



**United Code Consultants**  
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## **APPLICATION FOR A CHANGE OF OCCUPANCY**

**- Any change in the use of a building or a portion of a building**

### **1. PROPERTY INFORMATION**

Municipality: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Building Address: \_\_\_\_\_

### **2. APPLICANT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **3. PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **4. BUILDING DESCRIPTION** ☐ Residential ☐ Commercial Single Tenant ☐ Commercial Multi-Tenant

Describe \_\_\_\_\_

**COMMERCIAL APPLICATIONS PROCEED TO STEP 5 / RESIDENTIAL APPLICATIONS SIGN AND SUBMIT**

### **5. EXISTING COMMERCIAL BUILDINGS** *(New occupant without change of use and certified buildings only)*

Change of use – Any change of occupant or tenant that changes the use group classification of a building or space, such as a business office (Group B) changing into a retail space (Group M). **Changes in use group require a building permit.**

Certified Building – A building that has an existing certificate of occupancy granted by Labor and Industry or the Municipality. Buildings constructed prior to April 27, 1927 are exempt from CO requirements.

Uncertified Building – A building that has no previous occupancy certification. Must meet the requirements of IEBC or Chpt. 34 of the IBC

**Previous use / occupancy -** \_\_\_\_\_

Business Name

\_\_\_\_\_  
Description

**Proposed use / occupancy -** \_\_\_\_\_

Business Name

\_\_\_\_\_  
Description

### **6. BUILDING INFORMATION**

☐ Automatic Sprinkler System

Type of Construction: \_\_\_\_\_

☐ Fire Alarm System

*I certify that I am the owner of the property or an authorized agent of the owner for which this application has been filed. I hereby certify that all statements contained above are, to the best of my knowledge, true and correct. I further understand that I must comply with the provisions of all laws and ordinances as adopted by the Municipality and the Unified Construction Code of Pennsylvania.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_