

Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426
Phone: 610.489.7181 Fax: 610.489.8827
Website: www.trappeborough.com



Application for **USE & OCCUPANCY CERTIFICATE** Non-Residential/Commercial

A “*Use & Occupancy Certificate*” is required for all new and resale properties within the Borough of Trappe.

A “*Use & Occupancy Certificate*” is valid for six (6) months from date of issue after which time it becomes void. Should transfer of the property not happen within the valid, issued certificate period, the process must be started anew – including submission of new application & fee with all corresponding inspections.

ITEMS FOR INCLUSION AT TIME OF APPLICATION SUBMISSION:

- 1) Completed “*Use & Occupancy Certificate Application*” including anticipated settlement date. If for any reason the settlement will not occur on the anticipated date, applicant is required to notify the Borough with the status of the settlement immediately.
- 2) Owner’s Authorization Form – **with original signature** ... No faxes, copies, or emails accepted. ***Required if person submitting paperwork (“Applicant”) is not owner of record for property***
- 3) Application fee(s) - *All applicable fees must be submitted with the application. Please refer to the current year’s “Fee Schedule” for amount due.*

IMPORTANT NOTE:

**Incomplete submission of all required information and/or documents will result in the entire application being rejected and returned.
You will then need to resubmit with all documentation.**

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- **PLAN AHEAD!** One of the first changes you are likely to want to make once you are the property owner/lessee will be to have the SIGN changed to identify *your* business. In Trappe you will need to submit application & plans with payment in order to obtain a SIGN PERMIT for Permanent Signs. Forms are available at the Borough office or on our website – www.trappeborough.com.

NOTE: Submission of a “*Sign Permit Application*” before settlement will require inclusion of an “Owner’s Authorization” form signed by the present owner.

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PROCESS NOTES: FROM START TO COMPLETION OF PROJECT

- SEWER INSPECTION – All new and resale structures are required to obtain a Sewer Inspection. (Not applicable in CC district) Contact the Colledgeville-Trappe Municipal Authority at 610-489-2831 to schedule this inspection. **Please note:** Though this inspection does not have to occur first, Trappe Borough cannot release a “*Use & Occupancy Certificate*” without verification from CTMA that this inspection passed.
- SUBMISSION OF COMPLETED “*USE & OCCUPANCY APPLICATION*” with all required documents and fees.
- BOROUGH INSPECTION(S)
 1. Applicant can schedule initial inspection at time of application submission if documents are delivered in person & complete. Inspections are scheduled sequentially in ½ hour increments beginning at 8:00 AM through 10:00 AM on Mondays, Wednesdays & Fridays.
 2. If the property does *not* pass the initial inspection the applicant or property owner will be provided with a list of deficiencies that need addressed before a clear “*Use & Occupancy Certificate*” can be issued.
 - a. In the event the items on the Inspection Report include work that requires permits to correct, it is the responsibility of the applicant to submit any & all necessary permit applications including plans and corresponding fees as well as to arrange with the Borough office for required building inspections.
 - b. All inspections for permit work resulting from the Inspection Report must be complete and approved prior to calling for a re-inspection for “*Use & Occupancy.*”
 3. Once all items on the Deficiency Report have been addressed and any/all building inspections passed, the applicant should then call for a follow-up “*Use & Occupancy*” inspection.
- CONTACT BY BOROUGH – Following a successfully passed “*Use & Occupancy Inspection,*” verification of successful Sewer Inspection, and completion of paperwork, the Borough office will call applicant to come to the Borough office to sign & pick up the “*Use & Occupancy Certificate.*” **Please note:** These require signature & will not be mailed.

