



**CITY OF COATESVILLE
PENNSYLVANIA**

**USE & OCCUPANCY
COMMERCIAL APPLICATION**

PART A

PLEASE COMPLETE FORM BY TYPING OR PRINTING LEGIBLY. ALL ASTERISKED (*) LINES MUST BE COMPLETED. SHADED
BLANKS WILL BE COMPLETED BY THE CODES DEPARTMENT. INCOMPLETE FORMS WILL BE RETURNED OR DELAYED.

Name of Property Owner _____ Phone # _____

Address _____ Fax # _____

Name of Applicant/Business Owner _____ Phone # _____

Address _____ Fax # _____

Name of business _____

Business address _____

Property Location _____

Subdivision Name/#	Lot No.	Zoning District
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Tax PIN	Lot Area	Business Area
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Proposed use(s) as defined in Chapter 224, Zoning Ordinance of the City of Coatesville

ADDITIONAL INFORMATION (Include any details and information which you believe will be of assistance to the Zoning Officer):

I hereby certify that I am the APPLICANT/BUSINESS OWNER and that I am authorized to make this application. Further, I/we agree to adhere to all applicable Ordinances and Regulations of the City of Coatesville .

Please PRINT Name of Applicant/Business Owner _____ E-mail: _____

Signature of Applicant/Business Owner _____ Date: _____



COMMERCIAL USE / OCCUPANCY INSPECTION CHECKLIST
 Dept of Urban Planning & Codes Enforcement
 (610) 384-0300

Date: _____ Permit# _____

Project Name: _____

Address: _____

Zoning District _____ Use & Occupancy Classification _____

The following items need to be addressed and verified for compliance before a Certificate of Occupancy can be issued for the above mentioned address:

Approved Not Approved Does Not Apply

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Zoning Compliance: The zoning district of the business needs to be verified to clarify that the business is allowed to be in that district per the Coatesville Code of Ordinances. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Use and Occupancy Classification: The business use needs to be verified for compliance. Is the business actually allowed in the building based on the PA UCC.
Is the business required to have fire suppression or fire alarm systems installed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Emergency Lighting: Emergency lighting will need to be tested to verify that the emergency lights and their batteries are in sound working condition. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exit Signs: Exit Signage will need to be tested to verify that the exit lights, bulbs, and emergency power systems are in sound working condition. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Fire Suppression Systems: An annual inspection report needs to be submitted for the fire suppression system from a <i>Licensed Fire Suppression Contractor</i> to certify that the fire suppression system is operational and meets minimum code requirements. <i>Please provide a copy of the annual inspection to the Building inspector at the time of inspection.</i> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Fire Alarm System: An annual inspection report needs to be submitted for the fire alarm system from a <i>Licensed Fire Alarm Contractor</i> to certify that the Fire Alarm system is operational and meets minimum code requirements. <i>Please provide a copy of the annual inspection to the Building inspector at the time of inspection.</i> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Fire Extinguishers: All existing fire extinguishers need to be installed and have certification tags on the fire extinguishers to verify that the extinguishers have been tested and recharged within the past year. Certification tags need to be completed by a qualified extinguisher supplier or distributor. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Address / Business Name: The address of the business needs to be posted on the front of the building, and the name and address needs to be posted on the rear door of the business. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Barrier Free Signage: Barrier free bathroom signage, tactile exit signage, and any other required barrier free signage needs to be installed in accordance with PA UCC. |

Approved Not Approved Does Not Apply

 Means of Egress: All means of egress paths and aisles must be maintained with the minimum clear path as required based on the use of the space. All egress doors and hardware must be operating properly. All required means of egress doors shall have illuminated and tactile exit signs as required in the PA UCC.

 Occupant Load: Every Assembly occupancy is required to have the occupant load of the space posted in a conspicuous place, near the main exit, or exit access doorway from a room or space.

 Electrical Systems: The electrical system needs to be in sound working order with no open electrical boxes, all switch covers need to be installed, GFCI outlets need to be working and any exposed open wiring needs to be properly terminated in an approved manner. All panel circuits must be identified.

 Mechanical Systems: Mechanical HVAC systems, Kitchen Hood Systems, Grease Ducts, Outside Air. See attached page for mechanical system requirements.

 Other Agency Requirements: Is there a requirement from Chester County Health Department, or other PA State regulations agencies.

 Flame Spread Documentation: If any new carpeting drapes, wall coverings etc have been installed, flame spread documentation needs to be submitted to verify compliance with PA UCC Code.

 High Piled Combustible Storage: If any high rack storage is being utilized within the business it must meet the requirements of the 2009 International Fire Code. High piled combustible storage is storage that is greater than 12 feet in height.

If Any Of The Above Items Are Not Corrected At The Time of Inspection By The City Of Coatesville , Additional Inspections Fees May Be Applied.

This list is not a complete list of all requirements for inspections. This is a checklist of common deficiencies that have been found on previous projects. Other violations found by the inspectors during their inspection process are still required to be repaired prior to obtaining a Certificate of Occupancy. Some violations may require additional permits and plans being submitted to Codes Department for plan review and approval.

This form is to be completed by the new business owner and needs to be returned to the City of Coatesville Urban Planning and Codes Enforcement Department prior to scheduling the inspection for Occupancy.

Signature of Business Owner: _____ Date: _____

Inspector Signature: _____ Date: _____



Mechanical Inspection Requirements
Dept of Urban Planning & Codes Enforcement
(610) 384-0300

A State of Pennsylvania Licensed Mechanical Contractor needs to provide a Mechanical Equipment Certification Letter to include the following items:

All Occupancies:

1. ***A Carbon monoxide test on heat exchanger must be performed.***
2. That HVAC equipment is properly installed and in a state of safe working condition and capable of performing the intended function.
3. All safety controls, other installed devices and heat exchanger are in safe operating condition.
4. Proper combustion and dilution air is supplied to all fuel burning appliances.
5. All chimneys and vents are in safe working condition, and that they do not exhibit any signs of leakage, corrosion, or other deficiencies that could cause an unsafe condition.

Commercial Kitchens:

6. Grease ducts must be inspected by a licensed contractor. A certification must be provided stating the integrity of the system. 2009 IMC 506.2.5
7. Grease ducts and cleanout must be cleaned for inspections. 2009 IMC 506.3.8
8. A smoke (capture) test must be performed by a Licensed Mechanical Contractor. The test must show the exhausting of all smoke, and all equipment under the hood. 2009 IMC 507.16
9. The smoke test must be witnessed by the City of Coatesville Mechanical Inspector.
10. A grease trap in the kitchen area must be cleaned out and cover off for inspection.
11. A grease interceptor located outside the building must be cleaned out and proof of service provided.

The Mechanical Equipment Certification must be on Mechanical Contractors Company Letterhead and signed by the Licensed Mechanical Contractor.

The Mechanical Equipment Certification is Required Prior to any Certificate of Occupancy being issued.

Damalier Molina
City of Coatesville Urban Planning
& Codes Enforcement Director