

# **Swarthmore**

## **Borough**

121 Park Avenue, Swarthmore, Pennsylvania 19081  
Telephone (610)543-4599\*Fax (610)543-1833\*[www.swarthmorepa.org](http://www.swarthmorepa.org)

### **Use & Occupancy Permit and Use Registration Application**

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 uses 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 Office 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 applications, 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.

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## Use & Occupancy Permit and Use Registration Application

Date of Application: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of Application: (check all appropriate)

Property Sale/Transfer of Ownership \_\_\_\_\_ Change in Use/Occupancy Class \_\_\_\_\_

Commercial Property Change in Tenant \_\_\_\_\_ New Use \_\_\_\_\_

### FOR SALE/TRANSFER OF OWNERSHIP (\*\*\$100.00 Inspection Fee Required w/Application)

**Present Property Owner:**

**Property Buyer:**

Name(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Settlement Date \_\_\_\_\_

Agent Contact \_\_\_\_\_

Phone \_\_\_\_\_

Describe the property and how it is used. Be specific and attach an MLS Fact Sheet. If property has more than one use, include all. (i.e. single-family dwelling, condominium apartment, store on 1<sup>st</sup> floor with one apartment on second floor. If multi-family list number of dwelling units).

\_\_\_\_\_

Describe any known variance or conditional use approved for this property. Attach a copy of the decisions, if available: \_\_\_\_\_

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

**FOR COMMERCIAL PROPERTY CHANGE IN TENANT/NEW USE/CHANGE IN USE/OCCUPANCY CLASS  
(No Fee Required)**

Property Owner Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Tenant Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Current Use (if vacant, previous use) \_\_\_\_\_

Proposed Use \_\_\_\_\_

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**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 Office Review/Comments: \_\_\_\_\_  
\_\_\_\_\_

Inspection Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reinspection Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected By: \_\_\_\_\_

