

Borough of Conshohocken
One First Avenue Suite 200
Conshohocken, PA 19428
Business: (610) 828-1092
Fax: (610) 828-0920

For Office Use Only	Date Application Received:
Receipt # _____	
U & O Fee \$ _____	.00
0 Cash 0 Check # _____	
Land Use Code: _____	
Parcel # 0-500- _____	

USE & OCCUPANCY PERMIT APPLICATION

Please print or type all information. Application WILL NOT be processed if it is not completed entirely.

SECTION 1. Reason for Application (Check Appropriate Condition)

- Sale/Transfer of Ownership Rental/Change of Tenant
 Use Group/Occupancy Classification Change

Location of Property: _____ Floor and/or Suite and/or Apt # _____

SECTION 2: Occupancy Classification/Use Group Information. Please indicate the present occupancy type/use group. (If the building is mixed use, mark all of the appropriate classification/use groups).

- | | |
|---|---|
| 1. <input type="checkbox"/> One Family Dwelling | 7. <input type="checkbox"/> Mercantile |
| 2. <input type="checkbox"/> Two Family Dwelling | 8. <input type="checkbox"/> Business |
| 3. <input type="checkbox"/> Apartment/Condominium Building # of Units _____ | 9. <input type="checkbox"/> Factory/ Industrial |
| 4. <input type="checkbox"/> Rooming and Lodging House # of Units _____ | 10. <input type="checkbox"/> Storage |
| 5. <input type="checkbox"/> Place of Assembly. Occupant Load _____ | 11. <input type="checkbox"/> Utility |
| 6. <input type="checkbox"/> Educational | 12. <input type="checkbox"/> Other _____ |

If use is other than residential, please provide a brief description of the activities/processes conducted therein: _____

Does the tenant/buyer intend a change in occupancy classification/use group? Yes or No.
(If Yes, please provide description of the proposed new use) _____

SECTION 3. Present Owner

Name(s): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Daytime Phone: _____ Cell Phone: _____

SECTION 4. Is New Owner a Corporation or LLP? Yes No

If No, proceed to Section 5 If Yes, provide the following information

Name(s): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Chief Operating Officer(s): _____
Daytime Phone: _____ Cell Phone: _____

SECTION 5. Buyer Information (If Applicable)

Name(s): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Daytime Phone: _____ Cell Phone: _____

Does the buyer intend to occupy or reside at the location? Yes or No

(If the answer is No, Section 5 must be completed. If the answer is yes, skip Section 5)

SECTION 5. Change of Tenant/Rental Information (Must be completed if application is for change of tenant). Please Note:

- (A) Borough Ordinances requires property owners to obtain a Use and Occupancy Permit each time a change of tenant occurs in all of the occupancies/use groups listed in Section #2.
- (B) Borough Ordinance requires single & multi-family dwelling rental units to be registered with the Borough of Conshohocken. A Rental Property Registration Form can be obtained at the Conshohocken Municipal Building during normal business hours.
- (C) Borough Ordinance #8-2006 requires dwelling units intended for occupancy by three (3) or more unrelated persons to obtain a special license PRIOR to occupancy. Applications for the required special license may be obtained at the Municipal Building during normal business hours.

FOR RESIDENTIAL USE ONLY

Residential Tenant Name: _____
 Residential Tenant Name: _____
 Residential Tenant Name: _____
 Residential Tenant Name: _____
 Residential Tenant Name: _____

(Attach separate sheet of paper if necessary)

FOR COMMERCIAL USE ONLY

Commercial Tenant Business Name: _____
 Corporate Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact Name: _____ Title: _____
 Daytime Phone: _____ Cell Phone: _____

Application is hereby made to the Borough of Conshohocken for the approval to use and occupy the aforementioned location in full or part. I agree to comply with all Ordinances and Codes of the Borough of Conshohocken and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building until a Certificate of Occupancy is issued. I understand that any misrepresentation in this application will be grounds for the revocation of the application or the Certificate of Occupancy.

Owner's Signature

Date