

Commercial



Resale

Folio #	16-	Zoning District	
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Upper Darby Township Commercial Resale Requirements

Upper Darby Township Licenses and Inspection Commercial Resale Cert. Application
100 Garrett Road Room 109 Upper Darby, PA 19082 www.upperdarby.org

The inspection for a commercial resale will consist of the following, please check each box to indicate that you have read the requirements and are prepared to show compliance in the following areas:

Exterior Property Maintenance: The public curbing and sidewalk must be maintained. It is a commercial property's responsibility to haul trash from the property (including required recycling), proper trash receptacles must be provided, street numbers must be clearly visible, exterior building finishes must be maintained, etc.

Means of Egress: The proper number of exits must be provided, door must be in working condition and free from excessive locking devices, stairs must be maintained in safe condition and handrails provided, clear egress paths must be provided throughout the building, emergency lighting and exit signs may be required and any existing equipment must be operable

Fire Protection Systems: All existing fire protection systems including but not limited to: smoke alarms, CO alarms, sprinklers, alarm systems, manual fire extinguishers, automatic fire extinguishers, and wet or dry standpipes are required to be tested, inspected, and maintained by a qualified agency. **DOCUMENTATION OF THESE INSPECTIONS, TESTS, & MAINTENANCE WILL BE REQUIRED IN ORDER TO PASS YOUR FINAL INSPECTION.**

Heating and Cooling Systems: Equipment must be maintained in a safe and working manner, equipment must be properly vented, adequate combustion air must be provided, and clearances to combustibles must be maintained. Out of service equipment must be removed.

Plumbing Systems: An adequate number of bathrooms and hand sinks must be provided and maintained in a working manner, additional sanitary facilities may be required by the Health Department, all sanitary drainage and water piping must be kept free from cracks, leaks, etc. Sump pumps are not permitted to discharge into the sanitary system.

Electrical Systems: The electrical system must be maintained in a safe manner, open junction boxes, missing outlets in cutout boxes, frayed wiring, improper connections, exposed Romex, open circuit breaker slots, and damaged service entrance cables, etc. must be addressed by a qualified master electrician. An adequate number of general use receptacles will be required to limit the use of extension cords. **Extension cords are only permitted to serve only one portable appliance and they may not be run through walls, floors, under doors, etc.**

Interior Property Maintenance: Storage must be in a clean and organized manner, high piling of storage will not be permitted in most cases, penetrations, holes, etc. in the building must be repaired, fire resistance ratings for walls, doors, etc. must be maintained and in some cases upgraded, adequate light and ventilation must be provided, and the property must be kept free from pests.

All inspections must be completed, and any subsequent violations found must be corrected prior to the resale certificate being issued in most cases.

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Address of property being sold					
Agent's Name & Company		Phone #			
Agent's Address	City	St. & Zip			
Agent's E Mail	Fax #				
Seller		Phone #			
Seller's Address	City	St. & Zip			
Seller's E Mail	Fax #				
Buyer		Phone #			
Buyer's Address	City	St. & Zip			
Buyer's E Mail	Fax #				

What are the current uses in this building?					
What will the building be used as?					
Will any materials be warehoused on site	Y or N	If yes, where			
Does this building have residential units rental licenses from the Health Department.	Y or N	If yes, then all units must have up-to-date			
Will any renovations be done or any signs installed or changed will be required, and please describe the work to be done:		Y or N	If, Yes then permits		

Please list the names of all businesses located at this property					

Will you be using a basement area	Y or N	If yes, what for			
What is the square footage of the basement area		How many exits			
How many bathrooms					

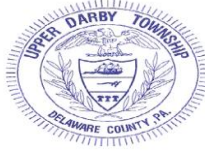
Will you be using a first floor area	Y or N	If yes, what for			
What is the square footage of the 1st floor area		How many exits			
How many bathrooms					

Will you be using a second floor area	Y or N	If yes, what for			
What is the square footage of the 2nd floor area		How many exits			
How many bathrooms					

Will you be using a third floor area	Y or N	If yes, what for			
What is the square footage of the 3rd floor area		How many exits			
How many bathrooms					

Will you be using a fourth floor area	Y or N	If yes, what for			
What is the square footage of the 4th floor area		How many exits			
How many bathrooms					

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Will you be using a fifth floor area	Y or N	If yes, what for	
What is the square footage of the 5th floor area		How many exits	
How many bathrooms			

Will you be using a sixth floor area	Y or N	If yes, what for	
What is the square footage of the 6th floor area		How many exits	
How many bathrooms			

Will you be using any other area	Y or N	If yes, what for	
What is the square footage of this area		How many exits	
How many bathrooms		Describe the area	

Is this building sprinklered	Y or N	Is there an existing fire alarm	Y or N
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Settlement Date	
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FAILURE TO ANSWER ANY OF THE QUESTIONS IN THIS APPLICATION WILL RESULT IN AN AUTOMATIC DENIAL OF YOUR APPLICATION!

ALL VIOLATIONS WILL BE SENT VIA FAX OR E-MAIL THEY WILL NOT BE MAILED. FAILURE TO PROVIDE A FAX OR AN E-MAIL WAIVES YOUR RIGHT TO BE NOTIFIED OF VIOLATIONS WHICH ALL PARTIES TO THE SALE WILL BE HELD RESPONSIBLE FOR!

Seller's or Agent's Signature			
Print Name		Date	
Buyer's Signature			
Print Name		Date	

THE FEE FOR THIS PROCESS IS \$250 FOR PROPERTIES < 20,000 SQUARE FEET OF FLOOR AREA, OR \$500 FOR PROPERTIES EXCEEDING THAT AMOUNT AND MUST BE SUBMITTED WITH THE APPLICATION.

Who is the contact person for the inspector		Cell #	
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Applications should be sent to David Womack's attention. Any questions should also be referred to David Womack. He can be reached by phone at (610)734-7613, via fax (610)734-7638 or by e-mailing dwomack@upperdarby.org