



**WARWICK TOWNSHIP**  
 Dept. of Planning & Zoning  
 1733 Township Greene, Jamison, PA 18929  
 Phone: (215) 343-6100  
[www.warwick-bucks.org](http://www.warwick-bucks.org)

**For Warwick Township Use Only**

Received by: \_\_\_\_\_

Zoning: \_\_\_\_\_

Building Inspector: \_\_\_\_\_

**APPLICATION FOR RESIDENTIAL RESALE USE & OCCUPANCY CERTIFICATE**

Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ TMP#: \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit#: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Building Footprint: \_\_\_\_\_ Total Building Square Footage: \_\_\_\_\_

**Water:**  Private Well  Warwick Township Water & Sewer Authority  Warminster Municipal Authority

**Sewage Disposal:**  On-lot  Warwick Township Water & Sewer Authority  Warminster Municipal Authority

**Agent for Seller:** \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Present Owner:** \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Agent for Buyer:** \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**New Owner:** \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will the new owner live at the property?  YES  NO

Name, phone number, & email address of contact person regarding property access and inspection:

Name	Phone	Email Address
<p><b>Applications are due a minimum of 30 days prior to the settlement/occupancy; the above named person must contact Warwick Township to schedule the inspection. The Township will not be responsible for contacting the owner or responsible party to schedule any inspections. The inspection can be scheduled any time within 30 days of settlement; however, it is strongly suggested to schedule 3 to 4 weeks prior to settlement so there is ample time to complete any work needed. Please plan accordingly.</b></p>		

Will the property be used as a rental unit?  YES  NO

If yes, please provide contact information for occupant/tenant:

Name	Phone	Email Address
<p>Anticipated Settlement and/or Occupancy Date: _____</p>		

Use and/or Occupancy of a property without a valid Use & Occupancy Certificate issued by The Township of Warwick constitutes a violation of Township Ordinance No. 11-09, as last amended, and may result in the Township pursuing the legal remedies as set forth in said Ordinance. This application will expire after 180 days from the date submitted to the Township. No refunds will be given to the applicant.

\_\_\_\_\_  
*Signature of applicant*

\_\_\_\_\_  
*Name of applicant* (print clearly)

Inspection Fee: \_\_\_\_\_ (\$200 per dwelling unit, includes first reinspection as needed, per the current Fee Schedule)  
Reinspection Fee: \_\_\_\_\_ (\$50 for each re-inspection after first re-inspection, per the current Fee Schedule)

Use or occupancy obtaining certificate: \_\_\_\_\_ (All fees doubled, per the current Fee Schedule)

Each residence will be inspected by a Township Official, no sooner than thirty (30) days prior to change of ownership or occupancy in accordance with Township Ordinance N<sup>o</sup>. 11-09, as last amended.

Inspection for compliance will be relative to but not limited to the following list of items. Additional safety, structural or habitability items to correct **may be** identified and noted at the time of inspection.

## Permits

- Owner shall apply for and secure from the Township all necessary permits for all previous improvements or work for which a building or zoning permit was required but not secured.
  - Permits have been obtained for all newer work inside building.
  - Permits have been obtained for all exterior structures including fences, sheds, pools, decks, patios, and garages. Accessory structures are in good repair.

- Property has no open permits.

### Exterior Property Maintenance

- Property has no open property maintenance or zoning violations.
- Exterior of property is free of trash, debris and is overall clean and safe. No junk vehicles on property. Grass is mowed, if applicable. Exterior of property is adequately maintained.
- Exterior walls are in good condition. Roof drains and gutters are in good condition. Exterior doors and gates are in good condition. The exterior of the structure shall have no visible openings which would allow weather or vermin to breach the interior.
- No evidence of pest or rodent infestation.
- Address numbers must be clearly visible from the street (at least 3 inches in height). All houses and buildings that are over fifty (50') feet from the road must have their address number posted at the curb.
- All sidewalks, walkways, driveways and similar areas shall be maintained in good condition. Sidewalks are unobstructed.
- Guardrails must be present at all balconies and/or decks which are greater than thirty (30") inches above grade or floor level.
- A well test from a certified testing lab shall be provided confirming the water supply is potable.
- On-lot or private septic systems must be in working condition. Failing systems shall be required to connect with public sewer where available. If public sewer is not available, remediation or repair of the system will be required before a final occupancy certificate is issued for the property. The Bucks County Department of Health regulates on-lot and private septic systems and must be informed of any work being done to any on-lot or private system.
  - Property has registered their septic system with the Township and Bucks County.
  - Property has provided a visual inspection form to the Township within the past year. If not furnished within the past year, a new visual inspection report must be obtained and submitted to the Township for this inspection.

