

township of

Phone: 215-348-9915 • Fax: 215-348-8729
Website: www.doylestownpa.org



doylestown

425 Wells Road • Doylestown, PA 18901

APPLICATION FOR COMMERCIAL CERTIFICATE OF COMPLIANCE/EXISTING U& O

All information **MUST** be filled out completely.

Fee: \$200 Date Paid: _____

Property Address to be inspected: _____

– Vacant Property

– Tenant Occupied

Current Use of Property: _____

Proposed Use of Property: _____

Settlement Date: _____

Zoning District: _____

Current Tenant: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____ E-mail: _____

Prospective Buyer / Tenant: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____ E-mail: _____

Realtor: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____ E-mail: _____

Any change or expansion of the current use of the property requires a Zoning Permit from Doylestown Township. The applicant **MUST** complete a **Zoning Permit** application and secure Township approval for a change of use prior to occupancy of the structure.

In accordance with the PA UCC as Amended and the Doylestown Township Zoning Ordinance as Amended, we hereby apply for a Certificate of Compliance for the above-referenced property. The Applicant is responsible for scheduling the inspection with the Township.

CERTIFICATE EXPIRES NINETY (90) DAYS FROM DATE OF ISSUANCE

Date: _____ Signature of Applicant(s) _____

Print Applicant(s) Name(s) _____

Date: _____ Signature of Property Owner(s) _____ (Required)

Print Property Owner(s) Name(s) _____ (Required)

**DOYLESTOWN TOWNSHIP CHECKLIST FOR COMMERCIAL
CERTIFICATE OF COMPLIANCE/EXISTING U&O INSPECTIONS**

In order to expedite the issuance of your Certificate of Compliance, please take the time to review the following items prior to inspection. This list is provided as a courtesy, it is not all-inclusive. Some items may only need change at the time of remodeling; also some additional items requiring compliance may be noted at inspection time, as required by the PA Uniform Construction Code. These items will be listed by the inspector. Inspection shall take place before the new occupancy.

Any change in use, or expansion of the current use of the property requires a Zoning Permit from Doylestown Township. The applicant **MUST** complete the Zoning Permit application and secure Township approval prior to occupancy of the structure. Emergency contact sheet to be completed and filed with the Township Police Department.

Exterior:

1. New and existing buildings shall have a minimum four (4) inch high address numbers visible from the street or road frontage.
2. The sidewalk is to be in good condition and free from trip hazards.
3. Handicapped parking to be striped and signed, including the PA penalty sign.
4. There must be an accessible route in and out of the building.
5. Stairways inside or out require guards on both sides and a handrail on at least one side, for the entire length of the stairway. Any porch, balcony, or raised floor surfaces more than thirty (30) inches above the floor or grade shall have guards.
6. Dumpsters are required to be enclosed and gated with opaque fencing.
7. A key lock box is to be provided. Contact the Doylestown Township Fire Marshal at 215-348-9915 for details. An Emergency Contact list must be completed and submitted to the Township even if there is already a key lock box provided. A new door key must be provided if there is already a key lock box installed on the property.
8. All signage must be in compliance with Township Ordinance. A Zoning Permit Application is to be made for any changes to building or freestanding signs.
9. Exterior lighting must be shielded if light escapes the property boundary, and be in compliance with the Township Lighting Ordinance.

Interior:

1. The occupancy load must be posted in all Group A occupancies.
2. If required, two or more exits must be provided. Exit door swing and panic hardware as code requires.
3. Exits to be free of storage. All ingress/egress paths must be clear at all times. Storage or seating that blocks these paths are prohibited.

4. Illuminated and tactile exit signs required.
5. All emergency lights must be working and adequately illuminate the exit path. (Remote emergency light heads are required to illuminate the area outside exit doors).
6. Bathrooms are to be accessible to the greatest extent possible.
7. Counters for the sale or distribution of goods and services are required to have a portion of the counter thirty-six (36) inches long minimum by thirty-six (36) inches high maximum above the floor or ground.
8. All plumbing will be visually checked for leaks. Blow down tubes extending to within six (6) inches of the floor are to be fitted to all pressure and temperature relief valves on water heaters and furnaces.
9. Electrical wiring and breaker boxes will be visually checked. Breaker boxes need a minimum clear floor space of thirty-six (36) inches in front of them with all circuits clearly labeled.

Fire Protection

1. A fire alarm system shall be tested annually with a copy of the dated test certificate presented to the Township Inspector. All alarm systems are to be monitored, and registered with the Doylestown Township Police Department.
2. If required, interconnected smoke detectors are to be operational on each floor of the building.
3. Required fire extinguishers are to be mounted, and have an attached, dated annual inspection label.
4. Sprinkler systems are to have a current annual inspection tag attached, and a copy of the dated test report supplied to the Township Inspector.
5. Commercial kitchen hood systems are to have a current annual inspection tag attached and a copy of the dated test report supplied to the Township inspector.
6. A required tenant separation wall must be complete with no penetrations.

In addition, Doylestown Township is to be supplied with the number and contact information of all tenants of residential apartments in non-residential buildings.

A building permit application is to be made for interior or exterior remodeling or construction.

All non-residential establishments to have a recycling collection contract in place. Provide proof of contract to inspector.