



Dear Resident/Business Owner:

In attempts to protect our community and staff during the Coronavirus Pandemic, Caln Township will be altering how we accept and process permits, and perform inspections. These changes are only TEMPORARY in nature, and once the pandemic is declared under control we will return to normal operations.

Until further notice the following procedures will be followed:

PERMITS

- Electronic permit applications and documents are recommended
- Those unable to submit electronically can drop hard copies in the Township mailbox located at 253 Municipal Drive, Thorndale
- Submittals too large or complex to submit in either above manner will need to be coordinated for delivery
- Permit approvals will ONLY be issued via email

INSPECTIONS

Rental

- Tenant transfers will be scheduled and performed in unoccupied dwellings as normal
- Three (3) year inspections of occupied rental dwellings will be suspended

Property Transfer

- A self-inspection will be required, detailed information will be provided
- Use and Occupancy certificates will continue to be issued, but a notation will be added that the inspection was done via self-inspection.

UCC Building Code Regulated

- **Inspections will continue to be scheduled**, but alternative methods of assuring compliance may be utilized; pictures at different phases of work and/or facetime or other live video inspection

PAYMENTS

- Total cost for permit will be due when permit is approved, prior to issuance
- Rental and Property Transfer inspection payment is REQUIRED prior to scheduling/issuance of U&O
- Payments for permits and inspections can only be accepted via check or cash at this time

We apologize for any inconvenience this may cause, but the health and safety of the Caln Township community is our number one priority.

DEPARTMENT OF BUILDING & LIFE SAFETY

Raymond Stackhouse, Director

253 Municipal Dr, Thorndale, PA 19372 | Phone: 610-384-0600 | Fax: 610-384-0689

codes@calntownship.org | www.calntownship.org



AFFIDAVIT REGARDING USE AND OCCUPANCY SELF INSPECTION

PROPERTY: _____

BUYERS: _____

SELLERS: _____

DATE OF SETTLEMENT: _____

It is understood and agreed that _____
buyer(s) of the property at _____
acknowledges this was a self inspection by the owner/agent during the COVIN-19
pandemic modified Township program. The Township did not enter this home to
physically do an inspection. A copy of the completed self inspection form is attached,
and the U&O will note this was completed as a self inspection.

Buyer's telephone number _____

Buyer's email address. _____

SIGNATURE(S)

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U&O SELF INSPECTION

PROJECT ADDRESS _____

INSPECTION DATE _____

NAME OF PERSON DOING INSPECTION _____

IS ADDRESS POSTED AND CLEARLY VISIBLE FROM THE STREET? _____

IS THERE A PRIVATE WELL AND WAS WATER SAMPLE TESTING SUBMITTED? _____

ARE SIDEWALKS, DECKS AND PORCHES IN GOOD REPAIR? _____

DO ALL STAIRS HAVE RAILINGS AND GUARDS? _____

ARE SMOKE DETECTORS PRESENT AND OPERATIONAL IN THE FOLLOWING AREAS?

- WITHIN EVERY BEDROOM _____
- 1 OUTSIDE AREA OF BEDROOM (HALLWAY) _____
- 1 EACH FLOOR OF THE DWELLING (INCLDING BASEMENT) _____

IS THERE A CARBON MONOXIDE DETECTOR OUTSIDE BEDROOM AREA? _____

HAS THE HEATER BEEN SERVICED IN LAST 12 MONTHS AND REPORT SUBMITTED? _____

ARE ALL ELECTRICAL OUTLETS OPERATING PROPERLY? _____

IS ALL PLUMBING OPERATING PROPERLY? _____

DO ALL BEDROOM WINDOWS OPEN FULLY AND STAY UP? _____