

# Trappe Borough, Montgomery County, PA

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



## Non-Residential/Commercial or Commercial Tenant Change U & O Application

- The Use & Occupancy fee pays for an initial inspection and one (1) follow-up inspection, if necessary. Additional fees will be charged for all subsequent inspections. Fee schedule is available on our website. Permit fees are not refundable.
- PLEASE REVIEW THE INSPECTION CHECKLIST LOCATED ON OUR WEBSITE FOR ADDITIONAL INFORMATION & FORMS
- If this application is for the "SALE OF A PROPERTY" a Sewer Inspection is required. Applicant must contact the Collegeville-Trappe Municipal Authority at 610-489-2831/220 W 1<sup>st</sup> Ave, Trappe to schedule this inspection and pay the fee. Trappe Borough cannot issue a "Use & Occupancy Certificate" without verification from CTMA that this inspection passed.

Use & Occupancy Ordinance is available on our website [trappeborough.com](http://trappeborough.com) or <https://ecode360.com/32571471>

**PROPERTY ADDRESS:** \_\_\_\_\_

**\*APPLICANT:**     Realtor             Property Owner             Tenant             Contractor

**PROPERTY OWNER:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone & Email:** \_\_\_\_\_

-----

**REALTOR:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone & Email:** \_\_\_\_\_

-----

**BUYER OR TENANT:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone & Email:** \_\_\_\_\_

# Trappe Borough, Montgomery County, PA

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



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: \_\_\_\_\_

# Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426

Phone: 610.489.7181

Website: [www.trappeborough.com](http://www.trappeborough.com)



## FOR BOROUGH USE ONLY:

### APPLICABLE FEES:

\* Permit Fee: \$225.00

### PAYMENT INFO:

Date: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Payment type: Check # \_\_\_\_\_ Cash \_\_\_\_\_

Verified: \_\_\_\_\_

---

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

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

UNIT: \_\_\_\_\_

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

LICENSE # ASSIGNED: \_\_\_\_\_

---

**Building Code Inspector**

# Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426

Phone: 610.489.7181

Website: [www.trappeborough.com](http://www.trappeborough.com)



## EMERGENCY CONTACT LISTING

The following information is needed in order to update our Emergency Listing. Please notify us in the event of any changes in the information. Please neatly print or type all information. Additional people may be listed on the reverse side.

### LOCATION INFORMATION

Business Name \_\_\_\_\_

Address: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Yes

Knox Box No \_\_\_\_\_ Knox Box Location: \_\_\_\_\_

Security  Yes   
Alarm No

Yes

Panic Alarm No \_\_\_\_\_

Alarm Company Name \_\_\_\_\_ Phone: \_\_\_\_\_

Fire Department Connection  Yes  No Fire Department Location: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Owner Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### TENANT INFORMATION

Tenant Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426

Phone: 610.489.7181

Website: [www.trappeborough.com](http://www.trappeborough.com)



## EMERGENCY CONTACT INFORMATION

1. Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## COMMENTS

---

---