

# Commercial Occupancy Permit Application

BOROUGH OF EDWARDSVILLE  
OFFICE OF CODE ENFORCEMENT & BUILDING INSPECTION  
COMMERICAL: \$50.00 PER UNIT

Permit# \_\_\_\_\_ Date: \_\_\_\_\_

Business Address: \_\_\_\_\_ Units: \_\_\_\_\_

ZONING CLASSIFICATION OF PROPERTY: R-1 R-2 R-3 C-1 C-2 I

Space/Unit# \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Owner/Agent of Building: \_\_\_\_\_

Square footage of space \_\_\_\_\_ Do you rent \_\_\_\_\_, own \_\_\_\_\_, or lease \_\_\_\_\_ this space?

Ownership: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ Non Profit \_\_\_\_\_

Mixed Use (Check all that apply) Retail \_\_\_\_ Office \_\_\_\_ Restaurant \_\_\_\_ her (Describe) \_\_\_\_\_

New Business? \_\_\_\_\_ Change of Business \_\_\_\_\_ New Building \_\_\_\_\_ Ownership change \_\_\_\_\_

Location Change? \_\_\_\_\_ If so, previous address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Former business at this address \_\_\_\_\_

If a sign is to be installed, a sign permit is required. If a sign contractor is to install the sign they must apply for the permit. If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.

2 local names and phone/cell phone numbers of contact persons for Fire Department to reach in case of fire or theft after hours: **MUST BE EMERGENCY CONTACT INFORMATION!**

1. Name: \_\_\_\_\_ Cell/Phone# \_\_\_\_\_

2. Name: \_\_\_\_\_ Cell/Phone# \_\_\_\_\_

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

**This is an application and receipt. This is not a permit to occupy the building.** Please allow 24 hours for application processing prior to calling for an inspection. To arrange an inspection, please call (570) 288-6484 or (570) 288-4604. Calls will be returned within 24 hours if the inspector is not in.

Signed: \_\_\_\_\_ **COST OF PERMIT IS \$** \_\_\_\_\_

Print: \_\_\_\_\_ **Payable to: Borough of Edwardsville**

Telephone Number: \_\_\_\_\_

# **Office Use Only**

**NOTE:** CERTIFICATE ISSUED ONLY AFTER INSPECTIONS ARE PERFORMED AND ALL THREE OFFICIALS APPROVE. INSPECTION FAILURE REQUIRES RESUBMISSION OF APPLICATION AND FEE.

BUILDING INSPECTOR APPROVAL: \_\_\_\_\_

INSPECTOR COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CODE ENFORCEMENT OFFICER APPROVAL: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FIRE INSPECTOR APPROVAL: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **Borough Of Edwardsville**

## **OFFICE OF CODE ENFORCEMENT & BUILDING INSPECTION**

An Occupancy permit is required when a new business is opened, ownership change, name change or if an existing business moves to a different location.

**Occupancy inspections are conducted by appointment Monday through Friday. Please call no earlier than 24 hours after applying (allow time for Zoning approval) at (570) 288-4604 or (570) 288-6484 for appointment, be prepared to give permit number, address and name of business as it appears on your application. Calls will be returned within 24 hours if inspector is not in.**

If the occupancy of a building change, such as residential to business, to ensure usage will be allowed, I.E. Zoning, the structure should receive a feasibility inspection prior to a lease being signed, structure being purchased or application for occupancy made. Please call (570) 288- 6484 for Feasibility appointment.

When fire alarm, sprinkler or automatic extinguishing systems permits have been issued by the Fire Department, all shall have final inspection approvals before an Occupancy permit can be released.

Install "2A-10BC" rated portable fire extinguisher(s) so the travel distance between extinguishers does not exceed 75 feet. Extinguishers shall be mounted on a bracket or installed in a fire extinguisher cabinet. Current certification tag must be affixed to the extinguisher. Extinguisher shall not be installed in a restroom or closet. Address numbers shall be displayed in front of the building and be legible from the opposite side of the street.

When inspecting for electrical safety, the following items are checked:

- Unused openings in panel boxes shall be closed.
- The working space in front of panel boxes shall be not less than three (3) feet.
- Extension cords shall not be used as permanent wiring.
- Appliances shall have no live parts normally exposed to contact.

When inspecting for building safety, we include:

- Fire rated tenant separation, if required
- Exit signs and emergency lighting, if required, shall be operable.
- Exit door hardware, IE: double cylinder key lock deadbolts on required exits are not allowed. Interior side of lock shall have a thumb latch. Thumb latch deadbolts or safety bars for security purposes
- shall have a sign, 1 inch letters "Doors to be unlocked when building is occupied".
- Rated interior doors, IE: operable closer, doors are not propped open.
- Occupancy classification.
- Exit egress, IE: width of doors, aisle width, travel distance, dead end pockets.
- Handrails, guardrails, steps and landings.
- Heating systems.
- Plumbing system including water fountains, restroom facilities, capped sewer lines.
- Restroom ventilation, IE: operable window or operable fan.

This list is a general guideline, specific requirements may apply as code requires. If you have any questions please call, (570) 288-4604 or (570) 288-6484 for the Building and Zoning Department.