

APPLICATION FOR A CHANGE OF OCCUPANCY

- Any change in the use of a building or a portion of a building

1. PROPERTY INFORMATION

Municipality: _____ Parcel ID: _____

Building Address: _____

2. APPLICANT

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

3. PROPERTY OWNER

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

4. BUILDING DESCRIPTION Residential Commercial Single Tenant Commercial Multi-Tenant

Describe _____

COMMERCIAL APPLICATIONS PROCEED TO STEP 5 / RESIDENTIAL APPLICATIONS SIGN AND SUBMIT

5. EXISTING COMMERCIAL BUILDINGS *(New occupant without change of use and certified buildings only)*

Change of use – Any change of occupant or tenant that changes the use group classification of a building or space, such as a business office (Group B) changing into a retail space (Group M). **Changes in use group require a building permit.**

Certified Building – A building that has an existing certificate of occupancy granted by Labor and Industry or the Municipality. Buildings constructed prior to April 27, 1927 are exempt from CO requirements.

Uncertified Building – A building that has no previous occupancy certification. Must meet the requirements of IEBC or Chpt. 34 of the IBC

Previous use / occupancy - _____
Business Name

Description

Proposed use / occupancy - _____
Business Name

Description

6. PROOF OF COMPLIANCE / EXEMPTION

- Previous Certificate of Occupancy Attached (L&I or Municipal)
- Constructed prior to April 27, 1927 Affidavit / Proof (must be attached to the application)

I certify that I am the owner of the property or an authorized agent of the owner for which this application has been filed. I hereby certify that all statements contained above are, to the best of my knowledge, true and correct. I further understand that I must comply with the provisions of all laws and ordinances as adopted by the Municipality and the Unified Construction Code of Pennsylvania.

Applicant's Signature: _____

Date: _____