### Interior Inspection

- Handrails and/or guard rails must be present at all stairways where more than three (3) stairs are located.
- If present, sump pumps must discharge to exterior of building. No sump pump may discharge to the surface of a property within twenty (20') feet of a road or street without the written approval of the Township. No sump pumps may discharge into the sanitary sewer system. No sump pumps may discharge into the stormwater system without the written approval of the Township.
- Working exhaust fans shall be present in all bathrooms and/or toilet rooms which do not have an operable window.
- All plumbing fixtures, drains and supply piping (including but not limited to sinks, toilets, garbage disposals, etc.) shall be in working condition and leak free.

**Fire Protection**

- There shall be no unfilled openings within the electric circuit breaker box.
- There shall be no exposed or uncapped electrical wires or uncovered outlets or switch boxes. All wiring shall be routed and secured as NEC electrical code requires. All NEC required electrical safety devices, GFCI outlets, ARC fault protectors and protected circuits must be wired correctly and operate correctly. Any outlet within 6 feet of a water source or on the exterior of any structure must be GFCI protected. All must operate correctly when tested using an external tester.
- All new and existing structures, buildings, or dwelling units shall contain a properly maintained and functioning smoke detector present on each level, in each bedroom, in the basement and each basement room separated by a door. A heat detector or smoke detector shall be in the garage. The smoke detection system shall meet the requirements of the applicable Township building codes. When actuated, the audible alarm of the smoke detection system shall meet the requirements of the applicable Township building codes referencing decibel levels for smoke detection systems. All detectors shall be interconnected so that when one detector senses smoke or heat, all devices activate simultaneously. All smoke detectors must have a battery back-up feature. Detectors in new construction must be hardwired. In existing units, detectors may be hardwired, wireless or a combination of both types.
- All systems, devices and equipment to detect fire or smoke, actuate an alarm or suppress or control a fire shall be properly maintained.
- Fire rated doors shall be present in garages where a door leads into a conditioned space.
- Where present, 5/8" type "X" drywall shall be installed along the wall between the garage and the living space.
- Existing fire suppression systems (sprinklers) are to be inspected and certified by a certified sprinkler inspector.
- All fireplaces must have a screen, whether they are in use or not, unless the flue has been permanently sealed.
- All bedroom windows must open easily and stay open without additional support(s).
- All dryer exhaust ducts must be of metallic, non-combustible material, attached with tape or compression bands (no screws). Dryer exhaust vents must have clean outs.
- The front door must utilize a thumb latch lock.
- Carbon Monoxide Detectors are required in any new or existing structures, buildings, or dwelling units that use fossil fuels for heating or cooking. There shall be one located in the sleeping area of the dwelling and others located in proximity to the heating and/or cooking equipment.
- For any structure that has a fireplace or stove, wood or gas fired, certification of such may be required based on age, construction, or condition of the fireplace or stove. An NFPA 211 Level 2 inspection will be required, and the certification must state this was performed. The certification shall also state the type of flue inspected and certified. A copy of this certification must be obtained and submitted to the Township for this inspection.

The validity of the Use and Occupancy Certificate is contingent upon compliance with the Ordinances of the Township of Warwick. The property owner is responsible for this compliance.

By signing this form, the applicant understands that if any items above are inspected and found to be out of compliance, the applicant is required to make the necessary repairs to obtain compliance and will be subject to a reinspection and possible additional fees.

**Print Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Notice Regarding Resale/Rental Use and Occupancy Inspections

This is to inform you that the Warwick Township Building Inspection department, as part of our Use and Occupancy Certificate Inspection procedure, will be reviewing the property file of the property requesting a Resale Use and Occupancy Certificate, to verify any changes that have been made to the structure or the property were properly permitted and inspected.

If it becomes evident that there has been work completed that requires permitting and inspections, these items will have to be addressed prior to the issuance of a Use and Occupancy Certificate.

In the event that, at the time of the inspection, the inspector does find work completed which has not been permitted or inspected, it is the responsibility of the homeowner to obtain all permits and approvals.

