



Permit and Inspection Information for New Business Owners

It is recommended that new business owners meet with staff from the Planning and Development Department to determine specific needs. Please contact Roy Rieder at 215-343-9350 x 104.

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.
- ☐ **Subdivision and/or Land Development Review.** For any change to building footprint and/or site improvements. Please consult with Warrington Township staff.
- ☐ **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).

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 Keystone Collections Group, Irwin, Pa. For instructions, call 724-978-0300 or visit them at www.keystonecollects.com.



WARRINGTON TOWNSHIP

852 Easton Road, Warrington, PA 18976
Phone: 215-343-9350 • Fax: 215-343-5944

APPLICATION FOR ZONING ACTIVITY REVIEW

FEES: Home Business \$50/ Commercial \$100

Zoning District: _____ **Tax Parcel Number: 50-** _____ **-** _____ **-** _____ **-** _____

Property Location: _____

Business/Tenant Name: _____ **Phone Number:** _____

Address: _____ **Email:** _____

City: _____ **Zip Code:** _____

Applicant Name: _____ **Phone Number:** _____

Address: _____ **Email:** _____

City: _____ **Zip Code:** _____

Owner Name: _____ **Phone Number:** _____

Address: _____ **Email:** _____

City: _____ **Zip Code:** _____

Use of Property ☐ **Residential Property** ☐ **Commercial Property**

Use Description: _____

Applicants Signature: _____ **Date:** _____

Print Name: _____

FOR OFFICE USE ONLY:

Paid: _____

Is classified as:

- | | |
|--|--|
| <input type="checkbox"/> Agricultural Use | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Business / Commercial Use | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Institutional Use | (Low Impact) |
| <input type="checkbox"/> Industrial Use | |

Which is permitted:

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

Signature of Zoning Official

Date _____

Signature of Building Code Official

Date _____

Signature of Fire Marshal

Date _____