



## KENNETT TOWNSHIP

### USE AND OCCUPANCY

**PLEASE NOTE THAT NO USE AND OCCUPANCY CERTIFICATE IS NEEDED FOR RESIDENTIAL RESALE OF HOMES IN KENNETT TOWNSHIP, UNLESS IT IS A RENTAL PROPERTY OR WILL BE RENTED.**

### USE AND OCCUPANCY PERMITS ARE NEEDED FOR:

- New Residential Construction
- New Commercial Construction
- Change of ownership in Commercial properties
- Change of tenant in Commercial properties
- Change of use for Commercial properties  
(example warehouse to office, or office to hair salon)

Rental Property? Please see form under "Rental Registrations"

**Questions? Please e-mail us @:**

**[permits@kennett.pa.us](mailto:permits@kennett.pa.us)**

Continued next page

## **Certificate of Occupancy F.A. Q.**

### What is a certificate of occupancy?

A certificate of occupancy is a document that confirms that your home or business is in compliance with local ordinances and codes and safe to inhabit, it serves three purposes:

- Describes the legal use and type of property. This indicates how the building is classified for Zoning purposes (residential, commercial, agricultural, etc.).
- Verifies the property is up to code and proves the building is in compliance and up to date with local building codes.
- Confirms that people can safely live there, and the building is safe for occupancy.

### How long does it take to obtain a certificate?

Kennett Township has 15 days to view and approve your completed application. We strongly recommend that your application be submitted at least 30 days prior to settlement.

### What are the steps I need to obtain a certificate?

Complete the form and submit to the township, no money is due with the application, we will send you an invoice, and you can then pay by check or credit card. You can email your form to the address on the application.

### What happens after my application is approved?

Once your application has been approved, you will be sent an invoice. Once the invoice is paid, an inspection may or may not have to take place. If an inspection is deemed necessary by our Zoning officer, the inspection will be scheduled and a building inspector will come to the property. You will be given a report of either pass or fail. If the inspection failed, you would get a list of issues that need to be addressed and a timeline to make the repairs. Once completed, a certificate will be issued, and you can move forward with the sale, construction or renovations. The inspection is a life safety inspection, to make sure the property is safe. This is not to be confused with a home inspection, which is typically ordered by the buyer's lender.

**PLEASE FILL OUT THE APPLICATION ON THE NEXT PAGE**



## USE & OCCUPANCY CERTIFICATE APPLICATION

Reason for Application:

New Owner     New Tenant     Change in Use     New Construction

### PROPERTY INFORMATION

Current Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Parcel ID: \_\_\_\_\_ Zoning: \_\_\_\_\_

Date of Settlement: \_\_\_\_\_ or Date Tenant Change effective: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Name of current Business: \_\_\_\_\_

Office space     Retail     Warehouse    Other: \_\_\_\_\_

### PROPERTY INFORMATION BUYER OR NEW TENANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Business, Company or Group Name: \_\_\_\_\_

### APPLICANT INFORMATION (IF DIFFERENT THAN ABOVE):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

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

Party responsible for inspection, if deemed necessary:

Name: \_\_\_\_\_

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

**All applications must submit a current condo/lease line plan showing lease line, existing uses per unit, parking, and square footage.**

Sq. Ft. of building or portion being used: \_\_\_\_\_ No. of parking spaces: \_\_\_\_\_

Describe current use: \_\_\_\_\_  
\_\_\_\_\_

Describe proposed use: \_\_\_\_\_  
\_\_\_\_\_

Are sprinklers installed? \_\_\_\_\_YES \_\_\_\_\_NO

Will the change require alterations, renovations or a fit out? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, permit applications must be submitted.

**No money is due with this permit, we will send you an invoice.**

**Fee Schedule:**

New Commercial Construction \$300

Change in Ownership or Tenant: \$150

Change of Use Commercial properties: \$150

Please email completed forms to:

[permits@kennett.pa.us](mailto:permits@kennett.pa.us)

**For office use only:**

Zoning Use Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Comments: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Date of Inspection: \_\_\_\_\_