

No prepayment accepted
with application submission.

PROVIDENCE TOWNSHIP
200 MT. AIRY ROAD
NEW PROVIDENCE, PA 17560

NEW BUSINESS

APPLICATION FOR CERTIFICATION OF OCCUPANCY

Application must include a floor plan showing the following:

Aisle width's, displays, fire extinguishers, emergency lighting, exit signs, display height's and accessible counter location, floor plan dimensions and previous tenant's C/O for the space.
See 2nd page for more information.

Application and documents can be submitted to Providence Township
Application approval may require up to 15 business days to complete. The applicant will be notified when the application has been approved after which an inspection can be scheduled.

Please note that Zoning Officer approval of the Certificate of Occupancy is necessary prior to the scheduling of any inspections.

SITE ADDRESS _____

Mall or Shopping Center _____ Store # / Space # _____

Owner of Business _____

Mailing Address/PO Box Number _____

Owner/ Primary Contact Email _____

Owner/ Primary Contact Phone _____

Anticipated Opening Date _____

Name of Business _____

Detailed description of proposed use _____

I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and agree to conform to all applicable regulations of this jurisdiction. Please be advised, copies of the Providence Township Zoning Ordinance are available for your review. It is the applicant's responsibility to conform to all regulations set forth in the Providence Township Zoning Ordinance.

Applicant Signature

Printed Name

Date

The following is a partial list of items that will be inspected:

- All emergency lighting will need to be in working order.
- All fire extinguishers will need to have current inspection tag and be mounted at required heights and locations.
- If building has a fire sprinkler suppression system:
 - Sprinkler heads may not be blocked with displays or signage.
 - All sprinkler head escutcheons must be in place.
 - A current sprinkler system inspection tag must be displayed at sprinkler riser.
- If building has a fire detection system, a current “Test Report” showing that the system is fully functional will be required.
- Exits may not be blocked, there may not be any storage in exit corridors.
- Address/Suite numbers shall be displayed on exterior of building visible from the street, minimum of 4” high and on contrasting color background.
- Doors other than front door shall be labelled with Address/Suite number minimum 4” high.
- Aisle widths minimum 36” shall be maintained.
- Accessible counter Maximum 36” high and Minimum 36” wide shall be provided.

Certificate of Use/Occupancy – upon final inspection approval of Providence Township, a Certificate of Use/Occupancy will be issued within five (5) days **AFTER** final inspection is approved. **No occupancy or use is permitted until Certificate of Use/Occupancy is issued.** Please note there will be an additional charge for extra/failed inspections. The Township must be notified 48 hours in advance to schedule an inspection. If a scheduled inspection needs to be cancelled for any reason, please contact the Township as soon as possible.