

# Commercial Certificate of Occupancy Inspection

PAGE 1 OF 2

**Company & Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **CO# :** \_\_\_\_\_

**\*\*Applicant Must Specify Present Use of Property\*\***

**\*\*Failure to correct unapproved items on this sheet within 15 days will VOID the current Certificate of Occupancy Application. If re-inspection is required, there will be additional fees\*\***

<b>Exterior</b>	<b>Approved</b>	<b>Not Approved</b>	<b>Comments:</b>
1. Sidewalk (No cracks or tripping hazards)			
2. Curbs (No cracks or tripping hazards)			
3. Handrails & Guards/Stairs both sides if needed & in good condition - (Pertains to Interior & Exterior)			
4. Grass/Weeds –No Excessive overgrowth of vegetation. (10-12 inches)			
5. Address numbers installed on Building (Must be visible from the street)			
6. Vent Caps, Gas & Water Valves (if applicable) - must be above grade - with exception of those built into sidewalks			
7. Gutters, Downspouts, Coping, & Flashing in Functional Order			
8. Exterior clad with all-weather material, no spalling of masonry, concrete, broken/damaged siding, etc.			
9. Parking areas must be in serviceable condition -free of pot holes, weeds, debris, etc. Line Striping & Luminescence where applicable.			
10. Roof must be watertight, with no leaks			
11. Emergency Exit lighting required at the point of exit discharge.			
12. Glazing- No broken and/or cracked glass.			
13. Exterior lighting – where required			
14. Electric Receptacles - Must comply with the applicable electrical code.			
15. Back Flow Preventer – Required (must submit report Annually)			

**Additional Notes:** \_\_\_\_\_

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**Use and Occupancy Inspection Criteria  
Tinicum Township Board of Commissioner on December 1999**

**Exterior**

**Standard**

- |                                       |   |
|---------------------------------------|---|
| <b>1 &amp; 2 Curb &amp; Sidewalks</b> | ¼ inch cracks or less may be patched. Trip hazards created by elevation differentials of less than 1 inch maybe repaired rather than replaced. Concrete or black replacement must be 4 inches thick. Driveway apron concrete must be 6 inches thick and with stand 3,500 psi.   |
| <b>3. Stairs / Handrails</b>          | 1996 BOCA National Property Maintenance Code. Section 702.9 requires that "Every exterior and interior flight of stairs having more than four risers, and every other portion of the stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guards. The opening for guards/spindles should have no more than a four inch sphere between the same. Handrails shall not be less than 30 inches nor more than 42 inches high, measured vertically above the nosing of the tread or above the finished floor of the landing or walking surface." |
| <b>4. Grass</b>                       | Trimmed less than 10-12 Inches.   |
| <b>5 Address Numbers</b>              | 1996 BOCA National Property Maintenance Code, Section 304.3 requires numbers To be visible from the street.   |
| <b>14. Electrical Receptacles</b>     | Must comply with the applicable electrical code. No open spaces in Electrical Boxes. No open junction boxes, exposed wiring, or any missing or broken outlet and/or light switch covers.  |
| <b>15. Back Flow Preventer</b>        | <b><u>Must</u> submit Annual report to Tinicum Township Municipal Bldg.</b>   |



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**CO#:** \_\_\_\_\_

<i>Interior</i>	<i>Approved</i>	<i>Not Approved</i>	<i>Comments:</i>
1. Sump pump piped to outside (if applicable) Not connected to Sewer System.			
2. Furnaces: HVAC in working condition Annual Maintenance Record Required			
3. Hot water blow off valve to discharge to approved location			
4. GFCI - Outlets-(6 ft from any water source And all exterior locations)			
5. Doors & Locks must be operable and self- closing devices.			
6. Windows in good condition. Glazing – No broken and/or cracked glass.			
7. Stairs (see item #3 Exterior above)			
8. Electrical underwriter certification on new Installation. Electrical panel-circuit breakers identified. No open junction boxes, wires, conduit, etc.			
9. Fire Alarm (if applicable) Yearly certification as required by NFPA 72 (Must be submitted to the Township Office yearly)			
10. Sprinkler System (if applicable) Yearly certification as required by NFPA 13 (Must be submitted to Township Office yearly)			
11. All Fire-rated assemblies must be maintained			
12. Fire Extinguishers – Per NFPA 10 (Report must be submitted to Township yearly)			
13. Emergency Exit Signage – at point of exit discharge clearly visible to occupants.			
14. Emergency Exit Lighting – required to provide on foot candle of lighting so occupants can clearly see exit route.			
15. Interior Finish- No spalling/peeling paint- all services serviceable.			
16. Floors and/or ceilings – surfaces must be serviceable.			
17. Plumbing – all fixtures, piping, etc – must be serviceable – no abandoned pipes/fixtures.			
18. Grease Traps- where required & Oil Separator- where required			

**Notes:** \_\_\_\_\_

**Name of Inspector:** \_\_\_\_\_

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

**Use and Occupancy Inspection Criteria  
Tinicum Township Board of Commissioner on December 1999**

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**Interior**

**Standard**

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|--|---|
| <b>1. Sump Pumps</b>                             | Sump Pumps MUST NOT be connected or discharged into the sanitary sewers.                                      |
| <b>3. Relief Valves on Boilers/Water Heaters</b> | All hot water heaters and boilers must have relief valves extended to within 6 inches of the floor elevation. |
| <b>7. Stairs/Handrails</b>                       | Required for Interior and Exterior of property. See #3 for Exterior.  |
| <b>9. Fire Alarm</b>                             | Report must be submitted to Tinicum Township Office yearly.   |
| <b>10. Sprinkler System</b>                      | Report must be submitted to Tinicum Township Office yearly.   |
| <b>12. Fire Extinguishers</b>                    | Report must be submitted to Tinicum Township Office yearly.   |
| <b>18. Grease Traps / Oil Separator</b>          | Required – if applicable.   |