

# APPLICATION FOR COMMERCIAL USE & OCCUPANCY PERMIT

FILL IN ALL INFORMATION COMPLETELY

Location: \_\_\_\_\_ Tax Parcel Number: 59- \_\_\_\_\_

Tenant Company Name \_\_\_\_\_ Building/Floor/Suite/Store number \_\_\_\_\_ Zoning District \_\_\_\_\_

Property Owner – Name & Address

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

Phone Number - \_\_\_\_\_

Applicant – Name & Address

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

Phone Number - \_\_\_\_\_

Existing Use \_\_\_\_\_ PROPOSED USE:  Office/Medical  Mercantile/Store

Restaurant/Bar  Church/School  Institution  Industrial/Factory  Storage

Hotel/Motel/Apartment (3 or more living units)  Service Station/Repair Garage  Agriculture

TYPE OF APPLICATION

New Commercial  
 Sale/Transfer

KNOX BOX

YES  NO

If NO Contact the Fire  
Marshal's Office for form

Hazardous Materials Onsite

YES  NO

If YES, Contact the Fire  
Marshal for information

Chester Co. Health Dept.

**THE LISTING AGENT OR HOMEOWNER SHALL ARRANGE FOR INSPECTION PRIOR TO SETTLEMENT DATE (At least 72 hours prior settlement but no more than 30 days prior)**

If the location has an on-site Septic System, you must provide proof that the system has been pumped out by a licensed septic tank contractor within the proceeding six months

SETTLEMENT DATE: \_\_\_\_\_ **Commercial Use & Occupancy Fee - \$103.00**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

I hereby certify that the statements contained herein are true to the best of my knowledge and belief.

I understand that this permit will only be issued for the purpose listed and no other.

I understand that additional information and/or Permits may be required prior to the issuance of this permit

I understand that I shall give London Grove Township 72 hours notice prior to Settlement.

**DO NOT WRITE BELOW THIS LINE**

Permit No. \_\_\_\_\_  
Permit Fee \$ \_\_\_\_\_  
Approved - \_\_\_\_\_  
Denied - \_\_\_\_\_

Received - \_\_\_\_\_  
Authorization [ ] Yes [ ] No [ ] N/A  
Paid Date - \_\_\_\_\_  
Paid By - [ ] Check # - \_\_\_\_\_ [ ] Cash  
Receipt By - \_\_\_\_\_

Notes: \_\_\_\_\_

**BY:** \_\_\_\_\_

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

## ***General Requirements for Sale or Transfer of Property in London Grove Township***

London Grove Township has adopted the *International Property Maintenance Code (2009 edition)*. This document is intended to aid in assuring properties meet applicable codes and ordinances; however, it is not all inclusive. The code official has the authority to require repair or installation of items not listed in order to comply with those codes and ordinances in effect.

### **Exterior Structure**

Exterior Property Areas shall be maintained in clean, safe, sanitary and condition; graded to prevent accumulation of stagnant water; sidewalks, walkways, stairs, driveways, parking spaces, etc. shall be free of hazardous conditions; shall be free of weeds or plant growth in excess of 10"; free of harborages for rats and other vermin; and exhaust of gases, vapors, steam shall not infringe upon an adjacent property.

Street numbers shall be displayed and visible from street in letters at least 4 inches high.

Foundations walls are plumb, free of open breaks and cracks which might promote structural deterioration, and able to prevent the entry of rats and other vermin.

Every exterior or interior flight of stairs having more than 4 risers and every open portion of a stair, landing, or balcony which more than 15 1/2 inches above the floor or grade is below must have a handrail.

Handrails must be between 34" & 38" above the tread or the finished elevation of a landing or walking surface.

Guards shall not be less than 42" above the floor of the landing or balcony a) Openings in guards shall be of such a construction that a sphere 4" in diameter cannot pass through the guard.

Windows and door frames shall be weather tight and free of rot and/or termite damage.

All glazing shall be free of cracks and holes.

Windows designed to be operable shall be easily operable and able to be held in place by the window hardware.

Any door, window, or other outside opening used for ventilation purposes shall be supplied with screens.

### **Utilities and Stormwater Management**

Electrical service cable and taps in good condition.

Gutters and downspouts maintained in good condition. Storm drainage of roofs, paved areas, yards, courts and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.

## **Interior Structure**

### **Stairs and Railings:**

Interior stairs shall be maintained in good repair.

Railings will be provided as required by Property Maintenance Code M 702.9 and securely fastened.

Handrails and guards shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

### **Light, Ventilation, and Life Safety**

The requirements of the International Property Maintenance Code shall apply. Since they are rather detailed, a short synopsis is provided:

Habitable spaces shall have operable windows.

Interior hallways and stairways shall be lighted at all times.

Exterior stairways shall be lighted during hours of darkness.

Bathrooms shall be provided with either mechanical ventilation or an operable window.

Clothes dryers shall be vented to the exterior of the building.

Smoke detectors shall be furnished on each level of the premises including the basement. In sleeping areas of residential properties, such detectors shall be located immediately outside sleeping areas.

A carbon monoxide alarm is required outside of sleeping areas in any residential structure that has an attached garage and/or fossil fuel services such as oil, natural gas, propane wood or gas burning fireplaces and the like.

### **Basic Mechanical and Electrical Requirements**

Chimneys and flue connectors for fuel fired equipment shall be properly maintained and tightly sealed.

Adequate combustion air shall be supplied to fuel burning equipment.

Adequate clearances must be maintained between fuel fire equipment and combustible storage or building components.

Every dwelling shall be served by a main service of not less than 60 amperes, (3-wire). All electrical equipment, wiring, and appliances shall be installed in accordance with the requirements of the National Electrical Code.

Ground fault circuit interrupter (GFCI) protection shall be installed on all receptacles in accordance with the requirements of the National Electrical Code.

Every habitable space shall be equipped with at least two separate and remote receptacle outlets.

# COUNTY OF CHESTER

## ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105  
FAX 610-344-5902  
www.cllesco.org

JONATHAN B. SCHUCK, MBA CPE  
Director of Assessment

Dear Property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2-3 months).
- 3) When arriving at your property, the assessor will come to the front door and identify themselves wearing a Chester County I. D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
- 4) If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise they will mark it for a revisit the next time they are in the municipality.
- 5) Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
- 6) After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
- 7) You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information, please call our office at 610-344-6105 and ask to speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally **do not make appointments**, unless necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thank you for your anticipated cooperation.

Sincerely,  
Jonathan B. Schuck  
Director  
Susan L. Caldwell,  
CPE. Chief Assessor