chimney scan necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is flue draft acceptable for operation of heater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does Chimney pass for certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does Chimney installation and operation meet International Mechanical & NFPA Code requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are jets and pilots firing properly? ☐ ☐ ☐

Are jets, pilots and burners clean and safe for operation? ☐ ☐ ☐

Heat Exchanger in good condition? ☐ ☐ ☐

Clearance around heater acceptable? ☐ ☐ ☐

Distance between top of heater and bottom of ceiling joists must meet NFPA & International Mechanical code standards. Does this heater meet requirements? ☐ ☐ ☐

Heater must be clean for certification. Is the heater clean? ☐ ☐ ☐

Is the heater safe and in satisfactory working order? ☐ ☐ ☐

Does heater installation and operation meet International Mechanical & NFPA Code requirements? ☐ ☐ ☐

Does Heater pass for certification? ☐ ☐ ☐

Contractor Signature: (required)

Date: \_\_\_\_\_

# **TENANT REGISTRY**

## **DIRECTIONS**

**PLEASE NOTE:** Ordinance **1990-4** requires all Ivyland Borough property owners to file a **TENANT REGISTRY** form with the **BOROUGH OFFICE**. If the property is a rental, it is the responsibility of the owner to keep the form current as renters change. If the property is owner occupied, the form **MUST** still be filled out **RESIDENT SECTION ONLY** and returned to the address below.

IVYLAND BOROUGH OFFICE  
991 PENNSYLVANIA AVENUE  
IVYLAND, PA. 18974

215-675-0110

IVYLAND BOROUGH OFFICE HOURS:  
Monday thru Friday 10:00 a.m. to 2:00 p.m.

WE THANK YOU IN ADVANCE FOR YOUR CO-OPERATIION.

# TENANT REGISTRY FOR OCCUPANCY

Name of Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Parcel Number \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

## IF OWNER OCCUPIED LIST ALL RESIDENTS 18 OR OLDER RESIDING AT THE ABOVE ADDRESS

Resident's Name \_\_\_\_\_

Resident's Name \_\_\_\_\_

Resident's Name \_\_\_\_\_

## IF PROPERTY IS A RENTAL PLEASE LIST ALL TENANTS 18 YEARS OR OLDER

1. Tenant's Name \_\_\_\_\_  
Apartment or Unit Number \_\_\_\_\_ Phone Number \_\_\_\_\_

2. Tenant's Name \_\_\_\_\_  
Apartment or Unit Number \_\_\_\_\_ Phone Number \_\_\_\_\_

3. Tenant's Name \_\_\_\_\_  
Apartment or Unit Number \_\_\_\_\_ Phone Number \_\_\_\_\_

4. Tenant's Name \_\_\_\_\_  
Apartment or Unit Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Please return the completed form to:

Borough of Ivyland, 991 Pennsylvania Avenue Ivyland, PA 18974

WE APPRECIATE YOUR COOPERATION – THANK YOU