NON RESIDENTIAL OCCUPANCY CERTIFICATE AND INSPECTION APPLICATION

The purpose of this application is to allow the issuance of a Use and Occupancy Certificate for a change of occupancy of nonresidential buildings, structures and facilities where a building permit is not required. This application and accompanying fee shall provide the applicant to receive a Zoning review and Fire inspection. A BUILDING, STRUCTURE OR FACILITY MAY NOT BE USED OR OCCUPIED WITHOUT FIRST RECEIVING A USE AND OCCUPANCY CERTIFICATE.

A floor plan sketch of room spaces including their uses, sizes, locations and openings shall be provided with this application.

Business Name___________________________________________ Phone #________________
Email ___________________________ Parcel #________________
Business site Address______________________________________ Unit________________
Business Mailing Address____________________________________ Unit________________
Contact Person_________________________________ Phone #________________
Property Owner_________________________________________ Phone #________________
Property Owner’s Address_________________________________________
Sq. Footage (total Bldg./Tenant)____/____ Number of Floors (Bldg./Tenant)____/____
Building is: Single Tenant____ or Multi-tenant______
Parking: Number of Standard Spaces ____ Number of Accessible Parking Spaces__________
Number of Employees: Full-Time_________ Part-Time________

Existing Fire Sprinkler System provided? Y/N Does it provide protection for all areas? Y/N**Proof of annual inspection (tagged at riser) will be required at the Fire Inspection**
**Certification from a fire-protection professional may be required for the new use product(s) storage**

Existing fire alarm/detection system provided? Y/N Does it provide protection for all areas? Y/N**Proof of annual certification will be required at the Fire Inspection**

Any specialized fire protection system provided? Y/N What does this system protect?________
**Proof of applicable NFPA certification will be required at the Fire Inspection**

Has a Knox Box been installed? Y/N Where is Knox Box located?____________________
**All non-residential occupancies are required to maintain a Knox Box system**

Date of Intended Occupancy:____________________

SEE REVERSE SIDE
Will any of the following activities take place on the property? Check all that apply.

**Operations or processes**
- □ Dry cleaning
- □ Combustible dust production
- □ Application or mixing of flammable finishes
- □ Semiconductor fabrication
- □ Woodworking
- □ Organic coating production
- □ Industrial oven uses
- □ Motor vehicle repair/fueling
- □ Welding
- □ Laboratory chemical use

**Storage or use**
- □ Aerosols
- □ Highly toxic or toxic materials
- □ Combustible fibers
- □ Liquefied petroleum gases
- □ Compressed gases
- □ Organic peroxides
- □ Corrosive materials
- □ Oxidizers
- □ Cryogenic fluids
- □ Pyrophoric materials
- □ Explosives/fireworks
- □ Cellulose nitrate
- □ Flammable gases
- □ Reactive materials
- □ Flammable solids
- □ Others (describe)
- □ Use of compressed or liquid gases

**Material Safety Data Sheets as well as maximum daily quantities for all products being stored or used at the facility may be required**

**Summarize the tenant’s intended use(s). Use separate sheet if necessary.**

*In order to ensure that buildings are properly maintained and occupied safely, the following list of items has been compiled from applicable areas of the Code. Each tenant must supply the information on the application and have the items below in good order at the time of inspection. If you have any questions regarding any parts of the Occupancy process please contact the Code Enforcement Office at 215-947-3100.*

- □ Fire extinguishers properly located and maintained (tagged with inspection within last 12 months).
- □ Clear means of egress throughout the facility.
- □ Address numbers must be clearly visible from the street. Numbers shall be a minimum of 4” high and ½ “ width.
- □ All required exit signs and emergency means of egress lighting provided, tested and operating properly.
- □ Emergency lighting circuits clearly marked within the circuit breaker box.
- □ Proper fire resistance rating maintained at all fire rated assemblies (walls and ceilings).
- □ Proper clearance from combustibles provided for all electrical and mechanical equipment.
- □ Proper commodity storage, i.e. height limitations, clearance to sprinkler heads and clear aisles etc.
- □ Proper operation of all electric, mechanical and plumbing equipment, devices and fixtures.
- □ Facility free of electrical hazards such as exposed wiring, splices not enclosed in junction boxes. The Township reserves the right to require the inspection and certification of the electrical system by the Township’s Third Party Electrical Underwriting Service.

Use and Occupancy Certificate Fee Schedule:

- □ Less than 10,000 square feet $75
- □ 10,000 square feet and greater $150

*I acknowledge that this application does not constitute an approval to occupy the space. After Zoning approval is granted, a Fire Inspection is required within 14 days of occupancy.*

Authorized Person: __________________________/ __________________________ Date: ______________