

## A MESSAGE FROM THE OFFICE OF CODE ENFORCEMENT

Harmony Township's top priority is the safety of our employees and the residents we serve. We continue to monitor the impact of the COVID-19 coronavirus across our town, our county and our state.

In light of the ongoing (COVID-19) outbreak, the office of Code Enforcement in Harmony Township has suspended operations as per the directives set forth by the Centers for Disease Control (CDC) and other public health officials. We will inform you as soon as we are permitted resume our services to you. In the meantime, our office will attempt to assist you with limited contact by enacting the following temporary procedures:

### Code Enforcement issues/complaints

1. You can leave a telephone message at 724-266-1910 ext. 102 and we will answer your complaint when it is safe for us to do so.
2. You can email our office at [jivancik@harmonytwp.com](mailto:jivancik@harmonytwp.com) and I will reply to your message as soon as possible.

### Building, Zoning , Dumpster and other permits

If you require a Building Permit, Zoning Permit, dumpster Permit or any other permit that our office may handle, please email your request to [jivancik@harmonytwp.com](mailto:jivancik@harmonytwp.com) and we will reply to your message as soon as possible.

### Sale of property and required inspections

We understand that houses are still being sold during this crisis and certain documentation and certifications are required to close the sale. Please follow the following procedures in order to secure the proper temporary certifications:

1. Visit our website, [www.harmonytwp.com](http://www.harmonytwp.com) and hover over "DEPARTMENTS" and click on "Code Enforcement and Zoning Department". Scroll down to "Sale of Property Document Package" and download the following forms:
  - A. *H-Inspection Application Request Form-SALE of Property*
  - B. *Smoke and Dye Test Application*
2. Complete these two forms and email them to [jivancik@harmonytwp.com](mailto:jivancik@harmonytwp.com) and we will start processing your applications.
3. After emailing these forms, please submit them along with the required fees as follows: Property Maintenance Inspection - \$45.00; Smoke and Dye Test - \$135.00; Smoke and Dye Test Certification letter - \$25.00. You can submit a single check for all three fees, or you can submit separate checks for each one, made payable to "Harmony Township". Please mail them to Harmony Township, 2501 Woodland Road, Ambridge, PA 15003-1341. Once the fees are received, we will process you applications.
4. Please download the following sheet to assist the seller with what is required and what will be checked during the Property Maintenance Inspection: *Checklist for Sale of Property*. This will assist the seller with complying with the Code and having the inspection process go smoother for the seller.
5. We will then process your paperwork and issue a temporary Certificate of Compliance and a temporary Dye Test Certification so the property can be sold. Once the shelter in place order is lifted, we will schedule the inspections with you.
6. You will also need to download the following form in order to secure a lien letter: *HTMA Lien Letter Request*. Complete this form and email it to the Sewer Department at [adm2harmonytwp@gmail.com](mailto:adm2harmonytwp@gmail.com). The fee for the lien letter is \$30.00, made payable to "Harmony Township Sewer Fund". Please mail them to Harmony Township, 2501 Woodland Road, Ambridge, PA 15003-1341. Once the fee is received, we will process your application.

We thank you for your patience during this trying time in our world. Please stay safe.