

Township of Muhlenberg
 210 George Street
 Reading, PA 19605
 610.929.4727



Code Enforcement Department

Application No. _____

Permit No. _____

Application For Zoning Permit

PART A: To Be Completed By Owner/Applicant			
Name Of Owner:		Address:	
Phone No:			
Name Of Applicant, If Other Than Owner:		Address:	
Phone No:			
Name Of Contractor:		Address:	
Phone No:			
Property Location:			
Subdivision Name:		Lot No:	Lot Area:
Tax PIN:		Zoning District:	
APPLICATION Is Hereby Made For The Following:			
<input type="checkbox"/> Accessory Structure - <input type="checkbox"/> Deck, <input type="checkbox"/> Patio, <input type="checkbox"/> Porch, <input type="checkbox"/> Balcony <input type="checkbox"/> Other <input type="checkbox"/> Sign Permit <input type="checkbox"/> Shed, Use: _____ <input type="checkbox"/> Agricultural Structure <input type="checkbox"/> Fence, Shall Not Be Located Within Township or State Road Right-of-Ways or Clear Sight Triangles. <input type="checkbox"/> New Business, Description of Business: _____ DESCRIPTION OF WORK TO BE PERFORMED: _____ _____ _____			
Building/Structure & Lot Coverage Information: (Proposed Building/Structure unless otherwise noted)			
Building/Structure Footprint Area (sf):	New Construction:	Existing:	
Impervious Area ⁽¹⁾ (sf):	New Construction:	Existing:	
Building/Structure: Height: Stories:	Feet:	Width:	Length:
Floor Area (sf): Living:	Basement and Attics With 7'-6" (+) Ceiling Height):		Total:
Is Structure located within a floodplain area? <input type="checkbox"/> Yes <input type="checkbox"/> No Flood Zone: _____			
(1): Includes driveways to the street right-of-way line, parking lots, sidewalks, and unroofed patios and decks			
Estimated Cost of project/improvement: \$			
Number of Off street parking spaces on site: _____ Number of Employees: _____ Per shift (At highest staffed shift) _____			
STATEMENT BY APPLICANT, OWNER and/or OWNER'S AGENT:			
I HEREBY CERTIFY THAT I AM THE OWNER OR THE AGENT OF THE OWNER, THAT I AM AUTHORIZED TO MAKE THIS APPLICATION AND THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. FURTHER, I/WE AGREE TO ADHERE TO ALL APPLICABLE TOWNSHIP OF MUHLENBERG ORDINANCES AND REGULATIONS. I/WE ARE ALSO AWARE THAT A USE & OCCUPANCY PERMIT, ISSUED BY TOWNSHIP OF MUHLENBERG SHALL BE REQUIRED PRIOR TO USE OR OCCUPANCY OF THE BUILDING OR STRUCTURE.			
Signature of Applicant: _____			Date: _____
Signature of Property Owner/Agent: _____			Date: _____

Application For Zoning Permit

Sketch of Property Showing Location of Existing/Proposed Buildings/Structures and Set Backs Below:

PART B: TO BE COMPLETED BY THE ZONING OFFICER

Additional Approvals:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> On-Lot Sewage Disposal |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Public/Community Sewage Disposal |
| <input type="checkbox"/> Fire Code | <input type="checkbox"/> Industrial Waste Discharge |
| <input type="checkbox"/> Public Water | <input type="checkbox"/> Labor & Industry |

Fees:

Zoning Permit: \$ _____	Paid by: _____
Certificate of Use & Occupancy: \$ _____	Check No. _____
Driveway Permit: \$ _____	Date Paid: _____
Fire Permit: \$ _____	
TOTAL DUE: \$ _____	

Approval/Denial:

- Application Approved * Permit Expiration Date: _____
- Application Denied

Reason(s) for Denial: _____

Zoning Officer's Signature: _____ Date: _____

* The Owner/Applicant is advised that deed restrictions or covenants may prohibit this activity. It is the Owner/Applicant's responsibility to review and comply with these restrictions. Approval of this permit application by the Zoning Officer does not relieve the Owner/Applicant from complying with these restrictions.



Permit No. _____

Date of Issue _____

TOWNSHIP OF MUHLENBERG
210 George Street, Reading, PA 19605

Application for a Certificate of Occupancy Business and Industrial

OWNER OF BUILDING

Name: _____

Address: _____

_____ Telephone Number _____

TENANT OF BUILDING

Business Name: _____

Business Location: _____

_____ Telephone Number _____

OWNER OF BUSINESS

Name: _____

Home Address: _____

_____ Telephone Number _____

BUILDING INFORMATION

Proposed Use For Building _____

Anticipated Date of Occupancy: _____

Square Footage of Tenant Space _____ sq. ft. Is Tenant Space Sprinklered? Yes ___ No ___

Is Tenant Space Currently Connected to Automatic Fire Alarm? Yes ___ No ___

Date Requested for Final Inspection _____ Time: _____

Signature: _____

Name Printed: _____

Title (Owner, Manager, etc.) _____

INSTRUCTIONS:

1. Permit Fee \$150.00 per hour. The Occupancy Permit Fees will be invoiced by the Township. Fees must be paid prior to the issuance of any Occupancy permit. **PLEASE write separate check for this form.**
2. Print or type all information.
3. Make check or money order payable to the TOWNSHIP OF MUHLENBERG. (Do not send cash)
4. Send form and check or money order to: Township of Muhlenberg, 210 George Street, Reading, PA 19605
Attn: Building Inspector

Application should be filed ten (10) days prior to date requested for final inspections.

