**BENSALEM TOWNSHIP**

*Building and Planning Department*

2400 Byberry Road Bensalem, PA 19020

215-633-3644 ▪ Fax 215-633-3753

|  |  |
| --- | --- |
| Permit No. |       |
| Date: |       |
| Fee: |       |

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| **CONVEYANCE of OWNERSHIP ONLY APPLICATION** |
| To occupy a single or multi-family residential dwelling or condominium either through new ownership or new use.**CONVEYANCE CERTIFICATES EXPIRE IN 30 DAYS FROM DATE OF ISSUE** |
|  | **CURRENT PROPERTY OWNER** |  | **BUYER INFORMATION** |
|  **NAME**  |       |  |       |
| **ADDRESS**  |       |  |       |
|  |       |  |        |
| **PHONE NO.**  |       |  |       |
|  |
|  **SELLER’S AGENT** |  | **BUYER’S AGENT** |
| **NAME**  |       |  |       |
| **ADDRESS**  |       |  |       |
| **PHONE NO.** |       |  |       |
|  |
| **SETTLEMENT DATE:** |  |
|  **EMAIL ADDRESS FOR CERTIFICATE:** |       |
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| **SITE INFORMATION** |
| **LOCATION OF SUBJECT PROPERTY:** |       |
| **TAX PARCEL NUMBER:**  |       |
| **UNIT TYPE:**  | [ ]  MULTI-FAMILY UNIT | **IMPORTANT - REQUIRED WITH SUBMISSION****Letter from BUYER affirming their purchase “AS IS” and acknowledging “NO OCCUPANCY” until a valid Use & Occupancy permit has been issued.**Bensalem Township Certificates of Occupancy are still required. The Township will issue said certificate upon receipt of the following:1. Certificate issued by an approved electrical underwriter indicating that the **electrical service panel** has been inspected and complies with the then current National Electrical Code.

See list of approved electrical underwriters below.1. Maintenance certificate issued by a duly licensed mechanical contractor indicating that the **heating system** has been inspected and is in good working condition.
2. Certificate issued by a duly licensed chimney sweep indicating that the **chimney/flue/vent** has been inspected and is functioning properly. **NFPA 211 Level II** certification required.
 |
|  | [ ]  SINGLE-FAMILY DWELLING |
|  | [ ]  CONDOMINIUM |
|  | [ ]  MOBILE HOME |
|  | [ ]  MODULAR HOME |
|  |  |
| **APPROVED ELECTRICAL UNDERWRITERS** |
| Code Inspections | 215-672-9400 |
| First PA Inspections | 215-674-2355 |
| Middle Atlantic Electrical Insp | 215-322-2626 |
| Middle Department Insp Agency | 215-244-1919 |
| United Inspection Agency | 215-542-9977 |
| Grill 1 Inspections | 215-364-5758 |
|  |
| Approved by: |
|  |
| Signature |  | Date |
|  |  | 9/2014 |