

Township of Ridley
Code Enforcement Department
100 E. MacDade Boulevard
Folsom, PA 19033
Phone: 610-534-4803 | Fax: 610-534-2545

Zoning Use Certificate of Occupancy Application Requirements For Non-Residential Properties

In order to facilitate the zoning use certificate of occupancy process, the following items may need to be submitted:

1. Application Form – required to be completely filled-out and signed.
2. Application Fee – required to be submitted with application – check or money order payable to the Township of Ridley.
3. Site Plan – if the use of the premises is a new use (i.e. vacant building) or a use different or more intense than the previous use, a property site plan is required to evaluate parking requirements and other site issues.
4. Layout Plan – if there is any proposed change in the existing interior tenant arrangement (i.e. new aisles), an interior tenant layout plan is required.
5. Architectural Construction Plan – if any alterations are required for the new occupancy, a building permit with approved plans are to be obtained and work completed satisfactorily prior to the issuance of the zoning use certificate of occupancy.

Note: Normal processing time for a full occupancy review is approximately two (2) calendar weeks or ten (10) working days from the time a completed application is received by the township.

TOWNSHIP OF RIDLEY
100 EAST MACDADE BOULEVARD
Folsom, Pennsylvania 19033-2511
(610) 534-4803 | FAX (610) 534-2545

**NON-RESIDENTIAL
ZONING USE CERTIFICATE OF
OCCUPANCY APPLICATION**

ADDRESS OF PROPERTY: _____.

BUSINESS OWNER: _____ PHONE NUMBER: _____.

BUSINESS OWNER'S ADDRESS: _____.

CITY: _____ STATE & ZIP: _____.

PROPOSED USE OF THE PREMISES, INCLUDING A BREIF DESCRIPTION OF ITEMS FOR SALE OR SERVICES RENDERED:

SQUARE FOOTAGE OF BUILDING TO BE OCCUPIED BY BUSINESS: _____. NUMBER OF PEOPLE TO BE EMPLOYED: _____.

NEW BUSINESS NAME: _____.

NEW BUSINESS PHONE NUMBER: (_____) _____ - _____.

FORMER USE OF THE PREMISES: _____.

NAME OF FORMER BUSINESS: _____.

BUILDING OWNER: _____ PHONE NUMBER: _____.

BUILDING OWNER'S ADDRESS: _____.

CITY: _____ STATE & ZIP: _____.

THE FOLLOWING INDIVIDUAL DOES HEREBY APPLY TO THE TOWNSHIP OF RIDLEY FOR A ZONING USE CERTIFICATE OF OCCUPANCY; THAT THE SAID BUSINESS WILL BE OPERATED IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND TOWNSHIP LAWS AND ORDINANCES; THAT THE FACTS SET FORTH IN THIS APPLICATION ARE TRUE. IF ANY FACTS ARE FOUND TO BE FALSE, THE TOWNSHIP MANAGER RESERVES THE RIGHT TO REVOKE THE CERTIFICATION AFTER ISSUANCE. IT IS UNDERSTOOD THAT THIS APPLICATION CONSTITUTES AUTHORIZATION FOR THE TOWNSHIP TO INSPECT THE PREMISES, HOWEVER, INSPECTION IS NOT MANDATORY AND THE TOWNSHIP MAY RELY SOLELY UPON THE REPRESENTATIONS MADE IN THIS APPLICATION AS THE BASIS FOR ISSUANCE OF CERTIFICATION.

SIGNATURE OF APPLICANT DATE

PRINT NAME OF APPLICANT AS SIGNED ABOVE: _____.

APPLICANT'S ADDRESS: _____.

CITY: _____ STATE & ZIP: _____.

APPLICANT'S PHONE NUMBER: (_____) _____ - _____ EMAIL: _____

ATTACHED IS A CHECK IN THE AMOUNT OF \$100.00 PAYABLE TO THE TOWNSHIP OF RIDLEY.

THIS AREA IS FOR TOWNSHIP OF RIDLEY USE ONLY

COPY TO: BUILDING FIRE ZONING HEALTH TOWNSHIP MANAGER OTHER: _____

APPLICATION RECEIVED: _____ BY: _____