

# **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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1 <sup>st</sup> 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: \_\_\_\_\_



## **Borough of Doylestown Building & Zoning Department**

### **Single-Use Bags**

#### **Non-Residential Use & Occupancy Application Attachment**

Doylestown Borough Council, at their regular meeting on December 19, 2022, passed Ordinance No. 2022-12, banning single-use plastic carry-out bags and paper carry-out bags made of non-recycled content.

#### Who does this apply to?

This ordinance applies to any establishment that sells or provides food, merchandise, goods, or materials for direct sale or delivery to a customer, whether or not for profit, including, but not limited to: restaurants (eat-in and/or take-out food), food trucks, farmers' markets, bars, pharmacies, convenience and grocery stores, seasonal and temporary businesses or markets, service stations, delicatessens, retail stores, delivery services, or other similar nonresidential uses (not including drycleaners).

#### What are the requirements?

Businesses must post signage at the checkout location. Single-use plastic carry-out bags will be banned. Paper carry-out bags must be at least 40% recycled content.

#### What is the timeline for compliance?

- December 19, 2022 – Ordinance passed
- December 26, 2022 – Effective date of Ordinance
- April 23, 2023 – Signage required
- June 22, 2023 – Bags must comply

More information and a copy of the ordinance can be found on the Environmental Issues page on the Borough's website. The Environmental Advisory Council will also be developing downloadable resources for use by the business community.