



Swarthmore

BOROUGH

121 Park Avenue, Swarthmore, Pennsylvania 19081
Telephone (610)543-4599 • Fax (610)543-1833 • www.swarthmorepa.org

Use & Occupancy Permit and Use Registration

Borough Ordinances require property owners to obtain a Use and Occupancy Permit for specific types of property use and ownership changes. The permit is required when one of the following occur:

1. Change in ownership of any lot, parcel, building or structure.
2. Change in any tenant of any commercial, or portion thereof.
3. Change in use or occupancy class of any lot, parcel, building or structure or portion thereof.
4. Initial use and occupancy of any lot, parcel, building, or structure established, erected, or altered.

The purpose of this permit is to document that the occupancy classification and intended use are permitted by the Zoning Ordinance, the Pennsylvania Uniform Construction Code and Swarthmore's Use and Occupancy standards.

Once a permit is issued, the permit remains valid until the use and/or occupancy classification of the space changes; there is an increase or decrease in the floor area, outside display or use area, or storage area; or there is a change in ownership or tenant. Residential permits remain valid until there is a change in ownership or lease area.

Complete and return the next page of the application for a "Use and Occupancy Permit" and pay the appropriate fee, if any, at the time of submission. The Zoning Officer will review all applications to ensure the proposed use complies with the Zoning Ordinance. For change in ownership, the property owner or authorized representative of the owner will be contacted to set a convenient time for an inspection of the premises to determine compliance with Borough regulations.

All applications must be completed in ink and signed by the owner or acting agent of the owner. By signing the application, the applicant agrees that he or she will comply with all ordinances and codes of the Borough of Swarthmore and the Commonwealth of Pennsylvania, that any misrepresentations in the application will be grounds for the revocation of the permit issued by the Borough, and that he or she will not occupy or allow occupancy of the land, structure or building for any purpose that will violate applicable codes and/or ordinances.

**Application for Certificate of Use & Occupancy
Swarthmore Borough**

121 Park Avenue
Swarthmore, Pennsylvania 19081
(610) 543-4599 Fax (610) 543-1833

Date: _____

Property Address: _____

Property Owner's Name: _____

Contact person for sale of property: _____

Day Time Phone #: _____ Evening/Cell Phone #: _____

Settlement Date: _____

Buyer's Name: _____

Describe the property and how it is used. Be specific. If property has more than one use, include all. (e.g. single-family dwelling, condominium apartment, store on 1st floor with one apartment on 2nd floor, etc). **If multi-family or mixed use, include number of dwelling units.** Attach MLS fact sheet, if available.

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If there is any professional office or commercial use of the property, please answer the following:

- Current office/commercial use: _____
- Proposed office/commercial use: _____

Describe any known variance or conditional use approved for this property. Attach a copy of the applicable decision, if available.

Describe any known legal non-conforming use for this property. Attach evidence supporting this use, if available.

Return with \$75.00 check payable to Swarthmore Borough. 

FOR OFFICE USE ONLY

Outstanding bills, charges, fines and fees: YES NO

If Yes, describe _____

Current Use Classification: _____

Building Code Official Review/Comments: _____

Zoning District: _____

Zoning Officer Review/Comments: _____

Inspection Appointment Date: _____ Time: _____

Reinspection Appointment Date: _____ Time: _____

Inspected By: _____