



**Schwenksville Borough**  
 140 Main Street  
 Schwenksville, PA 19473  
 Phone: 610-287-7442  
 Fax: 610-287-8098  
 www.schwenksville-pa.org

# Change in Commercial Tenant/Use

## Application for Zoning Use & Certificate of Occupancy Commercial/Non-residential Property

This form is for commercial space when there is a change in tenant or use. Use Approval & Passed Building Inspection is required before issuance of a Certificate of Occupancy.

Date Submitted: \_\_\_\_\_

Permit Number (assigned by the Borough): \_\_\_\_\_

*This application is for Zoning USE Approval & for a Certificate of Occupancy and shall not relieve the applicant from obtaining other such permits or approvals as may be required by Borough Ordinance or State Law. Violations of any provision of Borough Ordinance, including the falsification of information on this permit application shall be punishable by a fine not to exceed \$500 per violation or by imprisonment not to exceed 60 days. The Applicant's Signature below is certification that the information contained herein is true and accurate.*

APPLICANT IS: \_\_\_\_\_ OWNER \_\_\_\_\_ TENANT (Check one) Applicant Signature: \_\_\_\_\_

### OWNER INFORMATION

Subject Address and Unit: \_\_\_\_\_

Property owner name(s): \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Property Owner Telephone: \_\_\_\_\_ Property Owner email: \_\_\_\_\_

### PROPERTY INFORMATION

Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

Last Borough Approved Use: \_\_\_\_\_ Date of Last Inspection: \_\_\_\_\_

Last Registered Tenant (Person's name & Business Name): \_\_\_\_\_

Total Square footage of commercial floor space: \_\_\_\_\_

Total Number of Off-street Parking Spaces: \_\_\_\_\_ Total Number of Off-street parking spaces allocated to this Tenant: \_\_\_\_\_

Is Trash **and** Recycling Services Provided in accordance to Chapter 138 of the Schwenksville Borough Code? \_\_\_\_\_

Which of the following are utilized: \_\_\_ 96 Gallon Twin Toters \_\_\_ Commercial Dumpsters \_\_\_ A Trash Dumpster & Recycling Toter

If a Dumpster is used is it screened from view of adjacent streets by an opaque buffer of at least 6' in height? \_\_\_\_\_

### New Non-Residential Tenant Information

Tenant Name: \_\_\_\_\_ Business/Org Name: \_\_\_\_\_

Tenant Phone Number: \_\_\_\_\_ Tenant Email: \_\_\_\_\_

Describe the proposed use; byproducts, chemicals stored, type of waste products and methods of managing the same:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How many Employees will work on site? \_\_\_\_\_ \* Attach additional Paperwork as needed

Zoning Use was Approved/Denied by the Schwenksville Borough Zoning Officer: \_\_\_\_\_  
 Name Date

Zoning Use was Approved/Denied by the Schwenksville Borough Zoning Officer: \_\_\_\_\_  
 Name Date

**Applicable Codes & Requirements**

- A. **Schwenksville Borough Zoning Code pursuant to Chapter 176 of the Codified Code of Schwenksville Borough.**
  
- B. **SCHWENKSVILLE BOROUGH ORDINANCE NO. 383**, Adopted April 14, 2016 Re-Adopting the IPMC 2006 Property Maintenance Code with Amendments includes the following requirements Chapter 121 **SECTION 805. Non-residential, Commercial, Office, Manufacturing, Light Industrial and Mixed-Use Buildings Rental Inspections**. Prior to occupancy of a new non-residential use tenant in an existing non-residential space, A Zoning Use Permit and Certificate of Occupancy shall be obtained by the owner of the property.
  - 1. The Zoning Use must be reviewed and approved for the district in which it is proposed.
  - 2. Before the issuance of a Certificate for Occupancy, a full code compliance inspection shall be conducted in accordance with the International Maintenance Code/2006 Edition as Amended by the Borough of Schwenksville, the International Fire Prevention Code and the U.C.C. Building Code as adopted by Schwenksville Borough and the Zoning Code of the Borough of Schwenksville.
  - 3. If violations for any of the above Codes & Ordinances are noted, the owner must inform the Tenant of all pending violations, and the violations must be addressed to the satisfaction of the Code Enforcement Official prior to the issuance of an Occupancy Permit.
  - 4. All Hazardous building, safety, fire, plumbing and electrical violations cited at the time of inspection by the Building Code Official shall be corrected in the time specified by the Building Code Official and/or Fire Marshall.

Fees pursuant to the 2019 Fee Schedule

Non-residential Zoning Permit	\$125.00
<u>Certificate of Occupancy</u>	<u>\$100.00 + \$70.00 per each subsequent inspection needed</u>

Total due at time of application \$225.00