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

APPLICATION FOR USE AND OCCUPANCY
Commercial - Industrial - Institutional

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

CHECK ONE:
□ New Tenant/New Business   □ New Owner/Same Business   □ Change of Name Only

Property Address: _____

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

Business Name: _____

Corporate Business Name: _____

Proposed Use of Tenant Space: _____

Square Footage of Unit: _____ square feet   Number of Employees: _____

Business Owner: _____

Telephone #: _____   Cell Phone #: _____

Address: _____

E-Mail Address: _____

I acknowledge that no alterations have been made to the floor plan of the existing tenant space. Further, I acknowledge that I will submit permits for any alterations for which they are required, including, but not limited to, building, accessibility, mechanical, plumbing, electrical, and signage modifications.

Business Owner Signature: _____

Print Name: _____   Date: _____

- ▪ Previous Tenant: _____

- ▪ 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: _____

_____

Property Owner: _____

Telephone #: _____ Cell Phone #: _____

Address: _____

E-Mail Address: _____

I acknowledge that no alterations have been made to the floor plan of the existing tenant space. Further, I acknowledge that I will submit permits for any alterations for which they are required, including, but not limited to, building, accessibility, mechanical, plumbing, electrical, and signage modifications.

Property Owner Signature: _____

Print Name: _____ Date: _____

Applicant: _____

Telephone #: _____ Cell Phone #: _____

Address: _____

E-Mail Address: _____

Applicant Signature: _____

Print Name: _____ Date: _____

*Please provide the following items with your Application:

1. **Obtain an authorized signature from the Municipal Authority on the attached Certification Request Form (page 4).**

2. **Plans must be submitted (see page 5 for your specific requirements).**

3. **Fee:**
   (a) **5,000 square feet or less - $254.50**
   (b) **5,001 to 10,000 square feet - $354.50**
   (c) **10,001 square feet or more - $504.50**
   (d) **Change of Name Only – no fee**

TOWNSHIP USE ONLY:

Property Address: _____

Code Enforcement Director Plan Review Date: _____ Initials: _____

Building Inspector Plan Review Date: _____ Initials: _____

Final Inspection/Approval Date: _____ Initials: _____

IBC Building Use Class (Proposed): _____

IBC Building Use Class (Previous): _____

IBC Building Construction Type: _____

Construction Code Edition: _____

Description of Project: _____

_____

_____

Permit Number, if applicable: _____

Water & Sewer

NORTHAMPTON, BUCKS COUNTY
MUNICIPAL AUTHORITY

Your Authority. Hard at Work Serving You.

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 #: _____   Email: _____

APPLICANT INFORMATION:

Address: _____

Name: _____

Telephone #: _____   Email: _____

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 815 Bustleton Pike, Richboro, PA, 18954.

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

Date: _____

_____
Authorized Authority Signature

_____   Date: _____
Signature of Applicant

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

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 architectural plans showing all features and dimensions of the unit, but do not have to be signed and sealed by an architect or P.E. (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.

Revised: 7/12/2023