



# USE AND OCCUPANCY PERMIT APPLICATION

## COMMERCIAL RESALE /CHANGE IN OWNER/ CHANGE IN USE

*Please complete ALL sections*  
*Application to be filed ten (10) days prior to date requested for final inspections*

101 Commerce Drive | Exton, PA 19341 | (610) 363-9525 x2157 | permits@westwhiteland.org

### Property Information:

Property/Site Location:			
Date:	Lot Size:	Tax Parcel #:	Zoning District:
Square Footage of Building (sq/ft):		Square Footage of Tenant Space (sq/ft):	
Is Proposed Structure an Historically Designated Property?		Yes:	No:
Is Proposed Structure Within 300' of an Historically Designated Property?		Yes:	No:
Is Historical Commission Approval Required?		Yes:	No:
Is the Property located in a Flood Zone?		Yes:	No:
Business Type: <input type="checkbox"/> Commercial		Sprinklered	Yes: No:

Automatic Fire Alarm Yes: No:

### Selling Property -Owner Name:

Address:	
Email:	Phone:

### New Owner/Tenant Information:

Resale: Re-Occupancy:

Proposed Building Use:	Prior Building Use:
Proposed Business Name:	
New Owner /Tenant Name:	
Address:	
Email:	Phone:
Zoning Hearing Board Conditions Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Use & Occupancy Approval Section:

Settlement or Lease Date: \_\_\_\_\_

Contractor Name:		D/B/A:
Address:		
Email Address:		Phone:
Signature Owner/Agent:		Date:
Cost of Improvement:		PA Contractor #:
U&O Fee:		
Occupancy Classification:	Occupant Load:	
Zoning Officer:		Date:
Code Officer:		Date:
Public Works Officer:		Date:

Retail Sales:  Yes  No      Are Sprinklers Installed?  Yes  No

No. Parking Spaces Provided: \_\_\_\_\_

Will change require addition, alteration, renovations, or fit out?  Yes  No

*If yes, please file appropriate permit applications.*



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The applicant certifies that all information on this application is correct & the work, if properly submitted, authorized and approved, will be completed in accordance with the “approved” construction documents & PA Act 45 (Uniform Construction Code) & any additional approved building code requirements adopted by the Municipality. The property owner & applicant assumes the responsibility of locating the property lines, setback lines, easements, rights-of-way, flood areas, etc.

Issuance of a permit & approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances & regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

<b>Signature Owner/Agent:</b>		<b>Date:</b>	
<b>Print Name of Signature:</b>			

**All applications with relevant documents are to be submitted electronically to  
[permits@westwhiteland.org](mailto:permits@westwhiteland.org)**

**We accept one hardcopy that may be dropped off or mailed to West Whiteland Township**

**Please remember to review the *Permit Checklist* for application requirements prior to submitting for review**

**Completed Sewer Survey is required to be submitted with permit application**

**SEWER SURVEY**  
**SEWER USAGE CALCULATOR**



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**Subject to all provisions of the Township Code Chapter 253, Part 1, Article I, §§253-1 to 253-12**

**Single Family Residential – New Construction**

**Location of Dwelling(s):** \_\_\_\_\_

**Total Number of Single Family Residential Units** \_\_\_\_\_

**Multi-Unit Residential  
New Construction, Enlargement, and Change of Use**

**Name of Multi-Unit Residential Development:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**# of Units with Two or more Bedrooms or One Bedroom and a Den:** \_\_\_\_\_

**# of One Bedroom (no den) Units:** \_\_\_\_\_

**Auxiliary Uses: (List on Attached Chart)** \_\_\_\_\_

**Capacity Required - Total Gallons Per Day:** \_\_\_\_\_ **g.p.d.**

**Owner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Non-Residential / Commercial  
New Construction, Enlargement, Resale/New Tenant and Change of Use**

**Name of Non-Residential Business:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**Existing Usage:** \_\_\_\_\_ **g.p.d. (gallons per day)**

**Proposed Usage:** \_\_\_\_\_ **g.p.d. (See Attached Chart)**

**Additional Capacity Required\* – Total Gallons Per Day:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**\*Required capacity shall be certified by a Professional Engineer and is subject to Township approval.  
Capacity shall be based on maximum daily wastewater flow**

**PLEASE COMPLETE CHART BELOW FOR ALL  
RESIDENTIAL AUXILIARY USES AND NON-RESIDENTIAL BUILDINGS**

Suite	Tenant/Use	Capacity Required (g.p.d.)

