

**RADNOR TOWNSHIP
ENGINEERING DEPARTMENT
301 IVEN AVENUE
WAYNE, PA 19087**

Transfer of Residential or Non-residential Buildings for Property in Radnor Township

A Certificate of Occupancy is required for any residential and non-residential properties within the Township. No existing property shall be occupied or used by a new owner as a result of transfer by title, deed, or other legal means until a certificate of use and occupancy has been issued by the Radnor Township Engineering Department.

A certificate of use and occupancy requires that the seller certify that operable smoke detectors or a smoke detection system has been installed.

Following is the procedure the Township will follow to issue the Certificate of Occupancy:

1. **Applications** for a certificate of use and occupancy **shall be filed** with the Engineering Department by the seller of the property **no less than thirty (30) days prior to settlement**. If the settlement is scheduled for less than thirty (30) days after the execution of the agreement of sale between the buyer and seller, the Certificate of Use and Occupancy application shall be submitted not less than ten (10) business days prior to settlement. **Applications must be signed by the property owner**. The required fee in the amount of one hundred and fifty dollars (\$150) must accompany the application.

If settlement is ten (10) business days or less the fee is \$ 300.00

2. Upon receipt of the application, the Township will proceed to inspect the property to determine compliance with regulations pertaining to house number and public sidewalks. Notice of violation(s) will be forwarded to the **property owner** following the inspection and must be corrected to meet Township standards prior to the release of the Certificate of Use and Occupancy.
3. The Smoke Detector/Carbon Monoxide Certification form must be completed by the sellers, and be submitted to the Engineering Department along with the application.
4. When filing the application, the owner is required to schedule an appointment with the Engineering Department at 610-688-5600 Ext. 129 for an internal inspection of the sanitary sewer soil pipe to confirm that no illegal connections exist, sidewalks and Street Address visibility. Notice of illegal connections to the sanitary sewer will be forwarded to the **property owner** following the inspection and must be corrected prior to the release of the certificate of use and occupancy.

The application and certification forms are attached. Questions regarding procedures should be referred to the Engineering Department at 610-688-5600.

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For Township Use Only	
<input type="checkbox"/>	Signed and Dated Application
<input type="checkbox"/>	Appropriate Fees as listed below
<input type="checkbox"/>	Smoke Detector/Carbon Monoxide Certificate signed by Seller and Buyers

**APPLICATION FOR CERTIFICATE OF OCCUPANCY TO TRANSFER REAL
ESTATE**

Property Address: _____

Current Owner: _____

Owner Address: _____

Email: _____

Owner Phone Number: _____

Settlement Date: _____

Mail Certificate to: _____

Email Certificate to: _____

Public Sewer: Yes No

Public Water: Yes No

Buyers Name and Phone Number: _____

**THE FEE OF ONE HUNDRED FIFTY DOLLARS (\$150) IS REQUIRED WITH
SUBMISSION.**

**IF APPLICATION IS RECEIVED WITHIN 10 BUSINESS DAYS OF SETTLEMENT, THE
FEE IS THREE HUNDRED DOLLARS (\$300)**

**THE PROPERTY OWNER IS REQUIRED TO SCHEDULE AN APPOINTMENT WITH
THE ENGINEERING DEPARTMENT AT (610) 688-5600 EXTENSION 129 FOR AN
INTERNAL INSPECTION OF THE SANITARY SEWER SOIL PIPE TO CONFIRM
THAT NO ILLEGAL CONNECTIONS EXIST, INSPECT SIDEWALKS, AND STREET
ADDRESS VISABILITY.**

**THE SMOKE DETECTOR/CARBON MONOXIDE CERTIFICATION FORM MUST
BE EXECUTED BY BOTH THE SELLER AND BUYER AND PROVIDED TO
RADNOR TOWNSHIP ALONG WITH THE APPLICATION SUBMISSION AND
APPROPRIATE FEES.**

Signature of Property Owner

Date

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**SMOKE DETECTOR/CARBON MONOXIDE
CERTIFICATION**

_____ (Sellers)

The Seller of the property located at: _____

Radnor Township, Delaware County, Pennsylvania has operating smoke detectors or an approved working smoke detection system. Smoke detectors must be installed, one (1) in every sleeping room, one (1) outside each sleeping area, one (1) on every level of the building including the basement, one (1) carbon monoxide detector outside each sleeping area, as well as in the vicinity of any fuel fired heaters or fireplaces. This is in compliance with the Property Maintenance Code as adopted by the Radnor Township Board of Commissioners.

VERIFICATION

I _____, verify that the statements made above are true and correct to the best of my knowledge or information and belief. I affirm that I am authorized to sign this verification. I understand that false statements made herein are subject to the penalties of 18 Pa.C.S.A. §4904, relating to unsworn falsification to authorities.

Date: _____

Seller Signature: _____

Print Name: _____

Buyer Signature and Buyer Phone #

Date

Buyer Signature and Buyer Phone #

Date