



## **Permit and Inspection Information *for* New Business Owners**

### **Prior to opening, owners of new businesses must obtain the following permits:**

- The Zoning Activity Review (green placard).** Evidence that the business is a permitted use at the property location, and that the parking requirements have been met. Permit issued by the Zoning Officer.
- The Occupancy Permit (white placard).** Evidence that the building is suitable for the business and all the required safety, fire alarm and suppression systems are in place. The permit is also evidence that the property, building and building systems are in an adequate state of maintenance and repair. Permit issued by the Fire Marshal.

### **Other permits that business owners may need:**

- Contractors Registration.** Required for anyone who undertakes or offers to perform construction, repair, re-roofing, remodeling, rehabilitation, alterations, installation, repair, demolition, and shall include, but not be limited to, paving, concrete, signs, alarm systems, plumbing, electrical and any other residential or nonresidential construction, repair, alteration, or demolition in the Township, whether as a general contractor, subcontractor, specialty contractor, or home improvement contractor with respect to the owner.
- Building Permit.** For any new construction, and/or fit out, including electrical, plumbing, and mechanical work.
- Sign Permit.** For all exterior building signs. Check with the Zoning Officer to determine if existing signs have valid permits.
- Highway Occupancy Permit.** From Penn DOT if you are locating on a state highway, or a Road Opening Permit from the Township, if you are excavating in a Township right-of-way or easement.

Home Businesses that have no employees, no customer or client visits, no commercial vehicles, no outside equipment storage, no modification of the home, no advertising of the home address as a business location, and no bulk deliveries may qualify as a No Impact Home Based Business. Check with the Zoning Officer to determine if your business qualifies.

### **General Instructions**

When filling out application forms, please print as clearly and completely as you can. If you are filing a building permit, you must submit detailed architectural plans. Incomplete submissions may delay your permit. Pennsylvania has adopted a Uniform Construction Code (UCC) that applies throughout the Commonwealth. Warrington Township inspectors are trained in the requirements of the UCC and enforce state laws when they administer the Code. The model code adopted by the state is the International Construction Code series. Copies may be viewed at the Township Building, or ordered from the International Code Council ([www.iccsafe.org](http://www.iccsafe.org)).

Pennsylvania Labor and Industry Permit Regulations may have recently changed, please check with a building inspector for the current interpretation. Warrington Township has an Earned Income Tax, collected by Berkheimer Associates, Bangor, Pa. For instructions, call 610-599-3139 or visit them at [www.hab-inc.com](http://www.hab-inc.com).



**WARRINGTON TOWNSHIP**

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Phone: 215-343-9350 • Fax: 215-343-5944

**APPLICATION FOR ZONING ACTIVITY REVIEW**

Zoning District \_\_\_\_\_

Tax Parcel Number: 50-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Use of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Is classified as a:**

- Agricultural Use
- Business / Commercial Use
- Institutional Use
- Industrial Use
- Home Occupation
- Home Occupation  
(Low Impact)

**Which is permitted:**

- By right
- By special exception
- By conditional approval
- Non-conforming use approved

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FEES: Home Business \$40/ Commercial \$100**

PAID: \_\_\_\_\_