



**THE MUNICIPALITY OF NORRISTOWN**  
**DEPARTMENT OF BUILDING & CODE ENFORCEMENT**  
235 E Airy Street  
Norristown, PA 19401

Dear Property Owner:

Thank you for taking the time to assist the Code Department staff with processing your Use and Occupancy Permit Application. In order to facilitate the process we ask that you take a few seconds to review the submittal procedures listed below and then complete the applicable forms. Attached you will find the following:

As required under Municipality of Norristown Zoning Code Chapter 320 an approved zoning use registration permit must accompany all applications for a transfer of property or change of tenant submitted to the Code Department.

**Under no circumstances will a transfer permit application be accepted if the zoning permit is not included.**

**Property Transfer/Commercial Change of Tenant or Owner Application.** Please complete ALL of the sections that are applicable to your situation. **Please print or type all information clearly and legibly. Incomplete applications CANNOT be accepted. In the event that a section specific to the property transfer is not completed in full the application will be returned until such time as the information is available.**

**Fire Department Emergency Contact Form.** This form must be completed at the time of application for all multi-family occupancies (three or more dwelling units) and all commercial properties. The information contained on this form is forwarded to the Montgomery County Emergency Dispatch Center for use in the event of a Police, EMS or fire emergency at the property.

**As per Ordinance No. 08-10 Chapter 241, all applications and associated fees must be submitted to the Code Department thirty (30) days prior to the date of transfer/settlement.** If the property falls under Chapter 239 Article 3 "Real Abandoned Property" of the Municipal General Codes, then the property must be registered prior to submitting the application. A member of the Code Staff will then contact the responsible party indicated on the application in order to schedule a suitable time and date for the required inspection.

At the time of inspection, the inspector will verify compliance with all of the 2012 International Property Maintenance Code as amended and modified and the Municipality of Norristown's applicable codes and ordinances. **Prior to an inspection, the seller of the property is required to have a valid heating and chimney certification by a licensed and registered professional for the property to ensure they are both in good working order. The heating and chimney certification issuance date must be within 15 days of this application being filed with the Municipality of Norristown.** These documents must be presented to the inspector prior to or at the time of inspection. At the conclusion of the inspection, the responsible party will receive a report containing all code violations observed, possible remedies for such and a deadline for compliance. **The Municipality of Norristown performs non-invasive, visual inspections for code compliance.**

If you have any questions or would like to discuss any of these matters in further detail, you can visit the Department of Building & Code Enforcement located on the second floor of the Municipality of Norristown Borough Hall at 235 E Airy Street, Norristown, PA 19401 or call at 610-270-0441, between the hours of 8:30 AM to 4:30 PM, Monday through Friday.



**Municipality of Norristown**  
 Department of Building & Code Enforcement  
 235 E Airy Street, Norristown, PA 19401  
 Phone: (610) 270-0441 Fax (610) 279-7548

<b>For Office Use Only</b>	
Date Application Received _____	By _____
Fee: \$ _____ .00 <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
Routing Slip Number _____	

## Property Transfer / Change of Tenant Permit Application

**\*\* Please print or type all information clearly and legibly. Incomplete applications CANNOT be accepted. In the event that a section specific to the property transfer is not completed in full the application will be returned until such time as the information is available. \*\***

**Property Location:** \_\_\_\_\_

**Floor / Suite / Apt #** \_\_\_\_\_ **Number of Units** \_\_\_\_\_ **Sq. Footage** \_\_\_\_\_

**Section 1 – Zoning Compliance.** In order to verify that all zoning requirements have been met for a property of 2 or more residential units or a commercial property, a copy of a signed zoning use registration **MUST** be attached to this application at the time of submittal.

**Section 2 – Reason for Application** (*Check Appropriate Condition*)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Residential Owner Occupied Transfer    | <input type="checkbox"/> Rehab to Resell             | <input type="checkbox"/> Residential Rental Occupancy Sale |
| <input type="checkbox"/> Commercial Sale/ Transfer of Ownership | <input type="checkbox"/> Commercial Change of Tenant | <input type="checkbox"/> Mixed Use                         |
| <input type="checkbox"/> Blighted Property Occupancy Inspection |  |  |

**Section 3 – Occupancy Classification / Use Group Information.** Please indicate the present occupancy type/use group. Please see the attached Use Group Information Guide for assistance. Uses with an (\*) must also have an occupancy condition identified. (*If the building is mixed use, mark all of the appropriate classification/use groups*).

