



MIDDLE SMITHFIELD TOWNSHIP

147 MUNICIPAL DRIVE
EAST STROUDSBURG, PA 18302
570-223-8920
570-223-8935 FAX

**COMMERCIAL RESALE/USE/OCCUPANCY APPLICATION FOR
CERTIFICATE**

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED

Resale Change of Use Change of Tenant *Include lease agreement

1. Property Address: _____
Unit #: _____ (provide if only one unit of a multi-unit building is to be inspected)
2. Property Identification Number (PIN): 0 9 7 3 _____
3. Applicants Name: _____
 Seller/Owner Agent Buyer
Mailing Address: _____
Phone Number: _____
Can this phone number receive text messages? _____
Email: _____
4. Property Owner's Name: _____
Mailing Address: _____
Phone Number: _____
5. Estimated Sale/Rental Date: _____
6. Current Use: _____
**For resale, state all uses on property by unit number. Use additional paper if needed.
 Group A: Assembly Group B: Business Group E: Educational
 Group F: Factory/Industrial Group H: High Hazard Group I: Institutional
 Group M: Mercantile Group R: Residential Group S: Storage Group U: Utility/Misc
7. Proposed Use: _____
 Group A: Assembly Group B: Business Group E: Educational
 Group F: Factory/Industrial Group H: High Hazard Group I: Institutional
 Group M: Mercantile Group R: Residential Group S: Storage Group U: Utility/Misc
8. Total number of units: _____ Number of units to be inspected: _____
9. Is property/unit vacant? _____
10. Is water on? _____ Is electricity on? _____

*If water and/or electricity is *not* turned on, applicant will receive Temporary Access Certificate only and will require re-inspection once water and electricity is turned on. Re-inspection is \$50

11. Is property subject to deed restrictions/easements? _____

If so, list: _____

12. Does property have private septic or public sewer? _____

If septic, date of last inspection/pump: _____

***Must provide township with copy of certified evaluation of septic system**

If sewer, current EDUs: _____ Proposed EDUs: _____

Application must be submitted with a copy of the current Deed and required fee.

Applicant hereby authorizes members of Township Boards, staff and representatives to enter the lands proposed for site inspections.

I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant: _____

Date: _____

In accordance with Middle Smithfield Township Ordinance 176, any owner or authorized agent intending to transfer ownership and/or change the occupancy of a commercial property must first apply for and receive a "Certificate of Occupancy" issued by the Code Enforcement Officer. Applicants must demonstrate compliance with Ordinance No. 176 and the Middle Smithfield Township Zoning Ordinance. Upon submission of this application, an inspection will be scheduled. Specific items to be inspected for compliance include, but are not limited to, the following:

NOTE: To avoid additional inspection fees, ensure the following are compliant prior to inspection. This list is not exhaustive and the inspector may note additional items found upon inspection.

- Property being used in accordance with the Township Zoning Ordinance.
- Property address/identification posted properly with required size in accordance with Section [F]501.2 of the 2009 IBC. (4" x 5" minimum size on contrasting background)
- Current and proposed use and occupancy category must be provided in accordance with Chapter 3 of the 2009 IBC.
- No visible exposed and uncapped electric wires or uncovered receptacles
- GFCI on all receptacles within 6 feet of a water source

- All exterior and interior flights of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guards.
- No unfilled openings in circuit breaker box
- Current certification of sprinkler system by licensed sprinkler company.
- Fire alarm and monitoring systems tested and functioning.
- All buildings with kitchen ventilation hoods/ansul system must have system certified by licensed installer.
- Means of egress clearly marked and unobstructed with exit signs and emergency lighting.
- No defective pipes or leaks in plumbing system.
- The owner of the property shall supply the Township with a certified evaluation of the septic system and proof that the tank was pumped or, if the building is connected to the municipal sewage disposal system, current and proposed EDU's must be provided.
- For transfer of commercial/industrial properties undergoing change of use and occupancy, a building permit is required in accordance with the PA UCC prior to occupancy.