

# Chartiers Township

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

## BOARD OF SUPERVISORS

Gary Friend, *Chairman*  
Bronwyn Maggi-Kolovich, *Vice-Chair*  
A. William Kiehl, *Secretary*

Jodi Noble  
*Township Manager*

## 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.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Township Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **APPROVED / DENIED**

Questions or comments may be directed to [planning@chartierstwp.com](mailto:planning@chartierstwp.com) or by calling 724.745.3415.