All forms and documents referenced in this application are available
at Borough Hall and at www.trappeborough.com

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APPLICATION: *Certificate of Use & Occupancy* *Non-Residential/Commercial*

PROPERTY OWNER INFORMATION

NAME: _____
ADDRESS: _____
CITY, ZIP: _____
CONTACT INFORMATION: (Please provide **TWO** phone #s that give quickest access to owner)
1. PHONE: _____ | 2. PHONE: _____
(Phone type): Home Work Cell | (Phone type): Home Work Cell
EMAIL: _____
OWNER SIGNATURE: _____

APPLICANT INFORMATION

Supply if applicant is Agent/Representative for Property Owner

APPLICANT: _____
RELATIONSHIP TO OWNER: _____
APPLICANT'S CONTACT INFORMATION:
PHONE (work): _____ PHONE (cell): _____
EMAIL: _____
APPLICANT SIGNATURE: _____

SETTLEMENT INFORMATION

ANTICIPATED DATE OF SETTLEMENT/LESSEE MOVE-IN: _____
BUYER(s)/LESSEE NAME(s): _____
BUYER/LESSEE BUSINESS NAME: _____
BUYER CONTACT INFORMATION:
CURRENT ADDRESS: _____
CITY, STATE, ZIP _____
PHONE (home): _____ PHONE (cell): _____
EMAIL: _____

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PROPERTY INFORMATION

PROPERTY ADDRESS: _____

EXISTING USE (*mark selection*):

- Owner-occupied Leased Vacant Agency-owned (i.e. Relocation Services)

PROPOSED USE (*mark selection*):

- Owner-occupied Leased Vacant Agency-owned (i.e. Relocation Services)

PROPOSED USE CLASSIFICATION (*mark selections*):

Class One:

- Multiple Dwelling Units (2+) in one building – excluding townhouses
- Group day-care home / day-care center
- Group home, club, lodge, or residential club
- Hotel, inn or restaurant
- Office(s), retail shops or personal service shops
- Bank or financial institution
- Repair shop for electronic equipment / small appliances (carry-in)

Class Two:

- Funeral home
- Place of worship, school
- Nursing home, personal care facilities, hospital, sanitarium, public residential institution
- Borough administrative building, community center, public park or similar use
- Mixed Use – combination of items marked

PROPERTY LOCK-BOX CODE (if available): _____

No. of BUILDINGS: _____

No. of DWELLINGS: _____

WATER SERVICE (*mark selection*):

- Public On property

SEWER SERVICE – All Commercial Properties are served by Public Utility

FINISHED BASEMENT?

- Yes No

If yes, does it have a code-compliant form of egress? **

- Yes No

SLEEPING QUARTERS IN BASEMENT?

- Yes No

If yes, are egresses provided from each to the exterior of home? **

- Yes No

** See Section R310, pages 58-59 of the 2009 IRC for Emergency Escape & Rescue Opening requirements

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PERMIT APPLICATION: *USE & OCCUPANCY* (Non-residential)

FOR BOROUGH USE ONLY:

ITEMS INCLUDED WITH APPLICATION SUBMISSION

APPLICABLE FEES:

* Permit Fee:

State Surcharge: _____

Total Fee:

** See current fee schedule*

PAYMENT INFO:

Date: _____

Amount paid: _____

Payment type: Cash Check # _____

Approval: _____

- PAYMENT NOTED ABOVE**
- PLANS / DOCUMENTATION**
- CERTIFICATE OF INSURANCE** – *(where applicable)*
- WORKER'S COMP COVERAGE** – *(where applicable)*
- HOA APPROVAL** – *(where applicable)*
- ANY/ALL APPROVED ZONING PERMITS** – *(where applicable)*

PARCEL ID #: 23-00-_____

BLOCK: _____

UNIT: _____

ZONING DISTRICT: _____

CERTIFICATE # ASSIGNED: _____

COMMENTS:

PA-UCC Certified Plan Reviewer
Building Code Official

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Please Note: Building alterations may require additional permits.

Address of Property _____

Owner of Record _____ Phone _____

Address of Owner _____

Buyer/Lessee _____ Phone _____

Address of Buyer/Lessee _____

Square foot of building/space intended for use _____

Intended Use (additional information may be required for a change in use) _____

Is the intended use a change from the previous use? If so, state previous use _____

Number of Employees Anticipated: _____, Number of Current Parking Spaces _____

Anticipated Hours and Days of Operations: _____

Current Tenant(s) _____

(If property is being sold but tenant remains)

Dates of Intended Occupancy _____

Signature of Owner _____

Signature of Lessee: _____

Date Approved: _____ Zoning Official: _____