



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525
610-970-6520 610-970-6599 fax
www.pottstown.org

COMMERCIAL OCCUPANCY INSPECTION APPLICATION

PLEASE ALLOW 3-4 WEEKS FOR APPOINTMENTS

Failure to show at scheduled inspection time will incur a fee of \$100.00

Application must be filled in completely in ink and must be legible, or it may be rejected.

\$115.00 per 2,500 square feet or fraction thereof per unit Max \$3,000

Total sq ft of space to be inspected _____ Unit Identification # _____
Total Fee \$ _____

1. PARCEL/PROPERTY INFORMATION

Date _____ Parcel ID 1600-_____

Property Address _____ Unit # _____

2. PARCEL/PROPERTY OWNER INFORMATION (Property Management information is to be entered on Page 2):

Legal Ownership Name _____

If LLC, Inc, etc enter name of Business Owner _____

Legal Owner Address (*No PO Boxes*) _____

Legal Owner Party Phone # _____ Owner/Responsible Party Cell Phone # _____

Legal Owner Email Address *Print legibly* _____

3. REQUEST FOR INSPECTION* - TENANT INFORMATION

***You must apply for a zoning review/determination and receive approval prior to applying for an inspection.**

Business Name _____ Unit # _____

Business Contact Name _____

Business Contact Address _____

Business Contact Phone _____ Business Contact Cell Phone _____

Business Contact Email Address *Print legibly* _____

Office Use:

Has Zoning Use been reviewed and approved? Yes No If no, provide Zoning Review Application

4. PARCEL/PROPERTY OWNER EMERGENCY CONTACT/MANAGEMENT AGENCY INFORMATION

Type of Contact Emergency Caretaker Property Manager/Agent

Contact Name _____

Contact Address _____

Contact Phone _____ Contact Cell Phone _____

Contact Email Address *Print legibly* _____

5. I hereby verify that the information provided on this form is true and correct to the best of my knowledge, information and belief. I understand false statements herein are made subject to penalties of 18 Pa. C.S.A. § relating to unsworn falsification to authorities.

Form submitted by Property Owner Caretaker Property Manager/Agent Tenant

Date: _____ Printed Name: _____

Signature: _____

Chapter 5; Part 3 Section 112.8 - Commercial, Office, Manufacturing and Industrial Units. All commercial, office, manufacturing and industrial units that become vacant or have a change of occupant must be inspected for code compliance prior to reoccupancy of the said unit. It is the responsibility of the owner or the owner's agent to arrange for such inspection. Prior to reoccupancy of the said unit, all code violations must be corrected, and a rental license must be issued.