Revised 5/26/2016



Muhlenberg Township

210 George Street, Reading PA 19605

(610) 929-4727 Fax-(610) 921-3764 Email-info@muhlenbergtwp.com

REGISTRATION QUESTIONNAIRE – BUSINESS

ACCOUNT # _____ (FOR TWP. USE ONLY)

BUSINESS NAME: _____

BUSINESS LOCATION: _____

MAILING ADDRESS FOR FORMS: _____

DO YOU OWN _____ RENT _____ THIS LOCATION? IF RENT, FROM WHOM _____
(NAME & ADDRESS) _____

MUNICIPALITY: MUHLENBERG TWP FED EIN # _____

DATE BUSINESS STARTED _____ NUMBER OF W-2 EMPLOYEES _____
(this location) (this location)

BUSINESS PHONE NUMBER (____) ____ - _____

BUSINESS ENTITY (select one) SOLE PROPRIETORSHIP _____ PARTNERSHIP _____
CORPORATION _____ OTHER _____

DESCRIPTION OF BUSINESS _____

OWNER – PARTNERS – OFFICERS, NAMES & HOME ADDRESS

I declare under the penalties provided by law that this questionnaire has been examined by me and this, to the best of my knowledge, is complete and accurate.

SIGNED _____ TITLE _____

DATE _____

**APPLICATION FOR FIRE LICENSE
TOWNSHIP OF MUHLENBERG
210 George Street
Reading, PA 19605
(610) 929-4727**

INSTRUCTIONS: (Please PRINT or TYPE all information)

_____ Application Date

1. Determine License Fee as defined on reverse side
2. Make check or money order payable to TOWNSHIP OF MUHLENBERG (Do not send cash)
3. Mail completed application and payment to: Muhlenberg Township, 210 George Street, Reading, PA 19605

BUSINESS INFORMATION

Business Name: _____

Business Address: _____

Business Phone: () _____ Business General Email: _____

Business Owner Name: _____ Business Owner Address: _____

Business Owner Phone: () _____ Business Owner Email: _____

Person to contact at business location for inspection scheduling _____

Category (see back for definitions) _____

Quantity of above Category (see back for definitions [people, SF, units, etc.]) _____

INFORMATION FOR PROPERTY LOCATED IN MUHLENBERG TOWNSHIP

Same as Business Owner? YES No (if no, fill in property owner information below)

Property **Owner**: Last Name _____ First Name _____

Property **Owner** Address: _____

Property **Owner** Email _____ Property Owner Phone: () _____

ADDRESS TO BE USED FOR MAILING PURPOSES (PLEASE COMPLETE ALL LINES – DO NOT WRITE “SAME AS ABOVE”)

Name: _____

Address: _____

E-Mail Address: _____

Signature: _____ Name Printed: _____

Title: _____

PLACE OF ASSEMBLY (Based on # of People) - Assembly occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption; or awaiting transportation. E.G. - *Motion picture theaters, Symphony and concert halls, Television and radio studios admitting an audience, Theaters, Banquet halls, Night clubs, Restaurants Taverns and bars, Amusement arcades, Art galleries, Bowling alleys, Places of religious worship, Community halls, Courtrooms, Dance halls (not including food or drink consumption), Exhibition halls, Funeral parlors, Gymnasiums (without spectator seating), Indoor swimming pools (without spectator seating) Indoor tennis courts (without spectator seating) Lecture halls, Libraries, Museums, Waiting areas in transportation terminals, Pool and billiard parlors, Arenas, Skating rinks, Swimming pools, Tennis courts*

APARTMENT BUILDINGS (Based on # of Units) - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.

BUSINESS GROUPS (Based on Square Footage) - Business occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Business occupancies shall include, but not be limited to, the following:

Airport traffic control towers, Animal hospitals, kennels and pounds, Banks, Barber and beauty shops, Car wash, Civic administration, Clinic—outpatient, Dry cleaning and laundries: pick-up and delivery stations and self-service, Educational occupancies for students above the 12th grade, Electronic data processing Laboratories: testing and research Motor vehicle showrooms, Post offices, Print shops, Professional services (architects, attorneys, dentists, physicians, engineers, etc.), Radio and television stations, Telephone exchange, Training and skill development not within a school or academic program.

