

HONEY BROOK TOWNSHIP

PERMIT APPLICATION FOR A CHANGE OF USE & OCCUPANCY (U&O) UNDER THE UNIFORM CONSTRUCTION CODE (UCC)

Honey Brook Township does not require a Change of Use & Occupancy (U&O) inspection for residential resale, but it **does** require a change of Use U&O for resale of commercial properties. In order to schedule such an inspection, a Change of Use & Occupancy Permit must be applied for. ***Even if the property does not change hands but the use changes, a Change of Use & Occupancy permit must be approved and issued.*** This ensures that the use remains consistent with the UCC and Township Zoning.

EVERYTHING IN THIS PACKET IS IMPORTANT. Please read everything carefully and completely before filling out the permit application.

PAGES 5-6 SERVES AS THE PERMIT APPLICATION AND IS TO BE RETURNED TO THE TOWNSHIP ALONG WITH A \$50 PROCESSING AND RETENTION FEE. The permit fee will be due after the application is approved, according to the current year's Fee Schedule. Published permit fees assume the submitted permit is complete and will not require additional review time above and beyond what is customary for such a permit application's review. The applicant will assume all additional costs for the review time of deficient permits.

Please note: the U&O is for the use only and does not serve as a building permit. If construction is proposed, a separate building permit is required. NO CHANGE IN USE SHALL BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. Anyone identified as having commenced business activity without acquiring the necessary permit(s) shall be charged DOUBLE the normally assessed fees.

THIS IS AN ORIGINAL APPLICATION. Once you submit it, it will not be returned to you. Therefore, you are advised to make a copy of this application once you have completed it and keep it for your records.

REQUIREMENTS FOR OBTAINING A CHANGE OF USE & OCCUPANCY PERMIT

A 15-business-day review period is permitted by State Code. A typical review period is 5 to 10 business days.

Listed below are the items required to be submitted to Honey Brook Township. Failure to submit the required items will result in denial of the application and stoppage of the review until the required items are received. ***NO CHANGE IN USE SHALL BEGIN UNTIL THE U&O HAS BEEN ISSUED. Anyone identified as having commenced use activity without acquiring the necessary permit shall be charged DOUBLE the normally assessed fees.***

Please note that the U&O is for the use only and does not construe a building permit. There is a separate application for renovation or expansion of commercial space.

If you have any questions, please call Technicon Enterprises Inc., ll at (610) 286-1622 x100. Please note that consulting with the engineers at Technicon could result in the applicant being billed per the current year's Fee Schedule.

Please submit:

1. **Pages 4-5 of the permit application packet completely filled out.** Instructions below:

A. Applicant / Owner Information:

- 1) Applicant Name: owner of the property or business applying for the change of use. **Please note:** if the applicant is not the property owner, an authorization letter from the property owner must accompany the application.
- 2) Applicant's Mailing Address: where correspondence should be sent for the U&O. It may or may not differ from the address in item #5.
- 3) Property Owner's Name (if different): if the applicant and the property owner are one and the same, put "same" in the blank. If not, please indicate the owner's name.
- 4) Property Owner's mailing address (if different) if the applicant's and the property owner's address are one and the same, put "same" in the blank. If not, please indicate the owner's address.
- 5) Property Situs (location) address: please indicate the address of the property where the change is occurring. It is possible for this address to be different from the mailing address. If it is not, please put "same as #2" in the blank.
- 6) Applicant Phone & Fax: please put at least the phone number of the applicant. If no fax number is applicable, put "none" in the blank.
- 7) E-mail address(es): if none, put "none" in the blank.

B. Prior Use information:

- 1) Tax Parcel Number / Property Size (in acres) / Zoning District: if unknown, this information is available on ChesCo Views at <https://arcweb.chesco.org/CV4/>. If your Zoning District is unknown, check the Zoning map on the Township website at www.honeybrooktwp.com.
- 2) Total buildings / other impervious coverage (in square feet): indicate all buildings' square footage on the property in the first blank. Other impervious coverage includes driveways & sidewalks.
- 3) Total impervious coverage: for this add the blanks in #2 together.
- 4) Sewer service: circle the appropriate answer.
- 5) Water service: circle the appropriate answer.

- 6) Shared service: circle the appropriate answer.
- 7) Prior use(s): please indicate what the previous use of the property was.
- 8) Prior approved building code use group: this use code is per the International Building Code. It would be on the original permit issued for the property or on the Labor & Industry certificate.
- 9) Prior number of parking spaces: this number should be for the spaces used for the use described in #7.
- 10) Existing signage: please indicate the size and location of all signs on the property.

C. Proposed Improvements and Use information:

- 1) Description of business: please be as specific and detailed as possible to show Zoning compliance.
- 2) Proposed Building Code Use Group: per the International Building Code. ***Please note that a change of use group from the current use group may result in the need for a Commercial Building Permit under a separate application.***
- 3) Proposed Days & Hours of Operation: state days and times the proposed use will be in effect each week.
- 4) Proposed number of employees: including the applicant, if applicable.
- 5) Building for the proposed use: please circle the appropriate answer. "New" implies that the structure has not yet been built. Indicate the square footage for the proposed use in the blank. ***Please note that new construction will require a Commercial Building Permit under a separate application.***
- 6) Materials storage: Please circle the appropriate answer. If yes, please indicate the square footage and note on the site plan (under item #4 on this list) where the storage area will be.
- 7) Parking spaces: please note the number of spaces to be used in this proposed use. Note the area on the site plan (item #4 of this list).
- 8) Parking expansion: please circle the appropriate answer. ***Please note that if parking expansion is planned, a separate Driveway Permit will be required.***
- 9) Proposed new impervious coverage: total the square footage of new building space and new parking space to be constructed and put it in the blank. If none, put "0".
- 10) Signage: circle the appropriate answer. ***Please note that if a new sign is to be erected, a separate Sign Permit will be required. Refacing a current sign may or may not require a permit.***
- 11) Other use(s): please circle the appropriate answer. If yes, please describe in the blanks provided.
- 12) Letter of acknowledgement for change of use for sewage: please circle the appropriate answer.
- 13) Site plan. Attach a separate sheet with the information listed.

