

# Application for Change of Use or Occupant

**MANCHESTER TOWNSHIP**  
3200 Farmtrail Road  
York, PA 17406  
Ph: **(717)764-4646** - Fx: (717)767-1400

LOCATION  
OF PROJECT

Address \_\_\_\_\_

Proposed Use \_\_\_\_\_

Prior Use \_\_\_\_\_

OWNER OF  
RECORD

Name of Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_ City \_\_\_\_\_

Phone # of Owner \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail: \_\_\_\_\_

TENANT  
INFO.

Name of Tenant \_\_\_\_\_

Address of Tenant \_\_\_\_\_ City \_\_\_\_\_

Phone # of Tenant \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail: \_\_\_\_\_

FLOOR  
PLAN

**All applicants must submit a floor plan which includes aisle widths, displays, fire extinguishers, emergency lighting, exit signs, display heights and accessible counter location. See page two for additional information.**

Zoning Officer Signature \_\_\_\_\_ Approval Date \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

## The Following Is a Partial List of Items That Will be Inspected:

- All emergency lighting will need to be in working order.
- All fire extinguishers will need to have a current inspection tag and be mounted at required heights and locations.
- If building has a fire sprinkler suppression system:
  - Sprinkler heads may not be blocked with displays or signage.
  - All sprinkler head escutcheons must be in place.
  - A current sprinkler system inspection tag must be displayed at the sprinkler riser.
- If a building has a fire detection system, a current "Test Report" showing that the system is fully functional will be required.
- Exits may not be blocked, there may not be any storage in exit corridors.
- Address/Suite numbers shall be displayed on exterior of building visible from the street, minimum of 4" high and on contrasting color background.
- Doors other than front door shall be labeled with Address/Suite number minimum 4" high.
- Aisle widths minimum 36" shall be maintained.
- Accessible counter Maximum 36" high and Minimum 36" wide shall be provided.

Certificate of Use/Occupancy – upon final inspection approval of Manchester Township, a Certificate of Use/Occupancy will be issued within five (5) days **AFTER** final inspection is approved. **No occupancy or use is permitted until Certificate of Use/Occupancy is issued.** Please note there will be an additional charge for extra/failed inspections. Inspections can be scheduled Monday-Friday between 8am and 3pm by calling 717-764-4646. The Township must be notified 48 hours in advance to schedule an inspection. If a scheduled inspection needs to be cancelled for any reason, please contact the Township as soon as possible. There will be a \$60.00 fee per re-inspection, because of a failed inspection.