Name of Individual Completing Form (Please Print): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**VERIFICATION**

*I, \_\_\_\_\_, as the owner or owner's authorized agent for the subject property, hereby make this verification and state that the information provided on this West Whiteland Sewer Survey for the property located at \_\_\_\_\_ is true and correct to the best of my knowledge, information and belief. I further acknowledge and agree that if the above information is deemed by West Whiteland Township to be inaccurate all additional fees for sewer usage assessed by West Whiteland Township must be paid immediately upon receipt of an invoice for such. This information is made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Modifications to existing uses, which result in additional wastewater flow in excess of previously purchased capacity, shall be charged additional tapping fees based on estimated maximum daily wastewater flow to be generated on the property.

The applicant shall provide data in a format acceptable to the Township that substantiates the projected usage for the property. The Township will review the data and determine the gallons per day of capacity required for the property.

Capacity allocations for the purpose of computing the tapping fee for those properties that are not connected to public water shall be determined by the total wastewater flow of 232 gallons per day per residential unit or the following schedule of flow allowances for non-residential connections.

## Sewer Usage Chart

Property to be connected	Flow Allowance
Each dwelling or living unit including home, townhouse, condominium, apartment, or mobile home space	232 gpd
Each dwelling or living unit with an in-law suite or apartment	350 gpd
Each dwelling or living unit with a commercial business or home occupation	464 gpd
Each dwelling or living unit that provides residential services for community living (i.e. Group Home, Dorm, Boarding School) (per bed)	90 gpd/bed
Each motel or hotel (per bedroom) (Where any additional uses are conducted in connection with any motel or hotel, a separate tapping fee shall be charged in accordance with each type of use)	100 gpd/bedroom
Each motel or hotel living unit with one bedroom, kitchen and/or laundry	125 gpd/suite
Each motel or hotel living unit with more than one bedroom, kitchen and/or laundry	232 gpd/suite
Each firehouse, church or municipal building	232 gpd/connection
Each public or private school, college, day-care center, or learning center (per each 20 pupils, teachers, and employees)	232 gpd/20 pupils, teachers, employees
Each hospital or nursing home, convalescent or retirement home, or assisted living facility (per bed)	165 gpd/bed
Each retail gas station/convenience store without automatic car washing facilities (per each sq. ft.)	0.8 gpd/sq. ft.
Each automatic or self service car wash (per bay)	1,250 gpd/bay
Each self service laundry (per washer)	125 gpd/washer
Beauty Salons and Spas (per operator chair, station or service area)	125 gpd/chair, station or area
Health and Fitness Center (per each sq. ft.)	0.08 gpd/sq. ft.
Each restaurant, banquet facility, bar, brewery, entertainment center or other commercial or business establishment (not otherwise classified herein) which regularly dispenses food or beverages (per each sq. ft.)	2.5 gpd/sq.ft.
Caterer - all meals served off the premises (per each sq. ft.)	0.1 gpd/sq. ft.
Each doctor's office (per examining room)	125 gpd/room
Each dental office (per dental chair)	82 gpd/dental chair
Each business office, office building, or portion of a building used for business and/or professional offices (per each sq. ft.)	0.08 gpd/sq. ft.
Each warehouse, in addition to office space (per each sq. ft.)	0.01 gpd/sq. ft.
Each commercial, industrial, or business establishment (other than those above) not regularly dispensing food or beverages for consumption on the premises nor discharging industrial waste (per each sq. ft.)	0.08 gpd/sq.ft.
Bowling Alley (per lane)	50gpd/lane
Theaters (per seat)	2.5 gpd/seat
Funeral Home (per viewing room)	125 gpd/viewing room
Any other uses not classified above	To be determined by Township