

# East Manchester Township

## Commercial Certificate of Occupancy/Use

**Per Zoning Ordinance Section 805 - Certificate of Occupancy Or Use**

- A. The following shall be unlawful until a Certificate of Occupancy shall have been applied for and issued by the Zoning Officer:
  - 1) Occupancy and use of a building erected, installed, reconstructed, restored, structurally altered, moved, or any change in use of existing building.
  - 2) Certificates of Occupancy shall be required only for buildings or structures proposed for human use or habitation.
  - 3) Certificates of Use shall be required for all other principal buildings.
- B. Application for a Certificate of Occupancy or Use shall be submitted on a form furnished by the Township and shall provide all information required therein.
- C. If the proposed use is in conformity with the provisions of this Ordinance, all other applicable codes and ordinances, and any requirements of any permits or approvals, a Certificate of Occupancy shall be issued by the Zoning Officer within 15 days after receipt of a properly completed application. If a Certificate of Occupancy is denied, the Zoning Officer shall state the reasons in writing to the applicant.
- D. A Certificate of Occupancy or Use shall be deemed to authorize, and is required for, both initial occupancy and the continuance of occupancy and use of the building or land to which it applies.
- E. Upon written request by the Owner, and upon fee payment, the Zoning Officer shall, after inspection, issue a Certificate of Occupancy or Use for any building or use thereof or of land existing at the time of adoption of this Ordinance, certifying such use and whether or not the same and the building conforms to the provisions of this Ordinance.
- F. A record of all Certificates of Occupancy shall be kept by the Zoning Officer and copies shall be furnished on request, to any agency of the Township or to any persons having a proprietary or tenancy interest in the building of land affected.

**To request a certificate of occupancy / use, the following must be completed in a satisfactory manner:**

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

**BUSINESS/LAND DEVELOPMENT NAME:** \_\_\_\_\_

**Items to have sent to the Zoning Officer, Kristie Masemer ([Taylor.Kristie@comcast.net](mailto:Taylor.Kristie@comcast.net) or fax: 717-266-0429):**

- Certificate of Compliance after all inspections including the final inspection has been completed by Commonwealth Code Inspection Service, Inc. (CCIS): Contact them @ (717)846-2004 to schedule all inspections.
- Approved Final Sewer Plumbing Inspection by the Northeastern York County Sewer Authority: Contact them @ (717)266-1493 for all required inspections.

**Items to be verified by the Township Engineer, Byron Trout: Contact him @ (717)577-7827**

**\*\*You need to get him to sign this & have a copy of the grading plans with you when you meet him\*\***

<ul style="list-style-type: none"> <li><input type="checkbox"/> Driveway/parking completed per specifications (including paving)</li> <li><input type="checkbox"/> curbing and sidewalks installed per specifications</li> <li><input type="checkbox"/> backfilling and grading of area between curb and sidewalk</li> <li><input type="checkbox"/> final lot grading completed per specifications</li> <li><input type="checkbox"/> concrete monuments set at all property corners</li> <li><input type="checkbox"/> storm water compliance</li> <li><input type="checkbox"/> BMP # _____ N/A _____</li> <li><input type="checkbox"/> Anything else on the Land Development/Building Plans not mentioned on this form.</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	<p><b><u>Comments:</u></b></p>          
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\_\_\_\_\_  
Township Engineer

\_\_\_\_\_  
Date

**Items to be verified by the Township Manager/Road Master, Dave Gentzler: Contact him @ (717)266-4279**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Anything else on the Land Development/Building Plans not mentioned on this form.</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	<p><b><u>Comments:</u></b></p>          
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\_\_\_\_\_  
Township Manager (Road Master)

\_\_\_\_\_  
Date

**A minimum notice of 3 business days must be given to the Zoning & Codes Enforcement Officer to schedule the final occupancy inspections for both the Fire Chief & Zoning Officer. They will conduct the final together\*\*PLEASE DO NOT CALL FOR INSPECTION UNLESS ALL ITEMS ARE COMPLETE IN FULL\*\*:**

**Items to be verified by the Fire Chief, Joseph Stevens: Contact him @ (717)266-2226(work) or (717)324-6148(mobile)**

<input type="checkbox"/> Fire Extinguishers <input type="checkbox"/> Emergency Lighting <input type="checkbox"/> Knox Box(es) <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Fire Suppression System <input type="checkbox"/> Address Signage <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<u><b>Comments:</b></u>  
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\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

**Items to be verified by the Zoning Officer, Kristie Masemer: Contact her @ (717)266-4279**

<input type="checkbox"/> Lighting fixtures and posts on Land Development Plan <input type="checkbox"/> Commercial Address numbers (front and rear if in a Shopping Center) <input type="checkbox"/> Landscaping on Land Development Plan <input type="checkbox"/> Compliance with signed agreements <input type="checkbox"/> All permits on the lot closed out <input type="checkbox"/> Job trailers removed <input type="checkbox"/> No monies owed <input type="checkbox"/> Other (land development plan requirements, etc...) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<u><b>Comments:</b></u>  
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\_\_\_\_\_  
Zoning & Code Enforcement Officer

\_\_\_\_\_  
Date