



# TOWNSHIP OF BETHLEHEM

## COMMUNITY DEVELOPMENT DEPARTMENT

MUNICIPAL BUILDING  
4225 Easton Avenue  
Bethlehem, Pennsylvania 18020-1496

Phone: 610.814.6435  
www.bethlehemtownship.org

### Property Resale/Lease Inspection Program Application for Certificate of Use and Occupancy

Date of Application: \_\_\_\_\_ Address of Premises: \_\_\_\_\_

Floor/Suite/Apt # \_\_\_\_\_ Number of Units: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_

Agreement of Sale/Lease Attached:  YES  NO Settlement Date: \_\_\_\_\_

#### Reason for Application:

Commercial Re-Sale  Commercial Change of Tenant  Residential Re-Sale  Residential Change of Tenant

#### Building Description:

Commercial Shopping Center/Retail  Commercial Business  Commercial Assembly  Industrial Warehouse  
 Multi-Family Dwelling  Single-Family Dwelling  Townhouse  Condo/Apt  Other: \_\_\_\_\_

**\*\*Please indicate contact person for scheduling inspection by checking box next to Seller/Buyer/Agent\*\***

#### Current Owner (Seller/Landlord)

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

#### Buyer/New Tenant

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Real Estate Agent and/or Attorney**

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Commercial Re-Sale/Change of Tenant**

Copy of Sale Agreement/Lease Agreement and print out of property Sketch from ncpub.org are required with Commercial Re-Sale/Change of Tenant application submittals.

Description of Current Use of Premises: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Proposed Use of Premises: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commercial Tenant Business Name: \_\_\_\_\_

Corporate Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Property Owner's (Seller/Landlord) Authorization**

I (Owner/Seller/Authorized Agent) hereby grant permission for the above referenced premises to be inspected by Bethlehem Township for the issuance of a certificate of use and occupancy/certificate of compliance for the purposes or use described above. I also understand that the sole intent of this inspection is to determine compliance with Bethlehem Township Ordinance Numbers 6-78 and 06-23. This inspection is intended to assure general compliance with applicable Township regulations, including but not limited to: property maintenance, building and zoning. This inspection is not intended to substitute for a home inspection. By issuance of a certificate of occupancy/compliance, the Township assumes no liability regarding the physical condition of the subject premises. The issuance of a certificate of occupancy/compliance does not diminish required need for compliance with any Township ordinances. The electrical portion of this inspection relates only to GFCI issues at exterior and interior locations, and is not a comprehensive electrical inspection. Prior to occupying any premises, it is recommended to have a building fully inspected by a qualified independent inspector for code/safety compliance for (and including but not limited to) chimney, electrical, heating, air conditioning and ventilation systems.

Signature: \_\_\_\_\_

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