- |  |                                       |                                 |
|--|---------------------------------------|---------------------------------|
| <input type="checkbox"/> R – 1                       | <input type="checkbox"/> E            | <input type="checkbox"/> B      |
| <input type="checkbox"/> R – 2 (Duplex & Multi-unit) | <input type="checkbox"/> E – Day Care | <input type="checkbox"/> I – 1* |
| <input type="checkbox"/> R – 3 (Single Family)       | <input type="checkbox"/> F – 1        | <input type="checkbox"/> I – 2* |
| <input type="checkbox"/> R – 4*                      | <input type="checkbox"/> F – 2        | <input type="checkbox"/> I – 3* |
| <input type="checkbox"/> A – 1                       | <input type="checkbox"/> H – 1        | <input type="checkbox"/> I – 4  |
| <input type="checkbox"/> A – 2                       | <input type="checkbox"/> H – 2        | <input type="checkbox"/> M      |
| <input type="checkbox"/> A – 3                       | <input type="checkbox"/> H – 3        | <input type="checkbox"/> S – 1  |
| <input type="checkbox"/> A – 4                       | <input type="checkbox"/> H – 4        | <input type="checkbox"/> S – 2  |
| <input type="checkbox"/> A – 5                       | <input type="checkbox"/> H – 5        | <input type="checkbox"/> U      |

Occupancy Condition:  1  2  3  4  5

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**Section 4 – Current Owner (Seller)**

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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**Section 5 – New Owner (Buyer)**

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**If New Owner is a Company, Corporation, LLP, etc. please provide the following information.**

Chief Operating Officer(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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**Section 6 – Does the New Owner (Buyer) intend to occupy or reside at the location? (Residential Occupancy Only)**

Yes  No

If the answer is NO, the property must conform to the Municipalities annual rental registration requirements. Please complete the Rental Application attached to this packet; otherwise, Rental Application forms and fee schedule can be obtained at the Department of Building & Code Enforcement.

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**Section 7 – Commercial Sale/Transfer of Ownership or Commercial Change of Tenant Only**

Current Use Classification (*Select from the categories listed in Section 3 and provide a brief description*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Use Classification (*Select from the categories listed in Section 3 and provide a brief description*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commercial Tenant Business Name: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Corporate Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**\*\* Please note that certain information regarding the new commercial occupancy must be forwarded to the Norristown Fire Department for inclusion in the Montgomery County Emergency Services database for use during a fire or other type of emergency. Please complete the attached form and forward to the Norristown Fire Marshal Office. A certificate will not be issued until such time as the Fire Marshal confirms receipt.\*\***

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**Municipality of Norristown**  
Department of Building & Code Enforcement  
235 E Airy Street, Norristown, PA 19401  
Phone: (610) 270-0441 Fax (610) 279-7548

**For Office Use Only**

Date Certification Received \_\_\_\_\_  
 Pass  Fail  
Are any permits required?  Yes  No

**Heating Certification Inspection**

Please note that this form may only be completed by a licensed contractor who is registered with the Municipality of Norristown as an HVAC contractor. It is not required that the contractor hired to inspect the heating system use this form, however, **any heating certification provided to the Municipality of Norristown's Department of Building & Code Enforcement MUST contain ALL information listed on this form.** If all sections of this Heating Certification are not completed, OR the Heating Certification issued by the inspecting contractor does not include all information listed below, the certification will be deemed unacceptable for the purposes of certifying the functionality of the heating system and a new certification will be required.

**Property Information**

Property Address: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

**Contractor Information**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
PA State License #: \_\_\_\_\_ Business Privilege License #: \_\_\_\_\_  
Municipality of Norristown Registration Number: \_\_\_\_\_

**Heating System Inspection**

Inspection Date: \_\_\_\_\_ When was Heater installed: \_\_\_\_\_  
Type of System:  Oil  Gas  Electric  Boiler  Forced Air  Steam  Other \_\_\_\_\_  
Make: \_\_\_\_\_ Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_

- Heating system is able to maintain a minimum temperature of 68°F in all habitable rooms, bathrooms, and toilet rooms.
- All required clearances to combustible materials have been met.
- Inspected the combustion chamber for cleanliness and for cracks/holes.
- Pulled out gas burners to check for soot build up and obstructions.
- Inspected operation of gas shut off valve.
- Inspected gas orifices for any obstructions.
- Inspected the operation of the blower, belts, blades, filter, and blower mounting and bearings.
- Inspected all safety devices: gas valve, high limit switch, fan switch, roll out switch.

