

Chartiers Township

2 Buccaneer Drive
Houston, PA 15342
(724) 745-3415
Fax (724) 745-1744

Commercial Change of Use / Occupancy Permit Application

***All applications and fees must be submitted directly to the Chartiers Township Planning
Department located at 2 Buccaneer Drive, Houston, PA 15342
Application and Permit Fee: \$100.00***

Name of Applicant: _____
Applicant Address: _____
Phone: _____
E-Mail: _____

Name of Property Owner: _____
Address: _____
Phone: _____
E-Mail: _____

Subject Property:
Business Name: _____

Address: _____

Zoning District: _____ Parcel ID: _____

Previous Use: _____

Previous Business/Tenant Name: _____

Proposed Use: _____

Property/Lot Area: _____ (Acres or Square Feet)

Building Area: _____ (Square Feet)

Is the building a multi-tenant building? Yes or No

Will you occupy the entire building? Yes or No
If not, what area will you occupy? _____ (Square Feet)

Are you planning any construction activity on site prior to occupancy? Yes or No
If so, please describe: _____

Are you planning to add or replace any signs on the property or building? _____

Please be advised that construction activities, changing signs, or altering signage will require additional permits. Also, please provide a floor plan detailing the area occupied within the building, common areas, hallways, bathrooms, as well as any accessory uses such as storage. A site plan and/or parking calculation should also be provided. Provide additional pages as needed.

Applicant Signature: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____

Township Signature: _____ **Date:** _____ **APPROVED / DENIED**

Questions or comments may be directed to planning@chartierstwp.com or by calling 724.745.3415.