



# 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: \_\_\_\_\_

# 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

<b>PROPERTY INFORMATION:</b>	
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.

<b>Items marked must be repaired or replaced:</b>				
<p><b>General Requirements (301.0 - 308.5)</b></p> <p><input type="checkbox"/> property address/unit ID(s) clearly marked</p> <p><input type="checkbox"/> sidewalks/ walkways</p> <p><input type="checkbox"/> mark: fire lane/no parking/fd connection/sprinkler</p> <p><input type="checkbox"/> exterior building repairs must be made:</p> <p><input type="checkbox"/> stairways require handrail /guard</p> <p><input type="checkbox"/> zoning permit needed</p> <p><input type="checkbox"/> Other: _____</p> <p><b>Light, Ventilation, Occupancy Limitations (401.0 - 404.7)</b></p> <p><input type="checkbox"/> bathroom vent fan must be present and working</p> <p><input type="checkbox"/> lighting in stairwell</p> <p><input type="checkbox"/> clothes dryer exhaust system</p> <p><b>Plumbing, Mechanical, Electrical (501.0 - 607.0)</b></p> <p><input type="checkbox"/> plumbing must be:</p> <p><input type="checkbox"/> gas water heater not properly installed/vented</p> <p><input type="checkbox"/> fuel supply equipment correctly installed</p> <p><input type="checkbox"/> have heating equipment serviced/cleaned</p> <p><input type="checkbox"/> outlets within 6' of water must be working GFCI type</p> <p><input type="checkbox"/> install outlet in/ remove extension cords</p> <p><input type="checkbox"/> replace covers /plates / window screens</p> <p><input type="checkbox"/> panel: circuits must be identified/ holes must be covered</p> <p><input type="checkbox"/> provide current elevator/boiler inspection certificate</p> <p><input type="checkbox"/> maintain 3' clearance from heat generating appliances</p> <p><input type="checkbox"/> other: _____</p> <p><b>Fire Safety Requirements (701.0 - 704.4)</b></p> <p><input type="checkbox"/> current fire alarm system inspection certificate must be provided</p> <p><input type="checkbox"/> current sprinkler system inspection certificate must be provided</p> <p><input type="checkbox"/> post zone map /post exit/evacuation plan</p> <p><input type="checkbox"/> kitchen hood system must be inspected/cleaned</p> <p><input type="checkbox"/> oost occupancy load certificate</p>	<p><b>Fire Safety Requirements, cont. (701.0 - 704.4)</b></p> <p><input type="checkbox"/> sprinkler control valves</p> <p><input type="checkbox"/> provide/repair egress lighting</p> <p><input type="checkbox"/> egress blocked - remove obstructions</p> <p><input type="checkbox"/> remove interior door key locks/ install panic hardware</p> <p><input type="checkbox"/> alarms must be interconnected</p> <p><input type="checkbox"/> fire extinguishers inspected, installed, unobstructed/ every (75')</p> <p><input type="checkbox"/> provide fire extinguisher ( minimum rating 2A10BC min wt 5lb)</p> <p><input type="checkbox"/> provide K extinguisher</p> <p><input type="checkbox"/> post sign "Door to remain unlocked while building is occupied"</p> <p><input type="checkbox"/> install/maintain exit signs</p> <p><input type="checkbox"/> hazardous materials storage</p> <p><input type="checkbox"/> zoning</p> <p><input type="checkbox"/> housekeeping</p> <p><input type="checkbox"/> other _____</p> <p><b>Other Borough Ordinance Requirements</b></p> <p><input type="checkbox"/> sign permit needed</p> <p><input type="checkbox"/> provide emergency contact information</p> <p><input type="checkbox"/> L&amp;I accessibility needed</p> <p><input type="checkbox"/> BC water/sewer letter attached</p> <p><input type="checkbox"/> zoning permit needed</p> <p><b>Notes:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid black;">11st Inspection Date: _____</td> <td style="width: 33%; border-right: 1px solid black;">2nd Inspection Date: _____</td> <td style="width: 33%;">3rd Inspection Date: _____</td> </tr> </table>	11st Inspection Date: _____	2nd Inspection Date: _____	3rd Inspection Date: _____
11st Inspection Date: _____	2nd Inspection Date: _____	3rd Inspection Date: _____		

<b>APPLICATION PROCESSING RECORD (Borough Office Use Only)</b>				
Amount Pd:	Date:	Check/Trans No:	Payor:	Received by:

<b>PERMIT ISSUANCE (Borough Office Use Only) WATER DEPT. VERIFICATION:</b> _____	
Date: _____	Inspector: _____
Permit No: _____	
<b>Keep this form. Once signed it is your Use and Occupancy Permit for the above listed tenants.</b>	

57 West Court Street  
Doylestown, PA 18901

Phone: (215) 345-4140  
Doylestown Borough.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 Point of Contact Information Below:**

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

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