EDUCATIONAL GROUP (Based on # of students) - Educational occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. Religious educational rooms and religious auditoriums, which are accessory to places of religious worship in accordance with Section 508.3.1 and have occupant loads of less than 100, shall be classified as A-3 occupancies.

DAY CARE (Based on # of persons) – This group shall include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood marriage, or adoption and in a place other than the home of the person cared for.

Health Care Facility, Hospital, Nursing Homes, Etc. (Based on # of Patients) - This occupancy shall include buildings, structures or parts thereof housing more than 16 persons, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The Occupants are capable of responding to an emergency situation without physical assistance from staff.

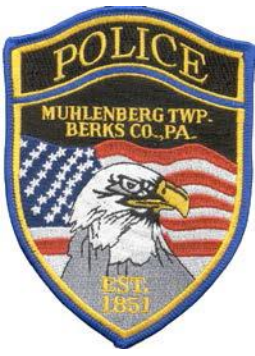
INDUSTRIAL/FACTORY (Based on Square Footage) - occupancy includes, among others, the use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as a Group H hazardous or Group S storage occupancy. Aircraft, Appliances, Athletic equipment, Automobiles and other motor vehicles, Bakeries, Beverages; over 12-percent alcohol content Bicycles, Boats, Brooms or brushes, Business machines, Cameras and photo equipment, Canvas or similar fabric, Carpets and rugs (includes cleaning) Clothing, Construction and agricultural machinery, Disinfectants, Dry cleaning and dyeing Electric generation plants Electronics Engines (including rebuilding) Food processing, Furniture, Hemp products Jute products Laundries Leather products Machinery Metals, Millwork (sash & door), Motion pictures and television filming (without spectators) Musical instruments, Optical goods, Paper mills or products Photographic film Plastic products Printing or publishing Recreational vehicles Refuse incineration Shoes, Soaps and detergents, Textiles Tobacco Trailers Upholstering, Wood; distillation, Woodworking (cabinet)

HOTELS/MOTELS ETC. (Based on # of rooms) – Residential occupancies containing sleeping units where the occupants are primarily transient in nature.

LODGING/ROOMING, FOSTER HOMES, ETC. (Based on # of units) - Residential occupancies containing *sleeping units* or more than two *dwelling units* where the occupants are primarily permanent in nature.

MERCANTILE (Based on Square Footage) - Mercantile Group M occupancy includes, among others, the use of a building or structure or a portion thereof, for the display and sale of merchandise and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. Mercantile occupancies shall include, but not be limited to, the following - *Department stores, Drug stores, Markets, Motor fuel-dispensing facilities, Retail or wholesale stores, Sales rooms*

STORAGE, WAREHOUSE, PARKING GARAGE, FREIGHT TERMINAL, ETC (Based on Square Footage) - Buildings occupied for storage uses that are not classified as Group S-2, including, but not limited to, storage of the following: Aerosols, Levels 2 and 3, Aircraft hangar (storage and repair) Bags: cloth, burlap and paper, Bamboos and rattan, Baskets, Belting: canvas and leather, Books and paper in rolls or packs, Boots and shoes, Buttons, including cloth covered, pearl or bone, Cardboard and cardboard boxes, Clothing, woolen wearing apparel, Cordage, Dry boat storage (indoor), Furniture, Furs, Glues, mucilage, pastes and size, Grains, Horns and combs, other than celluloid, Leather, Linoleum, Lumber, Motor vehicle repair garages, Photo engravings, Resilient flooring, Silks, Soaps, Sugar, Tires, bulk storage of Tobacco, cigars, cigarettes and snuff, Upholstery and mattresses, Wax candles, Asbestos, Beverages up to and including 16-percent alcohol in metal, glass or ceramic containers, Cement in bags, Chalk and crayons, Dairy products in non-waxed coated paper containers, Dry cell batteries, Electrical coils, Electrical motors, Empty cans, Food products, Foods in noncombustible containers, Fresh fruits and vegetables in non-plastic trays or containers, Frozen foods, Glass, Glass bottles, empty or filled with noncombustible liquids, Gypsum board, Inert pigments, Ivory, Meats, Metal cabinets, Metal desks with plastic tops and *trim*, Metal parts, Metals, Mirrors, Oil-filled and other types of distribution transformers, Parking garages, open or enclosed, Porcelain and pottery, Stoves, Talc and soap stones, Washers and dryers



**MUHLENBERG TOWNSHIP
POLICE DEPARTMENT**

210 George Street
Reading, PA 19605

PHONE: (610) 929-5454 FAX: (610) 921-1144

BUSINESS EMERGENCY UPDATE FORM

Please make a photocopy of this form prior to completing and submitting in order to facilitate any name changes in the future. Additional faxes must be sent to keep your emergency callout list accurate. PLEASE TYPE OR PRINT ONLY.

Business Name: _____

Address: _____

Phone: _____

Business Alarmed: Yes No

Alarm Company Name/Number: _____

Please list names and phone numbers for up to three people who can respond immediately after business hours with a key and/or access code.

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

Comments: