

## **Borough of Lansdale Use/Certificate of Occupancy**

The following are the steps required to open for business:

1. Submit Application & Site Plan
2. Receive Zoning Approval
3. Pay for permit and follow instructions to prepare for Final Inspection
4. Receive Use & Occupancy Certificate
5. Open for Business
6. Apply for any required construction permits
7. Apply for any required sign permits

Please be advised that electric service cannot be transferred to business occupants until a zoning approval has been obtained.

All enclosed information must be completed and returned with the use/certificate occupancy permit application. Failure to complete all enclosed forms will cause a delay in receiving your use & occupancy permit and electric service.

All burglar alarms must be registered with the police department.

Heat Type:

Electric Gas Oil Geothermal

Billing Address: \_\_\_\_\_

**For Electric Account**

Application Date \_\_\_\_\_

# Borough of Lansdale

One Vine Street, Lansdale, PA 19446

Phone: (215) 361-8333

Fax: (215) 361-8393

## Use / Certificate of Occupancy Permit Application

Please Print All Information (except required signatures)

**FOR BOROUGH USE ONLY:**

Permit #: \_\_\_\_\_

Tax Map Parcel #: \_\_\_\_\_

Site's Street Address: \_\_\_\_\_

Nearest Cross-Street: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Applicant/Business Owner Name: \_\_\_\_\_ Record Property Owner: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_ City, State & Zip Code: \_\_\_\_\_

Phone Number (H): ( ) \_\_\_\_\_ Phone Number (H): ( ) \_\_\_\_\_

Phone Number (W): ( ) \_\_\_\_\_ Phone Number (W): ( ) \_\_\_\_\_

Phone Number (C): ( ) \_\_\_\_\_ Phone Number (C): ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Site is **CURRENTLY** Used For (check all that apply):

Land Only  Residential  Commercial  Industrial  Vacant

If Residential Use, indicate the Number of Existing Dwelling Units: \_\_\_\_\_ How Many Are Rental Units?: \_\_\_\_\_

Are **ALL** Rental Occupants listed with the Borough? – REGISTRATION REQUIRED (check one): N/A  Yes  No

Are there **ANY** Roomers, Boarders, Lodgers, etc. residing at this site? – PERMIT REQUIRED (check one): Yes  No

If Commercial/Industrial Use(s), indicate the Number of Individual Businesses on property: \_\_\_\_\_

Are **ALL** Individual Businesses displaying a Borough Certificate of Occupancy? – REQUIRED (check one): Yes  No

Is this a change of occupancy classification per the 2021 IBC? Yes  No

If yes, – Accessibility update and/or application for permit may be required.

The **PROPOSED** Type of Business: \_\_\_\_\_

Dimensions of Tenant Space: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_  
(width) (length) (height)

**PROPOSED** Business Hours: \_\_\_\_\_

Submit **REQUIRED** Site Plan and/or Floor plan, *see checklist requirements* included with this application: Yes No

If Commercial/Industrial Use, indicate **PROPOSED BUSINESS NAME**: \_\_\_\_\_

Proposed Business' Number of Employees: \_\_\_\_\_ Number of Vehicle Parking Spaces: \_\_\_\_\_

Check **ALL PROPOSED** activities to occur at property:

Manufacturing  Storage of Hazardous Materials  Excessive Noise   
Exhaust Fumes  Food Prep  Assembly/Meeting Room Use  Daycare

If New Tenant in an Existing Space, indicate **Previous Tenant's Name**: \_\_\_\_\_

Previous Tenant's Number of Employees: \_\_\_\_\_ Number of Vehicle Parking Spaces: \_\_\_\_\_

**A Zoning Permit approval (and, ultimately, a Certificate of Occupancy) shall be deemed NULL AND VOID if the applicant and/or owner fails to clearly and precisely disclose any deed restrictions, easements, right-of-ways, or any other limitations that may be applicable to the subject property.**

**A Zoning Permit approval shall authorize an intended use or a change in use of the building or land as specified. The right to proceed is limited to within one (1) year after a zoning permit approval. No Zoning Permit shall be considered as complete or as permanently effective until the applicant or owner is in receipt of a Certificate of Occupancy issued by the Borough of Lansdale.**

The undersigned hereby affirms that the foregoing information and attachments are true and correct to the best of said persons knowledge, information, and belief; said affirmation being made to the penalties prescribed by 18 Pa. C.S.A., Section 4904 (un-sworn falsification to authorities).

\_\_\_\_\_  
Applicant's Signature (REQUIRED)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature (REQUIRED)

\_\_\_\_\_  
Date

## Detailed Site Plan Requirements

Two (2) copies of the site plan must be submitted with the application.

Site plan must be drawn to a scale of not less than 1" = 30'

Site Plans are required to be submitted:

***Must be shown on site plan***

- Electronic copy must be provided
- Property Owner Name(s) and Street Address
- Property lines and all dimensions – all boundaries
- Street Name(s) and block numbers
- Existing buildings, if any
- Specific use(s) of each building must be labeled
- Off-street vehicle parking areas – existing and proposed
- Easement Areas
- Deed restricted areas
- Setbacks to property lines of any proposed off-street parking areas and driveways
- Floor plan may be required

# FACADE IMPROVEMENT

## program

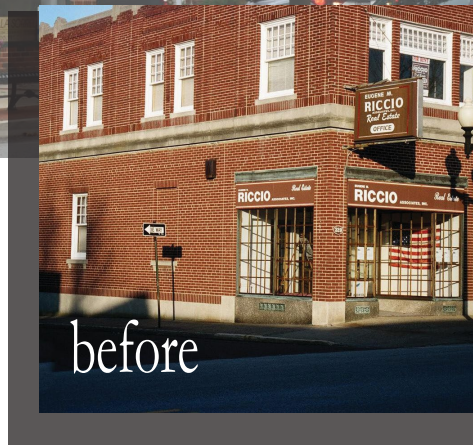
Lansdale Economic Development Committee

### CURRENTLY ACCEPTING APPLICATIONS



Lansdale's Economic Development Committee is proud to roll out the Facade Improvement Grant program! This program is intended to help businesses in the Borough by stimulating private investment, preserving and restoring historic architecture, enhancing visual appeal of businesses, reducing or eliminating vacancies within the Borough and promoting adaptive reuse of commercial buildings.

Interested property owners or tenants may apply for up to 50% of expenses up to \$10,000 or a maximum \$5,000 grant. The grants are made on a cost reimbursement basis following a process of application, design review and approval; grants cannot be made retroactively for work completed prior to the program.



Learn more and find applications online at [www.lansdale.org](http://www.lansdale.org)

#### Eligible Projects:

- Signage
- Awnings
- Brick and Stone Masonry
- Architectural Metals
- Doors and Upper Story Windows
- Exterior Woodwork
- Storefronts
- Painting
- Landscaping and Streetscaping

#### Ineligible Projects:

- Minor Maintenance Projects
- Plastic Signage or Electronic Digital Signage
- Roofing or Siding Repairs
- Sidewalks, Driveways or Parking Lot Repairs
- New Building Construction