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

10 Doyle Street
Doylestown, PA 18901

Phone: (215) 345-4140
DoylestownBorough.net

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:

APPLICATION PROCESSING RECORD (Borough Office Use Only) **WATER DEPT. METER VERIFICATION:**

Amount Pd: Date: Check/Trans No: Payor: Received by:

PERMIT ISSUANCE (Borough Office Use Only)

Date: Inspector: Permit No:

Keep this form. Once signed it is your Use and Occupancy Permit for the above listed tenants.

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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: _____

10 Doyle Street · Doylestown, PA 18901 · Telephone: 215-345-4140 · Fax 215-345-8351

On the Web: www.doylestownborough.net

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.

Borough of Doylestown

Water Department

Flow Test and Will Serve Letter Request

Hours of Operation
Monday – Friday
8:30 a.m. – 4:30 p.m.

PROJECT INFORMATION

Property Address for Water Service: _____

Parcel Number(s): _____

Owner Name: _____ Owner Phone#_____

Owner Mailing Address: _____

Owner Email Address: _____

Applicant Name: _____ Applicant Phone# _____

Applicant Mailing Address: _____

Applicant Email Address: _____

Proposed Improvement (Check all that apply, Attach plan if applicable):

____Change in Use ____New Construction ____Addition

____Irrigation System ____ New/Replacement Connection to Main

Type of Structure(s) to be served by Doylestown Borough Water Department:

____ Single Family Residence ____ Residential Development

____ Multi-Family Residential ____ Commercial/Industrial/Institution

Expected Demand: Brief description of project that will receive Borough Service(s) (e.g. conversion of retail space to 50-seat restaurant with sprinklers)_____

_____

Demand Information:

Projected Fire Flow Demand (Gallons Per Minute): _____

Projected Daily Flow Demand (Gallons Per Day): _____

Number and Size of Connection(s): _____

Signature of Applicant: _____ Date: _____

APPLICATION PROCESSING RECORD (Borough Office Use Only)

Check Number: _____ Date Received: _____ Received by: _____

WATER DEPARTMENT REVIEW

____ Fire Flow Test Results Attached ____ Response to Will Serve Letter Attached

Anticipated Tapping Fee Based on Information Provided by Applicant _____

Number and Size of Meters (To be purchased at cost): _____

Comments: _____

_____

Water Director Signature: _____

cc: Building & Zoning Department

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