TOWNSHIP OF NORTHAMPTON
Zoning-Building-Code Enforcement Department
55 Township Road
Richboro, PA 18954
Telephone Number: 215-355-3883
Fax Number: 215-357-3650

APPLICATION for USE and OCCUPANCY
Commercial - Industrial - Institutional

NOTICE: It is unlawful to occupy this unit prior to issuance of a Certificate of Occupancy.

Property Address: _____

Unit #: _____ Tax Map Parcel #: 31- _____

Business Name: _____

Square Footage of Unit: _____ Number of Employees: _____

Proposed Use of Tenant Space: _____

_____

Will building alterations, additions, partitions, electrical, mechanical, plumbing, or other changes be made to the tenant space/property? _____ If so, please explain: _____

_____

_____

Will a sign be erected, or will changes be made to an existing sign? _____

Will there be storage, use, or processing of any hazardous materials? _____ If so, please list: _____

_____

Will there be exterior storage? _____ If so, please explain: _____

_____

Name of Property Owner: _____

Address of Property Owner: _____

Telephone # of Property Owner: _____ E-Mail: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone # of Applicant: _____ E-Mail: _____

Signature of Applicant: _____ **Date:** _____

TOWNSHIP USE ONLY:

Previous ICC Building Use Class: _____

Proposed ICC Building Use Class: _____

ICC Building Construction Type: _____

Construction Code Edition: _____

Code Enforcement Director Plan Review Date: _____ Initials: _____

Building Inspector Plan Review Date: _____ Initials: _____

Final Inspection/Approval Date: _____ Initials: _____

Description of Project: _____

_____

_____

Permit Number: _____

NORTHAMPTON, BUCKS COUNTY, MUNICIPAL AUTHORITY

CERTIFICATION REQUEST
WATER & WASTEWATER CAPACITY REVIEW AND CERTIFICATION
ALL CHANGES AND / OR EXPANSION OF USE

All owners, tenants and occupants are required to first obtain a capacity water and wastewater review certification from the Authority for subject property for all changes and / or expansion of use.

PROPERTY INFORMATION:

Address: _____ TMP No. 31-____-____-____

Owner: _____

Telephone #: _____ E-mail: _____

APPLICANT INFORMATION:

Address: _____

Name: _____

Telephone #: _____ E-mail: _____

CURRENT USE:

Commercial ☐ Institutional ☐ Industrial ☐ Residential ☐

Describe Current Use:

_____

_____

Describe Proposed Use:

_____

_____

NOTES:

- Please include any plans, drawings, and/or sketches with Certificate Request.
- Capacity review will be completed in accordance with the Rates, Rules, and Regulations of the Authority in effect on the date of the application.
- This form and all attachments must be submitted to the Northampton, Bucks County, Municipal Authority at 111 Township Road, Richboro, PA, 18954.

The Authority has reviewed the Certification Request and deemed all capacities satisfactory.

_____ Date: _____

Authorized Authority Signature

_____ Date: _____

Signature of Applicant

111 Township Road • Richboro, Pennsylvania 18954-1550
TEL. (215) 357-8515 • FAX: (215) 357-5315

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COMMERCIAL and INDUSTRIAL REQUIREMENTS for CHANGE OF OCCUPANCY or CHANGE OF USE/ALTERATIONS

1. **Change of occupancy/tenant; no change of use classification (ex. B, M, F-1, etc.); no alterations or construction being made; no change in floor plan or layout (ex. small open office area with desks); painting and re-carpeting is okay (see Note #1 below)**

REQUIRED: Three (3) copies of a floor plan showing all features of the unit. Signed and sealed plans from an architect/engineer are NOT required (see Note #2 below).

Note #1: If changing or adding floor tile, please provide manufacturer's cut sheet showing slip resistant compliance. If changing or adding wall or ceiling finishes, please provide manufacturer's cut sheet showing interior finish compliance.

Note #2: If aisles, counters, tables, racks, etc. are created or installed, the means of egress, sprinkler requirements, accessibility requirements, among other issues, will be affected. Three (3) sets of signed and sealed plans are required showing compliance with the applicable I-Codes and standards (IBC, ANSI A 117.1) (See below).

2. **Change of occupancy/tenant; no change of use classification; alterations are being performed**

REQUIRED: Three (3) sets of signed and sealed plans from **a Pennsylvania registered design professional (architect or engineer) are required**. Items to be addressed, but not limited to: exterior accessible route, parking, interior accessible route, related signage, plans showing compliance with the applicable I-Codes and standards (IBC, IPC, IMC, IECC, IEBC, IEC, ANSI A 117.1).

3. **Change of occupancy/tenant; change of use classification; OR, only a change of use classification (B to M, B to F-1, M to F-1, etc.)**

REQUIRED: Three (3) sets of signed and sealed plans from **a Pennsylvania registered design professional (architect or engineer) are required**. Items to be addressed, but not limited to: exterior accessible route, parking, interior accessible route, related signage, plans showing compliance with the applicable I-Codes and standards (IBC, IPC, IMC, IECC, IEBC, IEC, ANSI A 117.1).

**ADDITIONAL PLANS AND SPECIFICATIONS WILL BE REQUIRED FOR ANY FIRE PROTECTION SYSTEM, SPECIAL USES, AND/OR AS MAY BE DETERMINED BY THE BUILDING AND CODES DEPARTMENT.*