

Plymouth Township  
700 Belvoir Road  
Plymouth Meeting, PA 19462  
Ph. 610-277-4103 Fax 610-277-4335  
APPLICATION FOR USE & OCCUPANCY PERMIT PAGE 1 of 2

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

In accordance with Plymouth Township Building Code and Plymouth Township Zoning Ordinance No. 342, as amended, adopted March 14, 1960:

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

City, State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Hereby makes application for Use and/or Occupancy Permit covering premises located at:**

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

Building Number: \_\_\_\_\_ Suite Number: \_\_\_\_\_ Description of work: \_\_\_\_\_

**Tenant use** change from \_\_\_\_\_ to \_\_\_\_\_

**Tenant Name** change from \_\_\_\_\_ to \_\_\_\_\_

**Occupancy Type: (check one)**

Residential  Business  Mercantile  Assembly  Utility  Health Care  Industrial/Factory

Educational  Institutional  Storage  High Hazard  Other \_\_\_\_\_

**Contractors Emergency Contact Numbers:**

DAY PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ NIGHT/HOLIDAY PHONE: \_\_\_\_\_

FEES: (check one)

**RESIDENTIAL (Single Family Dwelling only)**  \$50.00

**COMMERCIAL:** Square Footage: \_\_\_\_\_  1-2000sf \$100.00  2001-5000sf \$150.00  
 5001-10,000sf \$200.00  10,001-100,000sf \$250.00  100,001 and above \$500.00

**Applicants Signature** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

**PH** \_\_\_\_\_ **Fax** \_\_\_\_\_

Do Not Write Below This line

Building Code Edition: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_

Use Group/Occupancy Type: \_\_\_\_\_ Sprinkler System: \_\_\_\_\_ Required: \_\_\_\_\_

Hazard Classification: \_\_\_\_\_ Demand At Base of Riser: \_\_\_\_\_ Sprinkler: \_\_\_\_\_ Stand Pipe: \_\_\_\_\_

\_\_\_\_\_  
BUILDING OR ZONING OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLUMBING INSP. & M.I.P.P. COORDINATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWNSHIP ENGINEER

\_\_\_\_\_  
DATE

Use & Occupancy: A change in the Use or Occupancy of any commercial space requires the issuance of a Use and Occupancy permit from Plymouth Township.

For existing spaces undergoing **change of tenant only** without any new work, or change in use group.

We require:

Tenant use change from \_\_\_\_\_ to \_\_\_\_\_

Tenant name change from \_\_\_\_\_ to \_\_\_\_\_

- A Completed Application and permit fee
- **3 sets of drawings** showing the layout of:
  - The space
  - Emergency lighting
  - Exit signs
  - Locations of means of egress
  - Occupancy loads
  - Egress Calculations
  - Fire extinguisher locations
  - Sprinkler Protection existing / required?
  - Date of last Fire extinguisher service \_\_\_\_\_ -

**Changes in Use and Occupancy requiring construction or changes in the Use Group of the building shall be subject to all provisions of the applicable codes, including the need for Sealed drawings.**