



1020 Ridge Avenue * Darby, PA 19023

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www.darbyborough.com

NON-RESIDENTIAL OCCUPANCY PERMIT APPLICATION (NRO)

A Non-Residential Occupancy Permit is required for all new construction, change of use, change of occupant (tenant changes) and resale of non-residential buildings/facilities within Darby Borough. Separate applications are required for each tenant space. Any business owner who operates or seeks to operate a business within the Borough of Darby shall obtain from the Borough a Non-Residential Occupancy Permit. The Council of the Borough of Darby may issue said permit after proper notice and hearing on said application. The Borough shall put into effect an Application and charge a fee for the processing of said application before the Council shall consider it.

PART 1 – Location of Property: Complete Address and Business and/or tenant name must be provided on all applications.

PARTS 2 through 7 – Complete every section fully.

PART 8 – Sign and date application: If Applicant is not the owner of the property, signatures from both the property owner of record and applicant must be on this application.

SPECIFICATIONS

- Application must be submitted two (2) weeks prior to the monthly Ordinance Committee meeting which is held the first (1st) Wednesday of every month except July & August.
- Applicant must be present at the time of inspection.
- Complete Police Emergency Contact List (see attached)
- For any construction or tenant fit out, all proper building permits, plans must be submitted to the Borough Code Office and approvals must be received prior to beginning work.
- Owner & Applicant must be present at both the Ordinance Committee meeting and Borough Council Meeting when said application is discussed and voted upon.
- All proper documentation and certifications must be provided with this application.
- Owner & Applicant understand if they operate outside of their NRO that the Borough of Darby reserves the right to issue a Cease & Desist immediately. At that time the business can no longer operate or do business in the Borough of Darby until an Administrative hearing in front of the Ordinance Committee at its next scheduled meeting.

ADDITIONAL INFORMATION

FEES – All fees will be collected at the time the application is submitted at the Borough Building. If paying by check or money order, please make check payable to “Darby Borough.” Non-Residential Occupancy Permit Fee is \$125.00

INSPECTIONS – Receipt of a Certificate of Occupancy is contingent upon the results of an inspection of the building/facility by the Building Code Official and the approval of the Ordinance Committee on the first (1st) Wednesday of the month followed by final approval of Borough Council on the third (3rd) Wednesday of the month. Responsibility for notification for inspections lies with the owner and/or applicant.

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1- LOCATION OF PROPERTY

Address: _____

State: _____ ZIP: _____

Business/Tenant Name: _____

2- OWNERSHIP

Owner Tenant Other _____

3- IDENTIFICATION – To be completed by all applicants/owners

APPLICANT: Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

OWNER: Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

TENANT: Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

4- TYPE OF APPLICATION

New Business Renewal Tenant Change

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5- DAYS/HOURS AND NUMBER OF EMPLOYEES DURING OPERATION

Days of Operation: _____

Hours of Operation: _____

Full Time Employees: _____

Part Time Employees: _____

Total Number of Employees: _____

6- PROPOSED OCCUPANCY TYPE

Business Medical Office Mercantile Store Restaurant

Church School Institutional Industrial/Factory

Service Station Repair Garage Storage

Description of the Business:

7- BUILDING DIMENSIONS

Number of Stories: _____ Square Feet – Building: _____

Square Feet – Basement: _____ Square Feet – 1st Floor: _____ Square Feet – 2nd Floor _____

Square Feet – 3rd Floor: _____

Number of Restrooms: Men: _____ Women: _____ Unisex: _____

8- SIGNATURE

Deposit of check, money order or credit card representing the fee for this application does not constitute approval of business or granting of same by Darby Borough. I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and we agree to conform to all applicable laws of Darby Borough.

SIGNATURE OF APPLICANT:

DATE:

SIGNATURE OF OWNER:

DATE:

INSPECTION CHECKLIST

The validity of the Non-Residential Occupancy Permit is contingent upon compliance with all Darby Borough codes, ordinances and the Pennsylvania Uniform Construction Code. The property owner is responsible for compliance.

NRO INSPECTIONS: Should any of the listed items below not be in compliance, a certificate will not be issued and a re-inspection will be required. A certificate will not be issued if the property hearings are not conducted in front of the Ordinance Committee and Borough Council.

- Fire alarm and detection systems must be operational and proof of annual inspection and testing must be provided.
- Fire suppression systems must be operational and proof of current annual inspection and testing must be provided.
- All fire extinguishers must be operational and the annual tags must be attached to each extinguisher.
- All fire rated doors and assemblies must be operational and free of defects or damage.
- All required exit signs and emergency lighting must be provided and operational.
- The street number must be displayed on the building or sign and clearly visible from the street. Numbers must be a contrasting color from the background and a minimum of 6 inches high.
- All electrical wiring and equipment must be operational and free of defects. Cover plates must be in place at all switches outlets and junction boxes. Wire splices must be within approved junction boxes.
- All circuit breaker/fuse box(s) must be properly secured and free of openings. A cover plate, breaker or fuse must fill every opening.
- All interior wall surfaces must be free of openings and damage.
- All exterior walls, glazing and roof surfaces must be weather tight and free of openings or damage.
- Handrails and/or guardrails must be provided at all stairs, decks and walking surfaces.
- All plumbing fixtures must be operational with appropriate signage in place.
- Hot water heater/boiler pressure relief valves must be provided and terminate within 6 inches of the floor.
- Functioning windows or operational mechanical exhaust fans must be provided in all bathrooms.
- Any other deemed safety violation by inspector.

I HAVE READ THE ABOVE INFORMATION REGARDING INSPECTIONS:

SIGNATURE OF APPLICANT:

DATE:

SIGNATURE OF OWNER:

DATE:

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POLICE EMERGENCY CONTACT LIST

APPLICANT: Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

24 HOUR CONTACT NUMBER: _____

OWNER: Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

24 HOUR CONTACT NUMBER: _____

TENANT: Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

24 HOUR CONTACT NUMBER: _____

The information provided of this list is for the Borough of Darby Police Department in case of an emergency after hours at your business or property. Please provide a number which you can be contacted after hours. Thank you.