

**BOROUGH OF WHITEHALL
COMMERCIAL OCCUPANCY & USES
GENERAL INFORMATION SHEET**

Please provide the following Use & Occupancy type of information for preliminary review and comment:

- Comprehensive narrative / description detailing the proposed type of business and all related operations information
- Existing building information including a floor plan of the existing space, construction details depicting exits, fire separation systems and the type of building construction
- Proposed Use, location within the building and building information including:
 - Floor plan identifying the proposed Use of all rooms and areas including any equipment
 - Building renovations and alterations for the proposed Use
 - Plot plan with utility services information, parking provisions and accessible route information
 - Monitored Fire Detection system to be utilized
 - Existing conditions evaluation / report (identify the existing or prior Use of the space or indicate if the subject location has been vacant /out of use)
 - Use group and occupancy load information including exits, travel distance calculations and summary of proposed fire separations and fire safety systems
 - Proposed Signage



BOROUGH OF WHITEHALL

100 Borough Park Drive

Pittsburgh, PA 15236

412-884-0505 Ext. 324

Submit to: rdudjak@whitehallboro.org

COMMERCIAL OCCUPANCY PERMIT APPLICATION

Date Submitted: _____

Property Information

Property Address: _____

Property Owner Name: _____

Property Owner Phone No: _____ Email: _____

Property Owner Address: _____

Allegheny County Parcel No: _____ Zoning District: _____

Former Use of Building/Tenant Space: _____

Occupant/Tenant Information

Proposed Use of Building/Tenant Space: _____

Business Name: _____

Occupant/Tenant Name: _____

Occupant/Tenant Mailing Address: _____

Phone: _____ Email: _____

Emergency Contacts (Names, Phone Number, Email):

I declare that I am the property owner, or representative of the owner, and the provided information is accurate to the best of my knowledge. No changes shall be made from the approved plans in any manner without obtaining written authorization of the Borough. Borough representatives are also granted reasonable access to the property for review and/or inspection of this project as necessary.

Applicant/Owner Name: _____ Date: _____

Applicant/Owner Signature: _____ Date: _____

FOR OFFICIAL USE:

Zoning Permit No. _____ Date: _____

Approved By: _____

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REQUIREMENT CHECKLIST
COMMERICAL OCCUPANCY PERMIT

A zoning permit application and the following information are required for the application for commercial occupancy.

☐

A survey or scaled plot plan. The plot plan must show existing building and parking spaces.

☐

Three (3) sets of floor plans, drawn to scale and stamped by a design professional. The floor plan must include the following:

☐

Dimensions of the entire structure, number of floors, use of each floor and all interior rooms on all floors.

☐

Proposed or existing use of all areas, construction type, use group and occupancy load.

☐

Location of all exits and door swings.

☐

Location of restroom(s) with dimensions.

☐

Emergency lights with remote heads at the exterior of all designated exits, exit signs and tactile exit signs for all designated exits.

☐

Location of fire extinguishers.

An application will be considered incomplete if the required information is not provided. An incomplete application will be returned.