

**Borough of Doylestown**  
Department of Building and Zoning  
**Non-residential Use and Occupancy Permit Application**

**Background:**

The Borough of Doylestown requires a Use and Occupancy Permit for all non-residential occupancies even if they are owner occupied.

**Permit Application Procedure:**

- Complete the section of this form marked "Property Information".
- Bring or mail this form to the Building and Zoning Office with the \$90 application fee for a commercial occupancy or \$110 for an industrial occupancy.
- Schedule an appointment for an inspection. An adult must be present at the time of inspection.
- If everything is in order the permit will be issued at the end of the inspection.
- If corrections must be made you will need to schedule a re-inspection within 30 days of the date of the original inspection.
- Failure to obtain an occupancy permit or utilizing a space without an occupancy permit may subject property owner and occupant to citations filed with the court.

**Standard Inspection Requirements:**

- Property in safe and habitable condition
- Sidewalks and walkway in good repair
- Exterior of property maintained
- Grass and weeds cut
- Property address numbers and unit numbers are visible and at least 4 inches high
- No exposed wiring or extension cords being used as wiring
- Working exhaust fans in bathrooms with no operable windows
- Smoke detectors on each floor
- Mixed use occupancy fire alarms interconnected
- Inspected and installed fire extinguishers at least every 75 feet (minimum 5 pound ABC)
- Electric panel closed and filled with breaker or blanks
- Outlet and switch plate covers in place
- Electric circuits labeled
- GFI outlets in locations within 6 feet of water
- Fire suppression system, alarm system, and fire extinguishers tested within a year
- Hoods over cooking surfaces clean and hood suppression system inspected within 6 months.
- Handrails on stairs, guards as required on stairs, porches and decks
- No keyed locks (i.e. keyed deadbolts) on inside of egress ways
- All lighted exit signs must be illuminated and working
- All emergency lights must work (if you push button or kill power they should light)
- If required, zoning permit and/or accessibility certificate must be in hand
- Sign permit for all signs

# Borough of Doylestown

Department of Building and Zoning

## Non-residential Use and Occupancy Permit Application

Inspection date:

Inspection time:

### PROPERTY INFORMATION:

Property Address:	Unit/Apt:
Owner Name:	Owner Phone:
Owner Address:	Owner email:
Tenant Name(s):	Tenant Phone:
Proposed Use:	Current Use:
Applicant Signature:	Date:

- Failure to make repairs constitutes a violation of Doylestown Borough Code of Ordinance Chapter 13, Part 701 et al. and or Chapter 5, parts 1-6 and may subject landlord and or tenant to citations.

### Items marked must be repaired or replaced:

#### General Requirements (301.0 – 308.5)

- ☐ property address/unit ID(s) clearly marked
- ☐ sidewalks/ walkways
- ☐ mark: fire lane/no parking/fd connection/sprinkler
- ☐ exterior building repairs must be made:
- ☐ stairways require handrail /guard
- ☐ zoning permit needed
- ☐ Other:

#### Light, Ventilation, Occupancy Limitations (401.0 – 404.7)

- ☐ bathroom vent fan must be present and working
- ☐ lighting in stairwell
- ☐ clothes dryer exhaust system

#### Plumbing, Mechanical, Electrical (501.0 – 607.0)

- ☐ plumbing must be:
- ☐ gas water heater not properly installed/vented
- ☐ fuel supply equipment correctly installed
- ☐ have heating equipment serviced/cleaned
- ☐ outlets within 6' of water must be working GFCI type
- ☐ install outlet in/ remove extension cords
- ☐ replace covers /plates / window screens
- ☐ panel: circuits must be identified/ holes must be covered
- ☐ provide current elevator/boiler inspection certificate
- ☐ maintain 3' clearance from heat generating appliances
- ☐ other:

#### Fire Safety Requirements (701.0 – 704.4)

- ☐ current fire alarm system inspection certificate must be provided
- ☐ current sprinkler system inspection certificate must be provided
- ☐ post zone map /post exit/evacuation plan
- ☐ kitchen hood system must be inspected/cleaned
- ☐ post occupancy load certificate

#### Fire Safety Requirements, cont. (701.0 – 704.4)

- ☐ sprinkler control valves
- ☐ provide/repair egress lighting
- ☐ egress blocked – remove obstructions
- ☐ remove interior door key locks/ install panic hardware
- ☐ alarms must be interconnected
- ☐ fire extinguishers inspected, installed, unobstructed/ every (75')
- ☐ provide fire extinguisher ( minimum rating 2A10BC min wt 5lb)
- ☐ provide K extinguisher
- ☐ post sign "Door to remain unlocked while building is occupied"
- ☐ install/maintain exit signs
- ☐ hazardous materials storage
- ☐ zoning
- ☐ housekeeping
- ☐ other

#### Other Borough Ordinance Requirements

- ☐ sign permit needed
- ☐ provide emergency contact information
- ☐ L&I accessibility needed
- ☐ BC water/sewer letter attached
- ☐ zoning permit needed

#### Notes:

1st Inspection Date:	2nd Inspection Date:	3rd Inspection Date:
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### APPLICATION PROCESSING RECORD (Borough Office Use Only) WATER DEPT. METER VERIFICATION:

Amount Pd:	Date:	Check/Trans No:	Payor:	Received by:
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### PERMIT ISSUANCE (Borough Office Use Only)

Date:	Inspector:	Permit No:
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Keep this form. Once signed it is your Use and Occupancy Permit for the above listed tenants.

10 Doyle Street  
Doylestown, PA 18901

Phone: (215) 345-4140  
DoylestownBorough.net



# BOROUGH OF DOYLESTOWN

Bucks County, Pennsylvania

## APPLICATION FOR ZONING ACTIVITY REVIEW

TAX PARCEL # 08-\_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

1. Property Address: \_\_\_\_\_

2. Business/Tenant Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Applicant Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4. Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. Proposed Business Name: \_\_\_\_\_

6. Proposed use of Property: \_\_\_\_\_

7. Existing use of Property: \_\_\_\_\_

8. Floor Area \_\_\_\_\_ (sf) # of Seats: \_\_\_\_\_ # of On-Site Parking Stalls: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Zoning Fee for Commercial is \$ 150.00 Residential is \$ 40.00) Paid: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_

# Doylestown Borough Emergency Contact Form

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

## Property Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Property Management Contact

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## In Case of an Emergency Contact:

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_