



LOWER SOUTHAMPTON TOWNSHIP

1500 Desire Avenue - Feasterville, Pa. 19053

215-357-7300 phone - 215-494-2965 fax

Dear Future Business Owner,
Welcome and thank you for choosing Lower Southampton as the place you would want to do business!

Listed below is some helpful information regarding Lower Southampton Township application process and ordinance.

- 1) Submit commercial resale use & occupancy application for approval of use by Zoning Officer.
Note: Application requires an answer for each line item, incomplete applications will **not** be accepted.
- 2) Upon Zoning Officers approval (*not before*) you **MUST** contact each of the following to obtain inspections; *

Middle Atlantic
Electrical Inspection
(215) 322-2626

Township Building Inspector
(215) 357-7300 ext. 313

Township Fire Marshall
(215) 357-7300 ext. 348

You are required to contact Berkheimer Tax at: 325-A N Pottstown Pike
Exton, PA 19341
(610) 363-7214

FINAL INSPECTIONS MUST BE MADE WITHIN 30 DAYS OF THIS APPLICATION APPROVAL

- 3) Commercial Resale Use & Occupancy Certificate will be issued **ONLY** after all inspections are complete and all reports from each inspector is received by Lower Southampton Township.

***Zoning Ordinance of Lower Southampton Township, Chapter 27 ss 2302.E
States you cannot operate your business... “until the Zoning officer (or his agent) shall issue a final permit that such building or use complies with the provisions of the permit issued.”
That does include compliance with all inspections as outlined on the permit. Failure to comply with this ordinance may result in further action including the shutting down of your business until set provisions are abided by.***

Applicant Signature: _____

Date: ____ / ____ / ____

Be Advised: The ordinances have been written to protect both our business population and the citizens of our township. We would suggest that before you do any renovations to your structure: signs, changes to parking, changes in use, promotions such as tents or temp signs, etc... that you check first with this office to avoid receiving a violation notice. We do not allow exposed Neon Signs anywhere, including windows, nor do we allow flashing or moving signs. If you are going to have any sign you must apply for a sign permit and have it approved. Snow must be removed from sidewalks within 12 hours after snowfall.

Again, on behalf of Lower Southampton Township, we welcome you and look forward to a long and successful relationship.
Sincerely,
Carol Drioli, *Zoning Officer*



Application for Commercial Resale Use & Occupancy

Lower Southampton Township
1500 Desire Ave. Feasterville, Pa 19053
215-357-7300 *phone* - 215-494-2965 *fax*

Permit No. _____
Admin Fee: _____
F.M. Fee: _____
TOTAL: _____

FAXED PERMIT APPLICATIONS WILL **NOT** BE ACCEPTED!

Date of Proposed Occupancy: _____ Tax parcel Number: 21-_____

Name of Business: _____ Phone Number: _____

Business Address: _____ Unit # _____

Federal ID Number _____ OR State ID Number: _____

Email Address of Permit Recipient: _____

Name of Proposed Occupant: _____ Phone Number: _____

Occupant Home Address _____

Name of Property owner: _____ Phone Number: _____

Address of Owner: _____

Name of Property Management/Manager: _____

Name of Trash Removal Agent: _____ Phone Number: _____

Trash Removal Address: _____

Zoning Classification _____ new construction _____ old construction _____

PROPOSED Use of Property/Type of Business: _____

PRIOR Use of Property/Type of Business: _____

SQUARE FOOTAGE of floor space: _____

Number of Employees: _____ Number vehicles to be parked: _____

Number of parking spaces available: _____ *Attach a parking plan for your premises*

Performing any additional construction or alterations? _____ *must apply for permit(s)

Will you be installing or re-facing sign(s): _____ *must apply for sign permit(s)

I understand that a material misrepresentation in this application is grounds for revocation of any permit issued. The applicant further agrees that the use of said premise shall be in strict accordance with all applicable ordinances of the Township and laws of the State. I understand I need permits for ANY signs (including temporary ground signs and banners) and construction, electrical, plumbing or mechanical alterations. I agree to check with the Township for sign regulations.

(Exposed Neon Signs are Not Allowed in Windows)

FINAL INSPECTION MUST BE MADE WITHIN 30 DAYS

Applicant Signature: _____ Date: _____

Zoning Officer: _____ Date: _____

Signature of the Zoning Officer authorizes **ONLY** the allowed use.

Lower Southampton Township Office of the Fire Marshal

ANNUAL COMMERCIAL ACCOUNTABILITY REGISTRATION FORM

1500 Desire Ave. Feasterville, Pa. 19053 215-357-7300 ext.311 Fax 215-357-6036

THIS FORM SHALL BE COMPLETED IN FULL AND LEGIBLE. ILLEGIBLE FORMS WILL NOT BE ACCEPTED.

IF ANY OF THIS INFORMATION SHOULD CHANGE, CONTACT THE FIRE MARSHAL'S OFFICE.

Today's Date: _____ Form completed by: _____

Business Name: _____

Business Address: _____

Mailing Address of Business: _____

Phone: _____ Fax: _____

Type of Business: _____

Business Owners Name: _____ Contact # _____

Owners Home Address: _____

Hours of Operation: _____ Number of Employees: _____

Property Owners Name: _____

Address: _____

Phone Number: _____

Emergency Contact Information (Place in priority order-Closest person first)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Fire Alarm Company: _____ Phone: _____

Fire Alarm Monitor Provider: _____ Phone: _____

Sprinkler Company: _____ Phone: _____

FOR OFFICE USE ONLY

Date faxed to communications: _____ Sent By: _____