



TOWNSHIP OF BETHLEHEM

BOARD OF COMMISSIONERS

DEPARTMENT OF COMMUNITY DEVELOPMENT

MUNICIPAL OFFICES
4225 EASTON AVENUE

BETHLEHEM, PENNSYLVANIA 18020-1496

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www.bethlehemtownship.org

Commissioners:

Malissa K. Davis
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RESIDENTIAL PROPERTY RESALE/LEASE INSPECTION PROGRAM – PROCEDURE FOR OBTAINING A CERTIFICATE OF OCCUPANCY

1. Complete the attached form.
2. Present completed application form and fee – in person – at the Bethlehem Township Municipal Building permit counter during normal business hours (Monday through Friday, 8:00 am to 4:00 pm).
3. Application fees are as follows:
 - a. \$72.00 with a copy of an agreement of sale and the settlement date listed is more than 20 days from the date the completed application is accepted.
 - b. \$ 126.00 with a copy of an agreement of sale and the settlement date listed is less than 20 days from the date the completed application is accepted.
 - c. \$126.00 when a “report only” is requested and a completed application is accepted.
4. Upon acceptance of the complete application an inspection will be scheduled. Inspections are scheduled based upon availability and are only conducted between the hours of 9:00 am and 3:00 pm, Monday through Friday.
5. Meet code enforcement officer on premises at the scheduled date and time.
6. Inspection results – which generally include a temporary or full certificate of occupancy – will be provided via certified mail to both seller and buyer.

Note: The sole intent of this inspection is to determine compliance with Bethlehem Township Ordinance Numbers 6-78 and 8-00. 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, the Township assumes no liability regarding the physical condition of the subject premises. The issuance of a certificate of occupancy 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.

Bethlehem Township Department of Community Development

Aaron Stasiw

Code Enforcement Officer

Phone (610) 814-6467

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