Please be advised that any buildings that are provided with a sprinkler system will have to be tested by a certified sprinkler contractor. A letter of approval from the testing Contractor must be available to the inspector at the time of the Resale Use and Occupancy Inspection. Systems containing anti-freeze are required to have the "Back Flow Prevention Valve" tested by a licensed testing company. A contractor's list is available from the Township.

We would like to stress the fact that you must work with your client to address any outstanding issues. Allow enough time for all approvals to be obtained prior to settlement so that the Resale Certificate of Occupancy issuance won't be held up because of unresolved issues with the Township.

If you have any questions or require any additional information, please contact Warwick Township at 215-343-6100.



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**REAL ESTATE DEED REGISTRATION**

Date of Acquiring Title: \_\_\_\_\_

Manner of Acquiring Title: \_\_\_\_\_

Former Owner (Grantor): \_\_\_\_\_  
Name in Full

Present Owner (Grantee): \_\_\_\_\_  
Name in Full

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

Block & Unit: \_\_\_\_\_ Parcel: 51- \_\_\_\_\_ Zoning District: \_\_\_\_\_

Identify Number of Units \_\_\_\_\_ Check if Condo Unit

**Identify Zoning Use:**

- |  |   |  |                                  |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Residential     | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> Tenant Occupied | <input type="checkbox"/> or both |
| <input type="checkbox"/> Non-Residential | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> Tenant Occupied | <input type="checkbox"/> or both |

Proposed Use of Property: \_\_\_\_\_

If property will be leased give name of lessee/occupant: \_\_\_\_\_

Starting Date of Lease: \_\_\_\_\_ Length of Lease: \_\_\_\_\_ Expiration Date of Lease: \_\_\_\_\_

Name of lessor/owner: \_\_\_\_\_

Address lessor/owner: \_\_\_\_\_

**NAME(S) & ADDRESS(S) OF PARTICIPATING OF SELLING REAL ESTATE BROKERS AND/OR AGENTS:**

NAME	ADDRESS	CITY/STATE/ZIP
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NAME	ADDRESS	CITY/STATE/ZIP
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**As per Ordinance 2009-01, the deed and the form must be submitted to the Township within 2 days of recording; failure to do so will result in fines, as established by the Warwick Township Fees Schedule. This Real Estate Registration form must be delivered to Warwick Township at the address above with a copy of the deed and an application fee of \$10.00.**

**SIGNATURE OF OWNER OR AGENT** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Earned Income Tax

Warwick Township  
**0.5%**

Central Bucks SD  
**0.5%**

Total EIT  
**1%**

- The local earned income tax on wages is withheld from payroll for individuals working in Pennsylvania
- If you move during the tax year, ask your employer to update your local withholding information
- Those without employer withholding and the self-employed must make quarterly estimate payments
- If the tax is not paid when due, statutory penalty, interest and Act 192 costs may accrue
- By law, residents with earned income or net profits must file a local tax return in April
- Late or incorrect filing/payment may result in additional statutory costs

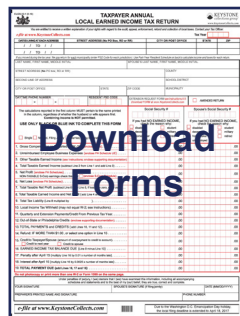
*save time*  *online*

<https://efile.KeystoneCollects.com>

## Local Services Tax — \$52/year

- The Local Services Tax is assessed on those who work in the Borough and is withheld from payroll
- Self-employed residents must report and pay the tax quarterly

[Download LST-I Vouchers](#)



[Contact Us](#)

[www.KeystoneCollects.com](http://www.KeystoneCollects.com)

**Self-employed?**  
[Contact Us](#)

**Just moved?**  
[Click here](#)

# File and Report Local Payroll Tax Online

(If you use a payroll service, have them contact Keystone directly to register your business for you)



<https://Business.KeystoneCollects.com>

1

**Create your account**

2

**Register business**  
(no need to pre-register)

3

**Upload Payroll Withholding Data**  
(or choose manual entry)

4

**Schedule ACH**  
(or pay by check)

Employer Helpline  
(724) 978-0328

**KEYSTONE**  
collections group®  
[www.KeystoneCollects.com](http://www.KeystoneCollects.com)



Keystone serves Warwick Township in the collection of delinquent earned income taxes

### WHY YOU RECEIVED THIS NOTICE ...

- A review of PA Income Tax Return data identifies taxable income not reported locally
- State law requires the Tax Officer to determine:
  1. If you may have paid the tax elsewhere
  2. If the income reported on the state return is subject to local tax
  3. Where you lived and worked during the tax year(s) in question



