

# Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426  
Phone: 610.489.7181 Fax: 610.489.8827  
Website: [www.trappeborough.com](http://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](http://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](http://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)

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**PARCEL ID #:**                      23-00-\_\_\_\_\_

**BLOCK:**                                      \_\_\_\_\_

**UNIT:**    \_\_\_\_\_

**ZONING DISTRICT:**                      \_\_\_\_\_

**CERTIFICATE # ASSIGNED:**              \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
PA-UCC Certified Plan Reviewer  
Building Code Official