

**SPRINGETTSBURY
1501 MT. ZION ROAD
YORK, PA 17402
(717) 757-3521**

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.

Application approval may require up to 15 business days to complete. The applicant will be contacted when the application has been approved with instructions for scheduling an inspection.

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 #**

Name of Proposed Business _____ **Telephone** _____

Owner of Business _____

Mailing Address/PO Box Number _____

Owner/ Primary Contact Email _____

Anticipated Opening Date _____

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 Springettsbury Township Zoning Ordinance are available for your review. It is the applicant's responsibility to conform to all regulations put forth in the Springettsbury Township Zoning Ordinance.

Applicant Signature

Printed Name

Date

TOWNSHIP USE ONLY

Tax Map/Parcel _____

Permit Number _____

Date Fee Paid _____

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 Springettsbury 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. Inspections can be scheduled Monday-Friday between 8am and 3pm by calling 717.757.3521. 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. There will be a \$100.00 fee per re-inspection, as a result of a failed inspection.