COMMERCIAL OCCUPANCY FORM

This form is to be used for Commercial Occupancy changes under the Pennsylvania Uniform Construction Code (PA UCC). This is an information sheet to prepare an existing commercial applicant for a new or renewed Certificate of Occupancy or Certificate of Use.

**Certificate of Occupancy** is defined as: a document issued by a Building Code Official (BCO) under the Pennsylvania Uniform Construction Code certifying a building’s compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.

**Occupancy is defined as:** The purpose for which a building, or portion thereof is used.

**Commercial is defined as:** Any building or structure intended for use or occupancy that is not a single-family dwelling or duplex.

**Certificate of Use:** is defined as a document issued by a local government agency or building code official certifying a building’s compliance with applicable building codes and other local laws, and indicating it to be in a good condition suitable or occupancy.

**Conformance:** No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancies. Subject to the approval of the building official, the use or occupancy of existing buildings shall be permitted to be changed and the building is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.


**Types of Occupancy:**


A. **A-1** to include but not limited to: Motion picture theaters, symphony and concert halls, and theaters.

B. **A-2** to include but not limited to: banquet halls, night clubs, restaurants, taverns, and bars.

C. **A-3** to include but not limited to: Amusement arcades, art galleries, bowling alleys, community halls, dance halls, funeral parlors, indoor pools, lecture halls, libraries, museums, places of religious worship, and billiard parlors.

D. **A-4** to include but not limited to: Arenas, skating rinks, swimming pools, tennis courts.

E. **A-5** to include but not limited to: Amusement park structures, bleachers, grandstands, and stadiums.
Educational Group E - Schools and some daycare facilities

Factory Group F – Light factory or moderate factory

High Hazard Group H (H-1, H-2, H-3, H-4, H-5)

Institutional Group I (I-1, I-2, I-3, I-4)

A. I-1 to include but not limited to: Alcohol and drug centers, assisted living facilities, congregate care facilities, convalescent facilities, group homes, halfway houses, residential board and care facilities.

B. I-2 to include but not limited to: Child care facilities, detoxification facilities, hospitals, mental hospitals, and nursing homes.

C. I-3 to include but not limited to: Correctional centers, detention centers, jails, prerelease centers, prisons, reformatories.

I-4 to include but not limited to: Adult and child daycare facilities.

Business Group B

B to include but not limited to: Airport traffic control towers, ambulatory health care facilities, animal hospitals, kennels, banks, barber and beauty shops, car wash, civic administration, clinic-outpatient, dry cleaning and laundry pickup and delivery station, electronic data processing, testing and research laboratories, motor vehicle showrooms, print shops, and professional services. Also, restaurant which has a seating capacity of under 50 persons and does not sell alcohol.

Mercantile Group M

M to include but not limited to: department stores, drug stores, markets, motor fuel-dispensing facilities, retail or wholesale stores, and sales rooms.

Storage Group S

S to include storage facilities, car garages all S-1 & S-2 catagories.

Residential– Group R 1, 2, & 4
Excluding a single family dwelling or duplex. – Apartments, Triplex, Condos, Hotels, Motels etc.
Exterior of Structure:

1) Sidewalks & Driveways: Are the sidewalks and Driveway free of voids and loose materials?
2) CONDITION of the EXTERIOR FINISH: Is the exterior free of loose material, chipping and peeling paint?
   Is the exterior weather tight and all siding, brick or masonry affixed?
3) Doors & Hatchways: Are the doors and hatchways secure and provided with proper locking devices?
4) Windows: Are all windows secure and free of any cracks, breaks or missing glass?
5) Rubbish & Debris: Is the property provided with the proper garbage receptacle?
   Is the property including yard and exterior property clean of all debris, garbage, scrap or materials?
6) Are the gutters & Downspouts working properly?
7) Is the driveway or parking lot in good condition?
8) Is the exterior grown over with vegetation, weeds or trees?

Interior of Structure:

1) Attic: Is the attic area free from the accumulation of stored materials?
   Has the attic space appropriate insulation?
   Has the attic access including proper egress and lighting?
   Are there mechanical units in the attic? Are they in good working condition?
   Are there any mechanical fans, ventilation or piping freely into attic?
   Are there any signs of vermin or infestation (including insects)?
   Is there any mold or mildew present?

