

CERTIFICATE OF USE & OCCUPANCY APPLICATION
REGISTRATION FOR
NON-RESIDENTIAL/COMMERCIAL

***NEW BUSINESS, CHANGE of TENANT or USE**

for Any Borough Non-Residential Property*

Borough of Oxford

PO Box 380, 1 Octoraro Alley, Oxford, PA. 19363

Phone: 610-932-2500

Email: codesadmin@oxfordboro.org

Fax: 610-932-8119

2026

(*FOR **NEW BUSINESS, CHANGE OF USE or CHANGE OF TENANT***)

(*to include Bed & Breakfast)

ANNUAL FEES: PER S.F. OF SPACE OF NON-RESIDENTIAL USE

_____ 0 - 999 s.f.	\$125.00	_____ 4,000 – 12,500 s.f.	\$200.00
_____ 1000 – 3,999 s.f,	\$175.00	_____ 12,501 s.f. and above	\$250.00

☐ Sewer Approved _____
Date

☐ Water Approved _____
Date

Property Address: _____

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

Are you located in the Historic District? **Y** **N**

If your business is in the Historic District, please familiarize yourself with the steps to take regarding signage and exterior modifications to the structure

Property Owner Name: _____ **Phone:** _____

Owner Address: _____

Owner Email: _____ **Signature:** _____

Previous Business/Occupant: _____

New Business: _____

Business Owner Name: _____ **Phone:** _____

Mailing Address: _____

Business Email: _____ **Signature:** _____

Management Company(if applicable) _____

Address: _____

Co. Representative Name: _____ **Email:** _____

Phone: _____

Business Type: ☐ Restaurant/Food Service ☐ Office/Professional ☐ Other

Proposed Use Is: ☐ By Right ☐ Special Exception ☐ Conditional Use

Description of Business:

Total Square Feet of Occupied Space: _____

Anticipated Opening Date: _____

Number of Employees: _____ **Part Time** _____ **Full Time**

Hours of Operation: _____

.....
This application must be accompanied by the following:

1. Floor/Sketch Plan showing the commercial space, labeling how the space is being used (e.g., sales counter, shelving, restrooms, tables, etc.). Please note: any interior or exterior alterations to the commercial space is subject to UCC Permitting. Failure to secure a UCC building permit before making alterations may result in fines, further citation and/or denial of a Use and Occupancy certificate. Please contact the Codes Department prior to submitting this application.
2. Copy of your business license and all permits and licenses required by other state and/or local authorities, including but, depending on the nature of your business not limited to:
 - County Health Dept. 610-344-6225
 - Oxford Area Sewer Authority 610-932-3493
 - Oxford Borough Water Dept. 610-932-2500 ext. 1305,
3. Contact the Codes Department, 610-932-2500 ext. 1307 to submit a Certificate of Occupancy application and schedule an inspection prior to opening.

Please note: Any interior or exterior alterations to the commercial space is subject to UCC Permitting. Please contact the Codes Department prior to submitting this application.

I hereby certify under the penalties provided by the law that all statements made herein are to the best of my knowledge and belief true, correct, and complete. I certify I have been authorized by the owner to make this application as the authorized agent and agree to all applicable laws of this jurisdiction. Construction shall comply with the most current ICC Building Codes adopted by the Commonwealth of Pennsylvania and the Borough of Oxford as well as the American Disabilities Act where applicable.

Applicant's Signature

Date

Property Owner's Signature (if different than applicant)

Date

Your application will not be reviewed until all the required information has been provided. Based on this information, the Zoning Administrator will advise the applicant of any required Uniform Construction Code Permits. Regardless of any additional permits, a Use and Occupancy Inspection is required.

Applications cannot be reviewed nor inspections scheduled until all the documentation and associated fees are received and paid in full. Timeframes may vary depending on the details of your application and intended end-uses. Your application will be reviewed and either approved or denied within 30 days from the date the **completed** application was submitted. If an application is denied, a letter will be mailed and/or emailed to the applicant stating the reason for denial.

As per the Borough of Oxford Schedule of Fees, the applicant shall be responsible for any additional Consultant fees above and beyond the collected inspection fees on an "as invoiced" basis that may not be ascertained at the submission of the application and are due upon permit pick up.

Office Use Only

Submitted Documents:

Floor/Sketch Plan	Yes	No	
Building Plan (sealed/signed)	Yes	No	Bldg. Permit #: _____
Sewer Will Serve Letter	Yes	No	date: _____
Water Will Serve Letter	Yes	No	date: _____
Licenses Required	Yes	No	

*Specify _____

Zoning Approval	Yes	No
-----------------	-----	----

Date Approved: _____

Codes/Zoning Office Signature: _____

Date Submitted: _____

Resubmitted: _____

Payment Rec'd: Date _____ Cash - Check - Charge

NOTES: (if applicable)