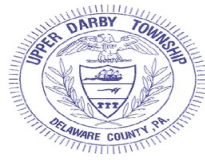


Business



Permit

Folio #	16-	Zoning District		Use #	Occ. #
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Upper Darby Township New Business and Takeover Requirements

Upper Darby Township Licenses and Inspection Business Permit Application
100 Garrett Road Room 109 Upper Darby, PA 19082 www.upperdarby.org

All persons starting up a new business in Upper Darby Township must complete the following tasks before commencing their business, please initial each box to indicate you have read and understand the requirements:

Name of Business:		Address:	
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Fill out this application in its entirety, provide an accurate floor plan of the tenant space, and pay \$100 to Licenses & Inspection in room 109 Phone #: 610-734-7613

Apply for the proper building permits when performing renovations or changing the use of the tenant space. Permits can be obtained from the Department of Licenses and Inspection in room 109

Apply for the proper sign permits when replacing or installing new signage for your business. THIS INCLUDES FACE CHANGES. Permits can be obtained from the Department of Licenses and Inspections in room 109.

Satisfy the local tax requirements with the finance department in room 103

Apply for a food license when the business sells or prepares food from the Health Department located in room 306 Phone #: 610-734-7640. A copy of your floor plan will also be required to obtain a health license.

The inspection of a new business or takeover 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, doors 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: 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.

Business



Permit

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 supply 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 business commencing

Address of proposed use					
Property owner			Phone #		
Owner's Address		City		St. & Zip	
Tenant			Phone #		
Tenant's Address		City		St. & Zip	

What type of business will this be					
What was the previous business					
Will any materials be warehoused on site	Y or N	If yes, where			
Does this building have residential units	Y or N	If yes, then all units must have up-to-date rental licenses from the Health Department.			
Will you be selling Merchandise Wholesale	Y or N	Will you be selling retail			
Will you sell, serve, or prepare food	Y or N	If yes, a food license is required			
Will tables and chairs be provided for sit down meals	Y or N	How many seats			
Is there off-street parking available	Y or N	If yes, how many spots			
Is there metered parking available	Y or N	If yes how many spots are within 200' of your tenant space			
		How many people will be employed at this location			
Will any renovations be done or any signs installed or changed		Y or N	If, Yes then permits will be required, and please describe the work to be done:		

Business



Permit

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			

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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THE FEE FOR THIS APPLICATION IS \$100

FAILURE TO ANSWER ANY OF THE QUESTIONS IN THIS APPLICATION WILL RESULT IN AN AUTOMATIC DENIAL OF YOUR APPLICATION!

Signature		Date	
Print Name			
Zoning App		Approval Date	
		Assistant Director	
		Review Date	
Director, Department of Licenses & Inspection			

UPPER DARBY TOWNSHIP POLICE AND FIRE DEPARTMENT BUSINESS INFORMATION

Business Name	
Business Address	
Business Telephone No.	
Comments	

Alarm Types

Burglary	Y or N	Disturbance	Y or N	Holdup	Y or N	Fire	Y or N
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Alarm Company Name						
Address					Phone #	
City		State		Zip		
Comments						

Emergency Contacts

Name				Cell Phone	
Address					
City		State		Zip	
Home Phone				Work Phone	

Name				Cell Phone	
Address					
City		State		Zip	
Home Phone				Work Phone	

Name				Cell Phone	
Address					
City		State		Zip	
Home Phone				Work Phone	