D. Acknowledgement and signature: please sign and date the form. More information below on p. 4.**

2. **The \$50 Processing and Retention Fee.** Checks may be made payable to "Honey Brook Township".
3. ***If the proposed business is to be conducted on property not owned by the business owner / applicant, a letter of permission from the property owner is required.***
4. **A site plan of the property. Please note that this is item #13 under "C. Proposed Improvements and Use Information" on page 6 of the application.** Please show the size and location of all existing and proposed (if applicable) structures on the property. Clearly indicate the area(s) of the structure(s) for the proposed business use. This should show the location from all lot lines, including the measurements from the centerline of roads/streets to the structure(s).

****The issuance of a Change of Use & Occupancy permit requires you to comply with the building code and to have an inspection of the premises. If alterations to the structure or new construction is proposed, the appropriate permit(s) must be obtained using the Commercial Building Permit Application (separate from this one), Sign Permit Application, and/or Driveway Permit Application. Your signature page 6 indicates you understand and will comply with these requirements.**

Pages 5-6 comprise the actual permit application. Please fill out and return with the \$50 processing and retention fee, together with all other required information (check made payable to):

**Honey Brook Township
500 Suplee Road * P.O. Box 1281
Honey Brook, PA 19344**

Honey Brook Township

Change of Use & Occupancy

Permit Application

For use upon the change of any use or ownership
of a commercial or business use

Twp. Use Only

Date Received: _____

\$50 Processing &
Retention Fee*: _____

Permit # _____

*Additional Fee due upon permit issuance per current year Fee Schedule

Directions: fill out the information below & return with the \$50 processing and retention fee (check made payable) to: Honey Brook Township 500 Suplee Road, P.O. Box 1281, Honey Brook PA 19344

A. Applicant/Owner Information

- 1) Applicant Name*: _____
- 2) Applicant Mailing Address: _____
- 3) Property Owner's Name (if different): _____
- 4) Property Owner's Mailing Address (if different): _____
- 5) Property Situs (location) address: _____
- 6) Applicant Phone: _____ Fax: _____
- 7) Applicable email address(es): _____

**if applicant is other than the legal or equitable owner of the property, evidence of authorization to act on behalf of the property owner(s) must be attached.*

B. Prior Use Information

- 1) Tax Parcel Number: 22-_____ Property size: _____ acres Zoning District: _____
- 2) Total Buildings (sq. ft.): _____ Other impervious coverage (sq. ft.): _____
- 3) Total Impervious (sq. ft.): _____
- 4) **Sewer service** (circle): public / septic / sand mound / cesspool / holding tank
- 5) **Water** (circle): public/well
- 6) Is sewer or water service shared with another property or use? (circle) yes / no
- 7) Prior use(s) on the property: _____

- 8) Prior approved building code use group: _____
- 9) Prior number of parking spaces: _____
- 10) Existing signage (size/location): _____

C. Proposed Improvements and Use Information

1. Description of business (please provide enough detail to show Zoning Compliance. Use additional sheet if necessary):

2. Proposed Building Code Use Group*: _____

3. Proposed Days & Hours of operation: _____

4. Proposed number of employees: _____

5. The building I will use is (circle) new existing The building is/will be _____ sq. ft.**

6. Will materials be stored outside? (circle) yes no If yes, storage area will occupy _____ sq. ft.

If yes, indicate the area on the attached site plan and its corresponding screening.

7. Proposed number of parking spaces: _____ Please note parking on the attached site plan.

8. Is parking expansion planned? (circle one) yes no If yes, how many sq. ft.? _____ **

9. Including the building and additional parking/driveway, there will be _____ sq. ft. of **new** impervious.

10. I (circle) will will not have a sign for this business.**

11. Will there be any other use(s) on the property? Yes No If yes, describe:

12. A letter of acknowledgement for the change of use from the CCHD (for on-lot systems) or Northwestern Chester County Municipal Authority (CCSWA - for public sewer) is (circle one) attached pending***

13. Please attach a site plan showing:

- the building(s) to be used for the business, including dimensions
- parking / loading spaces with dimensions
- outdoor storage (if applicable) and corresponding screening, including dimensions

** Please note that any change in the Building Code Use Group may require a Commercial Building permit application to be submitted with signed/sealed plans as determined by the Township Building Code Official.*

*** Proposed improvements (renovations, new buildings, and/or signs) require separate permits from the Township.*

**** The acknowledgement letter must be presented to the Township prior to this permit's issuance.*

D. Acknowledgement and Signature: by my signature on this application, I agree to conform to all requirements of the zoning ordinance and regulations of applicable governmental agencies and authorize the zoning officer to inspect the use as necessary.

Applicant's Signature: _____

Date: _____

Township Office Use Only

Approved by: _____
Signature

Fee*: _____
Paid by: Cash _____
Check # _____

Printed name: _____ Date: _____