### IF YOU OWE DELINQUENT TAX ...

- Use the payment voucher
- Write account number on check
- Enclose a copy of your delinquent tax bill
- Mail payment to:

Keystone Collections Group  
PO Box 499  
Irwin PA 15642

### YOU MAY NOT OWE DELINQUENT TAX IF YOU ...

- Work and pay the commuter wage tax in Philadelphia
- Work and pay income tax to the State of Delaware or to the State of New York
- Did not live for one or more of the years in the community on your notice

### WHAT TO DO IF YOU THINK YOU DON'T OWE ...

- Send your W2 to Keystone along with your delinquent notice
- Show proof of residence for the tax year(s) you did not live in the community listed on the notice
- Be certain to file your local earned income tax return with the Tax Officer every year



## Local tax information for new residents

Keystone Collections Group serves Warwick Township as the Tax Officer for earned income and local services taxes. If you work in Pennsylvania or New Jersey, please contact your employer's payroll office to update your local payroll withholding information. The combined EIT rate for Warwick Township and the Central Bucks School District is 1%. The state has assigned Warwick Township the **Political Subdivision (PSD) Code 090509** for local tax reporting.

### Paying your tax

Pennsylvania residents with earned income or net profits are required to report and pay the EIT quarterly. If you are employed in Pennsylvania, your employer is required to withhold the tax from payroll. If you are self-employed, you must report and pay the tax quarterly. Request a self-employment tax account online at [www.KeystoneCollects.com](http://www.KeystoneCollects.com). Select the "[Contact Us](#)" link. Choose "Self Employed" from the drop-down menu. Or call 1-866-539-1100 Monday through Friday between 8 am and 4 pm. (Note: Use the "Self Employed" option to report your tax quarterly if you work in New Jersey and your employer does not withhold the tax from payroll.)

save time  e-file online

<https://efile.KeystoneCollects.com>

### File your annual return

Pennsylvania residents with earned income or net profits must file an annual local earned income tax return online or by mail on or before April 15. Even if you have employer withholding, you must still file a return.

### If you work in Philadelphia

If you work in Philadelphia and pay the tax there, you must still file a local annual tax return for Warwick Township. Report Philadelphia withholding on the tax form or online. Credit for wage tax paid to Philadelphia may be taken directly against local earned income tax liability. The Philadelphia Wage Tax credit may not exceed local earned income tax liability, be transferred to a spouse, or be applied to next year's tax liability.

### If you work in Delaware or New York

Income tax paid to the states of Delaware and New York may qualify you for credit against your local earned income tax liability. [e-file](#) will help you to calculate out-of-state tax credits that may offset your local liability.

### Local Services Tax

The Local Services Tax is a flat tax levied at \$52 a year on those who work in the Township, regardless of where you reside. Employers are required to withhold the tax from payroll. If you are self-employed, contact Keystone for LST payment vouchers. You may also download forms from the website.



# LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM

## TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change.

EMPLOYEE INFORMATION - RESIDENCE LOCATION			
NAME (Last, First, Middle Initial)		SOCIAL SECURITY NUMBER	
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough, Township)			
COUNTY	PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		TOTAL RESIDENT EIT RATE

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER NAME (Use Federal ID Name)		EMPLOYER FEIN	
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough, Township)			
COUNTY	PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		MUNICIPAL NON-RESIDENT EIT RATE

CERTIFICATION	
SIGNATURE OF EMPLOYEE	DATE
PHONE NUMBER	EMAIL ADDRESS

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

[www.newPA.com](http://www.newPA.com)  
Select Get Local Gov Support, >Municipal Statistics

# 1-866-539-1100

## KEYSTONE'S TAXPAYER HELPLINE

Keystone Collections Group has a phone line dedicated exclusively to taxpayer inquiries.

### *Connect Direct*

Keystone's Taxpayer Helpline will connect you directly to a professional Taxpayer Service Representative, reducing wait times to bring you the fastest and most reliable answers to your local tax questions.

### *Online 24/7*

You can also send online inquiries 24/7 to Keystone. Go to: [www.KeystoneCollects.com](http://www.KeystoneCollects.com) > "Contact Us"



The easy, fast and secure way to file your tax return. Go to: <https://efile.KeystoneCollects.com>



Keystone Collections Group is a tax collector, not a tax preparer, and is not permitted to offer tax advice.