

Borough of Darby
Department of Code Enforcement
NON-RESIDENTIAL OCCUPANCY PERMIT APPLICATION
1020 Ridge Avenue, Darby, PA 19023
PHONE: 610-586-0428 FAX: 610-534-1987

YEAR _____ NEW _____ RENEWAL _____

Under the provisions of the Darby Borough Code, Chapter 53-3 Section 118.5, No building, part of a building, business or open area may be occupied for non-residential use by a person unless the owner or tenant thereof shall first have applied for and been approved for a Non-Residential Occupancy Permit. The application shall be completed in full, returned to the Code Department with the Fee of \$125.00. All applications are required to be submitted to the Code Department TWO WEEKS prior to the Committee Meeting held every first Wednesday of the month. The applicant is required to attend the Committee Meeting and if approved will then be required to attend the Council Meeting held the third Wednesday of the month.

APPLICANT INFORMATION

Name of Applicant: _____ Date: _____

Address: _____ City: _____ State: _____

Contact Number for Applicant: _____

BUSINESS INFORMATION

Business Name: _____ Address: _____

Business Phone Number: _____ Emergency Phone Number: _____

Days and Hours of Operation: _____

Type of Business you intend to Operate:

Number of Employees: _____

Trash Company (MUST ATTACH COPY OF CONTRACT): _____

BUILDING OWNER INFORMATION

Building Owner: _____ Building Owner Phone Number: _____

Building Owner Address: _____

Applicant Signature: _____ Date: _____