

# TELFORD BOROUGH USE & OCCUPANCY PERMIT CHECKLIST

INSPECTION DATE/TIME: \_\_\_\_\_ FEE PAID? Yes  No

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER/PHONE #: \_\_\_\_\_

CONTACT PERSON/PHONE #: \_\_\_\_\_

CONTACT PERSON ADDRESS: \_\_\_\_\_

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

Does current/proposed use of property comply with the Telford Borough Zoning Ordinance? Yes  No

Zoning District: \_\_\_\_\_ Zoning Use: \_\_\_\_\_

Is the cellar drain or sump pump connected to the sanitary sewer? NA  Yes  No

Is the sewer vent/cleanout/trap if required, installed properly without defect to avoid intake of surface water? Yes  No

Are roof drains connected to sanitary sewer? Yes  No

Are shrubbery and tree branches properly trimmed? Yes  No   
(Shrubbery cannot grow over sidewalk or block vision of motorists at intersections;  
tree branches must be trimmed eight feet (8') above sidewalk.)

Are curbs and sidewalks in fair, level and walkable condition? Yes  No   
(Severely deteriorated, broken and lifted curb and sidewalk must be replaced as a condition  
of occupancy.)

Is the recycling bin provided by the Borough on the property? Yes  No

If applicable, are all easements free and clear of obstruction? Yes  No   
(Such as structures, fences, sheds, trees, and shrubbery)

If applicable, is the swimming pool enclosed with a minimum 4' high fence with a self-closing & self-latching gate? NA  Yes  No

Is there an operable smoke detector on each floor, including basement? Yes  No   
And in every bedroom? Yes  No

Is there a two-hour fire wall, if required, in Residential, Commercial, Industrial, Institutional & Mixed Use properties? NA  Yes  No

Is there a one-hour rating at ceiling if separate dwelling unit is above? NA  Yes  No

Is there a code approved emergency escape? NA  Yes  No

Is there a Watts #7, 3/4" double check valve at water line entrance? NA  Yes  No   
Is required, or applicable, pressure reducing valve present? NA  Yes  No

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_