Print Form

TOWNSHIP OF UPPER PROVIDENCE
CHANGE OF OCCUPANCY NOTIFICATION FORM

DATE: _____

PROPERTY LOCATION: _____

UNIT/SUITE #:_____

OLD OCCUPANT

BUSINESS: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____

NEW OCCUPANT

NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____

DESCRIPTION OF BUSINESS: _____

APPROX. # OF EMPLOYEES: _____
(to occupy this site)
SQ. FT. OF OCCUPIED SPACE: _____

DATE OF ORIGINAL CERTIFICATE OF OCCUPANCY: _____

There is a fee of $80.00 for all Change of Occupancy Notifications.
This fee must be paid before an inspection will be scheduled.
An inspection must be scheduled prior to the new tenant moving in.
To schedule an inspection please call 484-391-2364.

ZONING OFFICER: **Initials:** _____ **Date:** _____

FIRE MARSHAL: **Initials:** _____ **Date:** _____