



**Founded 1702  
Incorporated**

**Tel: 215-699-4424  
Fax: 215-699-3991**

**COMMERCIAL CHANGE OF USE  
USE AND OCCUPANCY PERMIT APPLICATION**

DATE: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Use of Property\*: \_\_\_\_\_

New Business Name: \_\_\_\_\_

Contact Info:

Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date to Occupy: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Application is hereby made to the Borough of North Wales for approval to use and occupy the aforementioned location. I agree to comply with all of the Ordinances and Codes of the Borough and the Commonwealth of Pennsylvania. The applicant is responsible for paying the permit fee and scheduling the inspections with the Borough.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTACT BUILDING INSPECTION UNDERWRITERS TO SCHEDULE  
THE INSPECTION. PHONE #: 215-322-2626**

**\*Change of "Use Group" will require a Building Permit in accordance with PA ACT 45 UCC.**

## **Borough of North Wales Commercial Use and Occupancy Permit**

Application Complete: (Yes / No)      Permit Fee: \_\_\_\_\_      Form of Payment (Cash / Check)  
Date of Inspection \_\_\_\_\_ Owner/Representative Present \_\_\_\_\_  
Address of property to be inspected \_\_\_\_\_  
Approved use and occupancy classification(s): \_\_\_\_\_  
Approved construction type(s): \_\_\_\_\_      Sprinkler system: \_\_\_\_\_  
Applicable Accessibility Advisory Board Variance(s): \_\_\_\_\_

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### **Inspection**

Sump Pump: Pass  Fail  \_\_\_\_\_  
Electrical: Pass  Fail  \_\_\_\_\_  
Doors/Windows: Pass  Fail  \_\_\_\_\_  
Interior Stairs/Rail: Pass  Fail  \_\_\_\_\_  
Ceilings/Floors: Pass  Fail  \_\_\_\_\_  
Sanitary Toilets/Sinks: Pass  Fail  \_\_\_\_\_  
Smoke Detectors: Pass  Fail  \_\_\_\_\_  
Required means of Egress: Pass  Fail  \_\_\_\_\_  
Exterior Stairs/Handrails: Pass  Fail  \_\_\_\_\_  
Cooking Range: Pass  Fail  \_\_\_\_\_  
Back Flow Preventer: Pass  Fail  \_\_\_\_\_  
Heater/Water Heater: Pass  Fail  \_\_\_\_\_  
Chimney: Pass  Fail  \_\_\_\_\_  
Locking Devices on Doors: Pass  Fail  \_\_\_\_\_  
GFI Receptacles: Pass  Fail  \_\_\_\_\_  
Carbon Monoxide Detector: Pass  Fail  \_\_\_\_\_  
Maximum Occupancy: Pass  Fail  \_\_\_\_\_  
Foundation: Pass  Fail  \_\_\_\_\_  
Building number: Pass  Fail  \_\_\_\_\_  
Gutters & Downspouts: Pass  Fail  \_\_\_\_\_

Curbs, Sidewalks, & Driveway: Pass  Fail  \_\_\_\_\_

Weeds & Overgrowth: Pass  Fail  \_\_\_\_\_

Garage/Outbuildings: Pass  Fail  \_\_\_\_\_

Trash/Debris/Combustibles: Pass  Fail  \_\_\_\_\_

Emergency Lighting: Pass  Fail  \_\_\_\_\_

Fire Extinguishers: Pass  Fail  \_\_\_\_\_

**Passed Inspection YES  NO**

**Re-inspection Required YES  NO**

**This Use and Occupancy Permit authorizes use of the above named building or structure as long as it is maintained in accordance with the Pennsylvania Construction Code Act, its regulations and all plans and specification approved by the Borough.**

**Borough Official:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Notes:**

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