

Certificate Number: _____



APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY

Parcel ID No.:			
Location (Exact Street Address)		Business Name	
Proposed Use		Current Use (if vacant, use previous use)	
What part of the building will you occupy?	How much space (square footage)?	Is the space currently vacant?	If vacant, how long has it been vacant?
	Applicant	Owner	Additional Contact
Name			
Company Name			
Address			
City, State Zip			
Phone			
Additional Phone			
Email			
Mail Certificate to (check all that apply):		☐ Applicant ☐ Owner ☐ Additional Contact	
Who will meet the inspector at the property?		☐ Applicant ☐ Owner ☐ Additional Contact	

BOROUGH INFORMATION

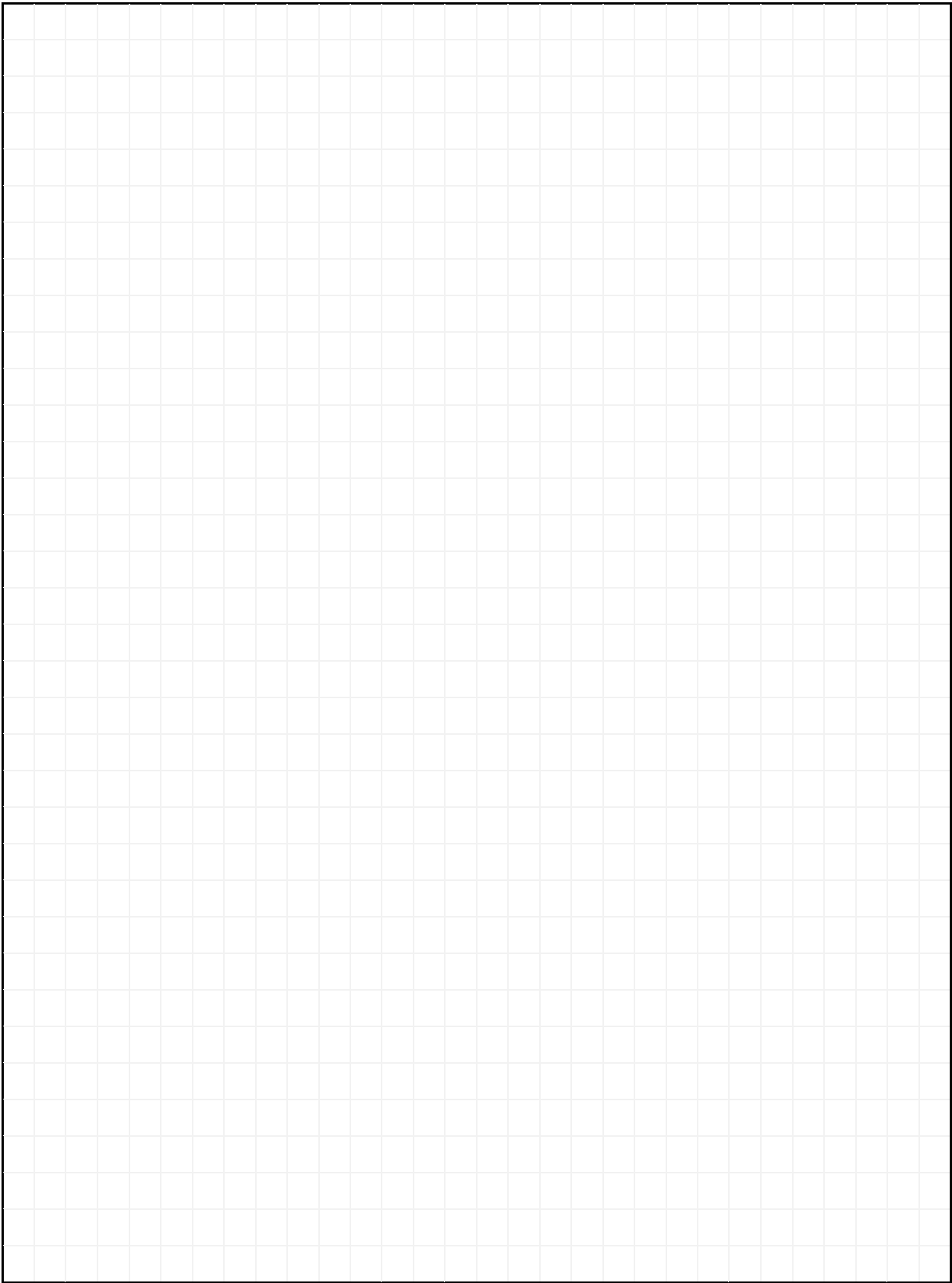
MOUNTVILLE BOROUGH
21 East Main Street
P.O. Box 447
Mountville, PA 17554-0447
Borough Office Phone: (717) 285-5547
Borough Office Fax: (717) 285-2094
info@mountvilleborough.com

ZONING OFFICER/BUILDING CODE OFFICIAL

RETTEW ASSOCIATES, INC.
3020 Columbia Avenue
Lancaster, PA 17603
Phone: (717) 344-5030
Fax: (717) 798-9879
kelly.helsel@rettew.com

PLOT / SITE PLAN

Property Address: _____



I hereby authorize the official designated by Mountville Borough to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Mountville Borough Zoning Ordinance and PA Act 45 (Uniform Construction Code) and to determine the accuracy of the statements contained herein.

