



# BOROUGH OF DOYLESTOWN

Bucks County, Pennsylvania

OFFICIALS:

RON STROUSE, Mayor  
DET ANSINN, President  
SUSAN MADIAN, Vice President  
JOHN H. DAVIS, Manager  
PHILIP C. EHLINGER, Deputy Manager

## 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:

#### 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
- ☐ water meter verification

#### Notes:

_____
_____
_____
_____

1st Inspection Date: _____	2nd Inspection Date: _____	3rd Inspection Date: _____
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### 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.**

57 West Court Street  
Doylestown, PA 18901

Phone: (215) 345-4140  
DoylestownBorough.net

Date:

Bucks County Water and Sewer Authority  
1275 Almshouse Road  
Warrington, PA 18976  
Telephone: 215-343-2538  
Toll Free: 800-222-2068  
Fax: 267-200-0339

RE: \_\_\_\_\_ (Project address)

To Bucks County Water and Sewer:

I am applying to Doylestown Borough for a building permit for my property at

\_\_\_\_\_, Doylestown Borough.

The application is to perform the following work: (describe in detail)

Please issue a determination of the expected impact of the application on the current wastewater system.

Thank you,

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Applicant Name

Applicant Signature

Applicant Address:

Applicant Phone:

Applicant Email: