

East Manchester Township

Request for Commercial Certificate of Occupancy/Use for Change of Use (Existing Structure)

**This form shall NOT be used for post-construction occupancy/use purposes.*

Per the Code of East Manchester Township § 255-77 - 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 fifteen (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 NAME: _____

A minimum notice of THREE (3) BUSINESS days must be given to the Zoning and Code Enforcement Officer (call 717-266-4279 or email ZoningOfficer@emanchestertwp.com) to schedule the final occupancy inspections by the Fire Chief and Zoning and Code Enforcement Officer who will conduct the final inspection together.

Items to be verified by the Zoning and Code Enforcement Officer:

<input type="checkbox"/> Commonwealth Code Inspection Service's "Certificate of Compliance." This will be issued by CCIS after all inspections, including the final, have been completed. Call CCIS at (717) 846-2004 to schedule inspections. <input type="checkbox"/> New signage (or issuance of a sign permit) <input type="checkbox"/> _____	<p><u>Comments:</u></p>
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Signature – Zoning and Code Enforcement Officer

Date

Items to be verified by the Fire Chief:

<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"/> _____	<p><u>Comments:</u></p>
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Signature – Fire Chief

Date

****PLEASE DO NOT CALL FOR INSPECTION UNLESS ALL ITEMS ARE COMPLETE IN FULL****