I am aware that I cannot occupy the Property for the purpose of conducting the use set forth herein until a Certificate of Use and Occupancy has been issued by the Borough of Mountville. I am aware that I cannot change the use of the Property herein until I have applied for and receive a Certificate of Use and Occupancy for such proposed use. By signing this Application, I certify that all facts in the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of Mountville Borough, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

The issuance of a Certificate of Use and Occupancy is based upon the facts stated and representations made in this Application. A Certificate of Use and Occupancy may be revoked if the use and/or structure, for which it has been issued, violates any applicable Borough, County, State, or Federal law or regulation, including but not limited to the Mountville Borough Zoning Ordinance and PA Act 45 (Uniform Construction Code). The Certificate of Use and Occupancy may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

Notice is hereby given that if the property described in this Certificate of Use and Occupancy will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945, P.L. 1242, No. 428, known as the State Highway Law, before driveway access to a State highway is permitted. Access to a State highway shall be only as authorized by the Highway Occupancy Permit issued by the Pennsylvania Department of Transportation.

Mountville Borough, all of its elected and appointed officials, agents, and employees do not guarantee or give opinions relating to the proposed occupancy under the Certificate and do not warrant compliance with applicable laws or regulations by the issuance of a Certificate of Use and Occupancy. The Applicant bears all responsibility for ensuring compliance with all applicable laws and regulations, including but not limited to compliance with the Mountville Borough Zoning Ordinance, the Mountville Borough Subdivision and Land Development Ordinance, Act 222, the Energy Conservation Act, and PA Act 45 (Uniform Construction Code). Applicant acknowledges that he has not relied upon any oral or written statements of officials of Mountville Borough in making this application.

I acknowledge that the holder of a Certificate of Use and Occupancy is responsible to ensure compliance with all applicable Borough Ordinances during occupancy authorized by the Certificate of Use and Occupancy. I acknowledge that the Borough requires that a final inspection be performed by the Zoning Officer and/or appointed building codes official and that the Zoning Officer and/or appointed building codes official shall issue a Certificate of Use and Occupancy before the structure which is authorized by this Certificate may be occupied. It is my responsibility to ensure that these inspections are scheduled and the Certificate of Use and Occupancy be obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a Certificate of Use and Occupancy, I will have committed a violation of the Mountville Borough Zoning Ordinance and/or PA Act 45 (Uniform Construction Code) and will be subject to the penalties and remedies in the Zoning Ordinance and the Code. If the Borough is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Borough for delinquent inspections.

Nothing contained in this Application shall be construed to relieve or limit the obligations of Applicant to comply with all provisions of the Mountville Borough Zoning Ordinance and/or PA Act 45 (Uniform Construction Code) or to waive violations of the Zoning Ordinance or PA Act 45 (Uniform Construction Code) or any other Borough ordinances or to estop the Borough from enforcing Borough ordinances, including but not limited to the Zoning Ordinance and or PA Act 45 (Uniform Construction Code).

THE UNDERSIGNED UNDERSTANDS THAT THIS APPLICATION IS FOR OCCUPANCY PURPOSES ONLY. THIS APPLICATION DOES NOT COVER WORK TO BE DONE TO THE BUILDING/STRUCTURE. A SEPARATE APPLICATION FOR ZONING AND BUILDING PERMIT SHALL BE COMPLETED FOR PROPOSED WORK TO THE BUILDING/STRUCTURE. FURTHERMORE, THE UNDERSIGNED UNDERSTANDS THAT COMPLETION OF THIS APPLICATION DOES NOT AUTOMATICALLY GRANT OCCUPANCY OF THE PREMISES AND THAT OCCUPANCY SHALL ONLY BE PERMITTED UNDER THE FORMAL ISSUANCE OF A CERTIFICATE OF USE AND OCCUPANCY.

SIGNATURE REQUIRED

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____



THIRD PARTY AGENCY SELECTION FORM

Mountville Borough contracts with third party building inspectors to provide PA Uniform Construction Code reviews and inspections. Please choose your inspector from the following agencies:

ASSOCIATED BUILDING INSPECTIONS, LLC (ABI)
1647 North Reading Road
Stevens, PA 17578
Phone: (717) 733-1654
Fax: (717) 604-0071
Email: info@weknowcodes.com
<https://www.weknowcodes.com>

COMMONWEALTH CODE INSPECTION SERVICE,
INC. (CCIS)
176 Doe Run Road
Manheim, PA 17545
Phone: (717) 664-2347
Fax: (717) 664-4953
Email: office@commonwealthcode.com
<http://www.codeservices.net>

Please write your choice here: _____

By printing and signing your name below, you agree to the following:

I am the owner of the subject property or authorized by the owner to make the attached Application for Use and Occupancy. I understand whichever inspector I choose will be the inspector for the duration of the review process described in the Application for Use and Occupancy. I agree to pay all inspection and re-inspection fees to the inspector of my choice in a timely manner. I agree to provide all materials requested by the inspector in a timely manner. I agree to call for inspections when due and that I shall not occupy until a Certificate of Use or Occupancy has been issued. Furthermore, I acknowledge that the Borough will not issue a Certificate of Use or Occupancy until the inspector I have selected informs the Borough that all fees have been paid.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____