



# BOROUGH OF DOYLESTOWN

Bucks County, Pennsylvania

## USE AND OCCUPANCY APPLICATION – COMMERCIAL

### APPLICANT RESPONSIBLE FOR MAKING APPOINTMENT FOR INSPECTION

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

The undersigned applies to the Building Inspector/Fire Marshal for Use & Occupancy Permit under the provisions of Doylestown Borough Zoning Ordinance Chapter 13, Part 701 et al. and or Chapter 5, parts 1-6 and may subject landlord and or tenant to citations.

1. Property Address: \_\_\_\_\_
2. Name/Address/Telephone of Property Owner  
\_\_\_\_\_
3. (Check One): PURCHASE \_\_\_\_\_ or LEASE \_\_\_\_\_
4. Name of buyer/tenant: \_\_\_\_\_
5. Proposed Business Name: \_\_\_\_\_
6. What is the floor Space of Building? \_\_\_\_\_ Sq. Ft.
7. Current use of property: \_\_\_\_\_
8. Proposed use of Property: \_\_\_\_\_
9. Are additional construction/alterations necessary? YES \_\_\_\_\_ NO \_\_\_\_\_
10. If yes, what is the permit number? \_\_\_\_\_
11. What type of machinery (if any will be at the property)? \_\_\_\_\_
12. Off-Street Parking? \_\_\_\_\_ Private Parking? \_\_\_\_\_

# 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

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:**

<p><b>General Requirements (301.0 – 308.5)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> property address/unit ID(s) clearly marked</li> <li><input type="checkbox"/> sidewalks/ walkways</li> <li><input type="checkbox"/> mark: fire lane/no parking/fd connection/sprinkler</li> <li><input type="checkbox"/> exterior building repairs must be made:</li> <li><input type="checkbox"/> stairways require handrail /guard</li> <li><input type="checkbox"/> zoning permit needed</li> <li><input type="checkbox"/> Other: _____</li> </ul> <p><b>Light, Ventilation, Occupancy Limitations (401.0 – 404.7)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> bathroom vent fan must be present and working</li> <li><input type="checkbox"/> lighting in stairwell</li> <li><input type="checkbox"/> clothes dryer exhaust system</li> </ul> <p><b>Plumbing, Mechanical, Electrical (501.0 – 607.0)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> plumbing must be:</li> <li><input type="checkbox"/> gas water heater not properly installed/vented</li> <li><input type="checkbox"/> fuel supply equipment correctly installed</li> <li><input type="checkbox"/> have heating equipment serviced/cleaned</li> <li><input type="checkbox"/> outlets within 6' of water must be working GFCI type</li> <li><input type="checkbox"/> install outlet in/ remove extension cords</li> <li><input type="checkbox"/> replace covers /plates / window screens</li> <li><input type="checkbox"/> panel: circuits must be identified/ holes must be covered</li> <li><input type="checkbox"/> provide current elevator/boiler inspection certificate</li> <li><input type="checkbox"/> maintain 3' clearance from heat generating appliances</li> <li><input type="checkbox"/> other: _____</li> </ul> <p><b>Fire Safety Requirements (701.0 – 704.4)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> current fire alarm system inspection certificate must be provided</li> <li><input type="checkbox"/> current sprinkler system inspection certificate must be provided</li> <li><input type="checkbox"/> post zone map /post exit/evacuation plan</li> <li><input type="checkbox"/> kitchen hood system must be inspected/cleaned</li> <li><input type="checkbox"/> post occupancy load certificate</li> </ul>	<p><b>Fire Safety Requirements, cont. (701.0 – 704.4)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> sprinkler control valves</li> <li><input type="checkbox"/> provide/repair egress lighting</li> <li><input type="checkbox"/> egress blocked – remove obstructions</li> <li><input type="checkbox"/> remove interior door key locks/ install panic hardware</li> <li><input type="checkbox"/> alarms must be interconnected</li> <li><input type="checkbox"/> fire extinguishers inspected, installed, unobstructed/ every (75')</li> <li><input type="checkbox"/> provide fire extinguisher ( minimum rating 2A10BC min wt 5lb)</li> <li><input type="checkbox"/> provide K extinguisher</li> <li><input type="checkbox"/> post sign "Door to remain unlocked while building is occupied"</li> <li><input type="checkbox"/> install/maintain exit signs</li> <li><input type="checkbox"/> hazardous materials storage</li> <li><input type="checkbox"/> zoning</li> <li><input type="checkbox"/> housekeeping</li> <li><input type="checkbox"/> other _____</li> </ul> <p><b>Other Borough Ordinance Requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> sign permit needed</li> <li><input type="checkbox"/> provide emergency contact information</li> <li><input type="checkbox"/> L&amp;I accessibility needed</li> <li><input type="checkbox"/> BC water/sewer letter attached</li> <li><input type="checkbox"/> zoning permit needed</li> </ul> <p><b>Notes:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 33%;">1st Inspection Date: _____</td> <td style="width: 33%;">2nd Inspection Date: _____</td> <td style="width: 33%;">3rd Inspection Date: _____</td> </tr> </table>	1st Inspection Date: _____	2nd Inspection Date: _____	3rd Inspection Date: _____
1st Inspection Date: _____	2nd Inspection Date: _____	3rd Inspection Date: _____		

**APPLICATION PROCESSING RECORD (Borough Office Use Only)**

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.**

# **Borough of Doylestown**

Department of Building and Zoning

## **Non-residential Use and Occupancy Permit Application**