

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 with in 30 days of the date of the original inspection.
- Failure to obtain an occupancy permit or utilizing a space with out an occupancy permit may subject property owner and occupant to citations filed wit 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 ever 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
- GFIC outlets in locations within 6 foot 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

Inspection date: _____

Inspection time: _____

Non-residential Use and Occupancy Permit Application

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:

1 st Inspection Date: _____	2 nd Inspection Date: _____	3 rd Inspection Date: _____

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

OFFICIALS:
NONI WEST, Mayor
JACK OBRIEN, President
WENDY MARSEGLIA, Vice President
JOHN H. DAVIS, Manager
PHILIP C. EHLINGER, Deputy Manager

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:** _____