



Borough of Phoenixville  
 351 Bridge Street  
 Phoenixville, PA 19460  
 Phone (610) 933-8801  
[www.phoenixville.org](http://www.phoenixville.org)

Permit #:	_____
Permit Fee:	_____
Application Fee:	_____
PA Surcharge	N/A
Inspection Fee:	N/A
Total:	_____

## Business Use Permit Application

**Property Information:** (Please Print)

Property Address: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
 Tax Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Is the property in the Historic District? \_\_\_\_\_

*If the proposed business in the Historic District, please familiarize yourself with the steps one must take regarding signage and exterior modifications to the structure.*

**Applicant Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Use:**

Business Name: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Nature of Your Business:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Previous Use Group: \_\_\_\_\_ Proposed Use Group: \_\_\_\_\_  
(please see attached Occupancy Classification Explanation sheet)

Use is:  By Right  Conditional  Special Exception

Other Uses on the Property (list all): \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Total: \_\_\_\_\_ Per Shift: \_\_\_\_\_  
 Number of Patrons/Clients at peak operation: \_\_\_\_\_ Total: \_\_\_\_\_  
 Hours of Operation: \_\_\_\_\_

*Your application will not be reviewed until all of the required information has been provided. Based on this information, the Zoning Officer and/or Building Code Official will advise the applicant of any required Uniform Construction Code Permits. Regardless of additional permit requirements, a Business Use Permit Inspection will be conducted prior to opening to the public.*

**This Application must be accompanied by the following:**

- 1) **Floor Plan/Sketch** of commercial space, labeling how each space (e.g., sales counter, shelves, restroom, tables and chairs, kitchen, etc.) will be used.
- 2) Copy of all permits or licenses required by other authorities (Chester County Health, PA Dept of Labor & Industry, etc.)
- 3) Evidence/proof that the business has recycling facilities as per local, county and state requirements.

*Please note: Any interior alterations to the layout of a commercial building are subject to UCC Permitting. Please inquire about the applicability of this topic previous to submitting all applications.*

**On August 9, 2011, Phoenixville Borough Council adopted the "Neighborhood Blight Protections and Enforcement" Ordinance 2180, that enables Borough Staff to deny any permit application if the owner of said property, on that or any other property owned in the Commonwealth, (1) has Tax and/or Municipal Services delinquencies on account of the actions of the Owner; or (2) has a Serious Violation with having no corrective, Substantial Steps in place. A printed copy of this ordinance is available upon request at the Borough Code Enforcement Department.**

*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. Building/Structure shall also comply with the American Disabilities Act of 1990 where applicable. I have examined this application, its requirements and to my knowledge and belief, is a true, correct and complete application.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please be advised: As per the Borough of Phoenixville 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 able to be ascertained at the submission of the application, and are due upon pick up.*

**OFFICE USE ONLY**

Ordinance 2180 Clearance: \_\_\_\_\_

Date: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## Occupancy Classification / Chapter 3 of the IBC Brief Explanation

**Assembly Group A:** uses intended for the gathering together of persons for the purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation. A room of less than 50 persons used for assembly but is accessory to a different occupancy shall be considered that different occupancy. Assembly area less than 750 s.f. which is accessory to a different occupancy is not considered assembly. Assembly rooms which are accessory to Group E are not considered as Group A. Religious educational rooms and auditoriums with occupant loads less than 100 persons which are accessory to churches are considered A-3. Group A is divided into five sub groups, **A-1** usually with fixed seating, intended for production and viewing of the performing arts or motion pictures, **A-2** uses intended for food and/or drink consumption, **A-3** uses intended for worship, recreation or amusement and other assembly uses not otherwise classified, **A-4** uses intended for viewing of indoor sporting events and activities with spectator seating, **A-5** uses intended for participation in or viewing outdoor activities

**Business Group B:** Assembly occupancies less than 50 persons and/or uses intended for office, professional or service-type transactions, including storage of records and accounts.

**Educational Group E:** uses intended by 6 or more persons at any one time for educational purposes through the 12<sup>th</sup> grade. Daycare uses for educational, supervision or personal care services for more than 5 children older than 2 1/2yrs

**Factory Industrial Group F:** uses intended for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified Group H hazardous or Group S storage. Group is divided into two sub groups, **F-1 Moderate Hazard** and **F-2 Low Hazard**

**High-Hazard Group H:** uses intended for manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed by code. Group H is divided into five sub groups, **H-1** detonation hazard, **H-2** accelerated burning, **H-3** materials that readily support combustion or pose a physical hazard, **H-4** materials are health hazards, **H-5** semiconductor fabrication facilities and comparable R&D areas which HPM's are used.

**Institutional Group I:** uses intended in which people are cared for or live in a supervised environment, having physical limitations because of health or age are harbored for medical treatment or other care or treatment or in which the liberty of the occupants is restricted. Group I is divided into four sub groups, **I-1** houses more than 16 persons, on a 24 hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff, **I-2** used for medical, surgical, psychiatric, nursing or custodial care on a 24 hr basis of more than five persons who are not capable of self-preservation. Less than five people shall be considered an R-3, **I-3** is inhabited by more than five persons who are under restraint or security and is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupant's control.

**Mercantile Group M:** uses intended for the display and sale of merchandise, and involve stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.

**Residential Group R:** uses intended for sleeping purposes. Group R is divided into four sub groups, **R-1** occupants are transient in nature, **R-2** occupancies containing sleeping units or more than two dwelling units where the occupants are more permanent in nature, **R-3** one and two family dwelling, or adult and child care facilities that provide accommodation for five or fewer persons of any age for less than 24 hrs, **R-4** are intended for occupancy as residential care/assisted living facilities including more than five but not more than sixteen occupants, excluding staff.

**Storage Group S:** uses intended for storage that is not classified as a hazardous occupancy. Group S is divided into two sub groups, **S-1 Moderate-Hazard storage** and **S-2 Low-Hazard storage**

**Utility and Miscellaneous Group U:** uses intended for structures of an accessory character and not classified in any specific occupancy.

**NOTE: R-3 Occupancy:**

**Town Houses** are occupancies where the development is owned by others but the individual plot of real estate that the dwelling is seated is owned by the occupant.

**Condominiums** are occupancies where the development is owned by others including the individual plot of real estate but the interior of the dwelling unit from wall to wall is owned by the occupant.