

# EDGMONT TOWNSHIP NON-RESIDENTIAL USE AND OCCUPANCY APPLICATION

1000 Gradyville Road, Newtown Square, PA 19073  
(P) 610-459-1662 (F) 610-459-3760 [www.edgmont.org](http://www.edgmont.org)

Please fill out the following information in its entirety:

- ⇒ This symbol - \* - indicates that the information is **REQUIRED**.
- ⇒ This application will be reviewed against the current Edgmont Township Code
- ⇒ If this application is being submitted for change of use, change of occupancy, or change of owner, **a letter must accompany the application detailing the proposed use.** The letter must include, but is not limited to a description of what the business does, whether or not public will be coming in to the business, if anything is being shipped out of the building and by what means, if hazardous products are being used or stored, etc.
- ⇒ If the applicant is not the property owner, **the property owner's signature is required.**
- ⇒ **IF YOU PLAN TO HAVE A SIGN FOR YOUR BUSINESS, A SIGN PERMIT SHALL BE SUBMITTED TO AND APPROVED BY THE TOWNSHIP BEFORE IT CAN BE INSTALLED.**

<b>*Business Name</b>	<b>*Business Mailing Address</b>	<b>*Business Phone #</b>
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<b>* Name of Business Owner</b>	<b>*Business Owner's E-mail Address</b>	<b>*Business Fax #</b>
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<b>*Name of Property Owner</b>	<b>*Property Address</b>
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<b>*Folio Number</b>	<b>*Zoning District</b>
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Who was the previous tenant? \_\_\_\_\_

How many total employees does/will the business have? \_\_\_\_\_

What is the maximum number of employees that will be working in the building at any given time? \_\_\_\_\_

**1. Detail how the "Use" fits into the Zoning District per the Edgmont Township Code, Chapter 365 - Zoning (e.g. office, storage, recreational, assembly, etc.):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**2. What is the total square footage of the space? \_\_\_\_\_**

**If there are multiple uses for the space (e.g. office, warehouse, sales floor, etc.), please detail how many square feet will be designated to each use:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. FOR SEWER DISTRICT TENANTS ONLY: What was the water and sewer usage for your business at your previous location? Please provide a year's worth of sewer and/or water usage. (Please Attach).**

**4. Working with the Zoning Officer, detail how many parking spaces will be needed based on the "Use" according to Chapter 365 – Zoning, Article XX, of the Edgmont Township Code. In addition, a Parking Plan that demonstrates the required parking spaces will need to be provided.**

**5. Please detail the Hours of operation:**

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

**Application Received On:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Fees Due: \$** \_\_\_\_\_ **Total Paid: \$** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

- ⇒ The business **MUST** fill out the Emergency Contact form attached to this application and submit it with the completed application.
- ⇒ Prior to any occupancy of the space, the applicant must notify the Township when the space is ready for final inspection. Inspections will be conducted in accordance with the attached **Edgmont Township Commercial Property Certificate of Occupancy Inspection Guidelines.**

I declare, under the penalties of perjury, that this application (including any accompanying plans and specifications) has been examined by me, and to the best of my knowledge, is a true, correct, and complete application.

\_\_\_\_\_  
**\*Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**\*Signature of Property Owner**

\_\_\_\_\_  
**Date**

## **Edgmont Township Commercial Property Certificate of Occupancy Inspection Guidelines:**

- The building address must be posted at the front door. The numbers must be at least 4” high and be of a contrasting color from the surface they are written on. For properties with multiple tenant spaces, the back door (if any) must also be posted.
- Fire extinguishers must be mounted in plain visual view and have either a current inspection tag or a tag indicating that it is new.
- All internally illuminated exit signs and/or emergency lighting, they must be functioning.
- All exits must be clear of trash, debris, and equipment.
- The area around heating systems must be clear of trash, debris and equipment.
- There can be no storage within 18” of sprinkler heads, if the property contains sprinklers.
- The area around electrical panels must be clear of trash, debris, and equipment.
- The fire alarm system (if so equipped) must have a current inspection. The fire alarm system is required to be inspected yearly.
- Fire lanes must be clear of vehicles, dumpsters, etc.
- Accessible parking spaces must be properly painted and signed.
- Accessible exits and restrooms must be marked with proper signage.
- The property must be posted with the proper occupancy load signage (if applicable).

### **Restaurants Only:**

- The ansul system must have a current inspection tag.
- The hood system must be clean.
- Combustible materials must be stored appropriately.

**PLEASE NOTE:** These inspection guidelines are utilized as a checklist for annual Life Safety Inspections conducted by the Township in accordance with the Edgmont Township Code Section 181 - Fire Protection, Article II – Life Safety.



# TOWNSHIP OF EDGMONT

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## EDGMONT TOWNSHIP BUSINESS EMERGENCY CONTACT INFORMATION

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Name of Business

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Business Address (Physical Address)

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Mailing address (if different from physical address)

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E-mail Address

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Business Phone Number

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Business Fax Number

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Emergency contact person

Title

Emergency contact phone #

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Emergency contact person #2

Title

Emergency contact phone #

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Alarm Company

24 Hour Phone Number

**Emergency contact information will be forwarded to the 911 Center.** Please do not list the phone number for the business as the Emergency contact phone number. The 911 Center needs a phone number to contact someone if an emergency occurs at the business after normal business hours. Please notify the Township office if the emergency contact information changes.