



# BENSALEM TOWNSHIP

Building and Planning Department  
 2400 Byberry Road Bensalem, PA 19020  
 215-633-3644 • Fax 215-633-3753

Permit No.	
Date:	
Fee:	

## CONVEYANCE of OWNERSHIP ONLY APPLICATION

**CONVEYANCE CERTIFICATES EXPIRE IN 30 DAYS FROM DATE OF ISSUE  
 NEW OWNER SHALL APPLY FOR A USE & OCCUPANCY PERMIT PRIOR TO EXPIRATION DATE**

<u>CURRENT PROPERTY OWNER</u>	<u>BUYER INFORMATION</u>
NAME _____	_____
ADDRESS _____	_____
PHONE NO. _____	_____

<u>SELLER'S AGENT</u>	<u>BUYER'S AGENT</u>
NAME _____	_____
ADDRESS _____	_____
PHONE NO. _____	_____

**SETTLEMENT DATE:** \_\_\_\_\_

**EMAIL ADDRESS FOR CERTIFICATE:** \_\_\_\_\_

### SITE INFORMATION

**LOCATION OF SUBJECT PROPERTY:** \_\_\_\_\_

**TAX PARCEL NUMBER:** \_\_\_\_\_

**UNIT TYPE:**

MULTI-FAMILY UNIT

SINGLE-FAMILY DWELLING

CONDOMINIUM

MOBILE HOME

MODULAR HOME

**IMPORTANT - REQUIRED WITH SUBMISSION**

**NOTARIZED letter from BUYER affirming their purchase "AS IS" and acknowledging "NO OCCUPANCY" until a valid Use & Occupancy permit has been issued.**

**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

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.
2. Maintenance certificate issued by a duly licensed mechanical contractor indicating that the **heating system** has been inspected and is in good working condition.
3. 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.

Approved by: \_\_\_\_\_

Signature

Date