



BENSALEM TOWNSHIP

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

License No.	
Date:	
Fee:	\$75.00

APPLICATION

RESIDENTIAL RENTAL - USE & OCCUPANCY LICENSE

To lease and occupy a rooming unit, rooming house, hotel, motel, apartment, multi-family, condominiums and residential dwelling either new use or through new tenants as in the case of a leased property.

CURRENT PROPERTY OWNER

LESSEE

Name _____	_____
Address _____	_____
_____	_____
Email _____	_____
Phone No. _____	_____

REALTOR

MANAGER

Name _____	_____
Address _____	_____
_____	_____
Email _____	_____
Phone No. _____	_____
MOVE-IN DATE: _____	_____

SITE INFORMATION

Location of Subject Property _____	Street Address (house, building, and/or unit number)
Tax Parcel Number: _____	
Unit Type (please check)	<input type="checkbox"/> Apartment <input type="checkbox"/> Multi-family dwelling <input type="checkbox"/> Group Home/Recovery
	<input type="checkbox"/> Single-family dwelling <input type="checkbox"/> Rooming unit # of Occupants _____
Important: All applications must comply with all Building Codes and Bensalem Township Ordinances. Checks should be payable to "Bensalem Township".	
Signature _____	Date _____
A SIGNED COPY OF THIS APPLICATION IS REQUIRED PRIOR TO ISSUANCE OF LICENSE	

RESIDENTIAL RENTAL USE & OCCUPANCY INSPECTION REQUIREMENTS

BASIC GUIDELINES FOR NON-OWNER OCCUPIED AND RESIDENTIAL RENTALS

1. Sidewalks, driveways, holes, etc. – NO TRIPPING HAZARDS
2. Grass – over 10” must be cut and weeds removed.
3. Foundation – free of cracks.
4. Roof – No obvious defects.
5. Porches and Patios – free of holes and cracks.
6. Siding, brick, stone – maintained in good condition.
7. House numbers – 4” high, **easily** visible on house from the street.
8. Eight (8) foot ground rod – visible.
9. Central AC unit – disconnect switch at unit.
10. Walls, ceilings – free of large cracks, breaks or holes.
11. Floors – free of holes.
12. Plumbing – kitchen/bathroom sink, tub or shower with hot and cold water. No leaks.
13. Stairway/handrails – required on more than 4 risers (steps).
14. Guardrails – required on any surface that is more than 30” above the floor or grade level. must be vertical and no more than 4” apart.
15. Smoke Detectors – All levels including basement, hallways, bedrooms and attics.
16. GFI’s – within six (6) feet of any spigots, sinks, tubs and showers. All outlets in a kitchen at the backsplash area require GFI’s regardless of distance from water source. Any vertical surface above a countertop.
17. GFI’s needed on all receptacles located outside, in garages, sump pumps, crawl spaces and unfinished basements.
18. GFI Receptacles – MUST be in all powder rooms and bathrooms.
19. Fire extinguisher readily accessible inside the rental unit.
20. Bath & Powder Rooms – Natural or mechanical ventilation.
21. Water Heater – Pressure relief valve extension maximum 6” off the floor.
22. Oil Heater – Remote emergency shutoff switch located outside the heater room.
23. Windows – Open properly. Glass not cracked or broken. Capable of staying open on own. All openable windows must have screens in good condition.
24. Globes – required on all light fixtures located within clothing closets.
25. Exterior Doors – Must have tumble locks in the interior side.
26. Carbon Monoxide Detectors – Required on each floor, hallway of bedroom floor and basements.
27. Heating system – Maintenance certificate issued by a duly licensed mechanical contractor indicating that the heating system has been inspected and is in good working condition. **Also** required is **NFPA 211 Level 2 certification** for the vent system/flue/chimney for the heating unit and any fireplaces/pellet stoves within the rental unit. Not applicable for electric heat.
 - **NFPA 211 Level II inspection requires inspection of the chimney and of the interior surfaces of the flue. This is typically done with closed-circuit video equipment.**
 - To confirm a contractor’s registration with the PA Attorney General’s Office – please visit website <https://hicsearch.attorneygeneral.gov>
 - Please be advised we **WILL NOT** accept certifications from the companies listed below as these companies do not meet basic requirements. 1) A1 Chimney Sweep; 2) American Chimney Masters