2) Hallways & Entry: Are there smoke detectors present in the hallways?
   Is the area free of obstructions?
   Bedroom Living Space
   Are the walls free of loose plaster/drywall, trim & voids?
   Do the sleeping rooms have appropriate smoke detectors?
   Are the stairs in good working condition?
   Do the stairwells have the proper handrails present?
   Do the sleeping & bathrooms have locking devices?
   Is there mechanical fans in bathrooms?
   Is there any mold or mildew present?
   Are there any signs of vermin or infestation (including insects)?
   Does the structure have an approved fires rated door between garage and living space?
   Does the structure have approved fire rated barrier between garage and second floor?
Does the structure have a second means of egress?
Is there an approved fire extinguisher present?

3) **Plumbing & HVAC**: Potable water, well water, storage water?
4) Is there sanitary or septic?
   Do all waste materials seem to be evacuating properly?
   Are all the faucets working properly?
   Is there cold water and hot water?
   If GAS, is the hot water tank vented properly?
   Is there an overflow tube?
   Is there a drain within 6’ of water tank?
   Does the Hot water tank have temp. relief valve?
   Is the shower or tub in working condition?
   Is there a laundry tub available?
   Is there any mold or mildew present?
   Is the dryer vent clean & accessible?

   How is the structure tempered?
   Is the Furnace, GAS, OIL, ELECTRIC, STEAM/ WATER?
   Is the furnace vented properly?
   Is all the ductwork properly sealed?
   Is the ductwork free from any breaks or leaks?
   Is the fuel supply correctly installed?
   Is the Furnace clean and free of debris?

5) **Electrical**:
   How many AMPS is the main panel?
   What type of panel is the main?
   Is the “main” installed properly?
   Is the “main” accessible?
   Is the wiring aluminum or copper?
   Are there any open/exposed panels in the “main”?
   Are there any wires frayed or exposed?
   Are there any overloaded circuits?
   Are there GFCI in proper zones and areas?
   Do the GFCI outlets function properly?
   Are there any open junction boxes?
   Has the “main” been inspected?
   Is all wiring properly rated?
   Is all outdoor wiring properly rated?
   Are the outlets and switches in good working condition?

**Basement / Crawlspace**: Are the walls & foundation in good order?
Is the basement habitable/sleeping area?
Is there a secondary egress?
Are the stairs in working condition?
Is there a handrail?
Is there a sump pump? Does it work?
Is there any mold or mildew present?

Are there any signs of vermin or infestation (including insects)?
Is the flooring in good condition?
Kitchen:
Is there a range? Electric or Gas?
Is the gas line in good condition?
Is there ventilation to the outside?
Is the kitchen sink waste line/drain working?
Is there a garbage disposal?
Is there a smoke detector nearby?
Is there a fire extinguisher present?
Is there a dishwasher?
Is the dishwasher properly hooked up to a drain?
Are there any signs of vermin or infestation (including insects)?

Apparent Wall Type: Brick/Block/Frame/Brick Veneer/Earth/Earth sheltered/Log/Other_______/NV

Wall Covering: Brick  Brick Veneer  Wood clapboard  Wood panels  Stucco  Metal
  Insulated Metal  Vinyl/plastic  Wood shingles/shakes  Asbestos  Texture  Other_______

Foundation: Concrete  Block/brick  Stone  Other_______  NV

Driveways/Walkways: Concrete/Asphalt/Dirt/Stone  Other____

Porches/Patios/Decks/Balconies: Columns: Metal/Wood/Indeterminable/NV

Roof: "A"  Steep  Medium  Low  Pitched  Flat  Gable  Hip  Shed  Mansard  Gambrel
  Asphalt or Fiberglass Shingles  Wood Shingles  Wood Shakes  Tar & Gravel  Rolled
  Metal  Clay  Vinyl  Plastic  Slate  Asbestos  Corrugate  Other____

Methods used: Binoculars  On roof  Ladder at eave  Window  Other____

Gutters: Metal  Wood  Other______

Electrical: Underground  Overhead: Riser  110 Volts  220 Volts  Fusses/Breakers Operated:
  Switches/Fixtures  Panel Box Loc.(s):Stairwell/Garage/Laundry/Bsmnt/Exterior/Hall/ Closet/Furnace
  room/Other____

  N S E W level: 1 2 3 4 5  N S E W level: 1 2 3 4 5  Aluminum Branch Circuit Wiring

Service: Alum./Copper  Main Disconnect Amps: 30 40 50 60 70 80 100 125 150 200 Other____

Main Disconnect Location: N S E W level: 1 2 3 4 5  Test: GFCI operation

Wiring Method: Romex/Cloth insulated/Armored Cable (bx)/Knob and Tube/other

Attic: Inspection method: At access port  Access obstructed/partially obstructed  No attic
  Walking in attic  Entry would damage property (e.g. insulation would be disturbed)

  Adverse/Dangerous situations suspected (e.g. no floor boards)