Electric Heating Systems Only		
Please provide a specification sheet of each different baseboard heating unit in the property.		
In the following chart please identify the room type, the square footage of the room, and the output square footage of the unit.		
Room	Room Sq. Ft.	Unit Output Sq. Ft.
Kitchen		
Living Room		
Dining Room		
Bathroom 1		
Bathroom 2		
Bedroom 1		
Bedroom 2		
Bedroom 3		
Bedroom 4		

ITEM:	PASS:	FAIL:
Thermostat	<input type="checkbox"/>	<input type="checkbox"/>
Burners	<input type="checkbox"/>	<input type="checkbox"/>
Heat Exchanger	<input type="checkbox"/>	<input type="checkbox"/>
Gas Valve	<input type="checkbox"/>	<input type="checkbox"/>
Limits & Safeties	<input type="checkbox"/>	<input type="checkbox"/>
Blower Motor	<input type="checkbox"/>	<input type="checkbox"/>
Inducer Motor	<input type="checkbox"/>	<input type="checkbox"/>
Gas Shut Off Valve	<input type="checkbox"/>	<input type="checkbox"/>
Flue Pipe	<input type="checkbox"/>	<input type="checkbox"/>
Ductwork	<input type="checkbox"/>	<input type="checkbox"/>
Wiring	<input type="checkbox"/>	<input type="checkbox"/>
Heater & Emergency Switch	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide Test	<input type="checkbox"/>	<input type="checkbox"/>
Efficiency Test	<input type="checkbox"/>	<input type="checkbox"/>
Radiators	<input type="checkbox"/>	<input type="checkbox"/>
Baseboard Units	<input type="checkbox"/>	<input type="checkbox"/>

Results of Efficiency Test: \_\_\_\_\_ Number of Radiators/Baseboard Units: \_\_\_\_\_

Result of Heater Inspection:  PASS  FAIL

Describe the overall operation of the heater: \_\_\_\_\_

List any repairs required: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Comments: \_\_\_\_\_

**THIS REPORT INDICATES THE CONDITION OF THE SYSTEM ON THE DATE OF INSPECTION, AND DOES NOT CARRY ANY GUARANTEES OR WARRANTY EITHER EXPRESSED OR IMPLIED.**

By signing below, I hereby certify that the heating system and all of its components identified above are in good working order. I also certify that this heating system meets all of the Municipality of Norristown's applicable Codes and Ordinances.

X \_\_\_\_\_  
Contractor Signature

\_\_\_\_\_ Date

X \_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_ Date



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 Department of Building & Code Enforcement  
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<u>For Office Use Only</u>	
Date Certification Received _____	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Are any permits required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Chimney Certification Inspection

Please note that this form may only be completed by a licensed contractor who is registered with the Municipality of Norristown as a Chimney contractor. It is not required that the contractor hired to inspect the chimney use this form, however, **any chimney certification provided to the Municipality of Norristown’s Department of Building & Code Enforcement MUST contain ALL information listed on this form.** If all sections of this Chimney Certification are not completed, OR the Chimney Certification issued by the inspecting contractor does not include all information listed below, the certification will be deemed unacceptable for the purposes of certifying the functionality and condition of the chimney and a new certification will be required.

#### Property Information

Property Address: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

#### Contractor Information

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
 PA State License #: \_\_\_\_\_ Business Privilege License #: \_\_\_\_\_  
 Municipality of Norristown Registration Number: \_\_\_\_\_

#### Chimney Inspection

The guidelines of this inspection are based on those set forth by the National Fire Protection Agency. A chimney, fireplace, or appliance vent must meet these requirements in order to certify its safe working condition. **For the purposes of satisfying a Use and Occupancy inspection or Rental inspection with the Municipality of Norristown, a minimum Level 2 inspection is required.**

Inspection Date: \_\_\_\_\_ Result of the Chimney Inspection:     PASS     FAIL

- Inspection Level:
- Level 2:** All accessible portions of the chimney exterior and interior including areas within accessible attics, crawl spaces, basements, and accessible portions of the appliance and chimney connections; this includes inspection by video scanning or other means.
  - Level 3:** External and internal portions of the chimney structure, including concealed areas of the building or chimney; includes removal of components of building or chimney where necessary, but only as necessary to gain access to areas that are subject of the inspection.

Identify the appliance(s) the chimney is venting: \_\_\_\_\_

Height of the Chimney: \_\_\_\_\_ Type of Liner: \_\_\_\_\_

Size of Liner: \_\_\_\_\_ Liner Condition: \_\_\_\_\_

Connector piping size(s): \_\_\_\_\_ Connector piping condition: \_\_\_\_\_

Exterior Condition of Chimney: \_\_\_\_\_

Condition of Fireplace(s): \_\_\_\_\_

Describe the overall condition of the chimney: \_\_\_\_\_

List any repairs required: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Comments: \_\_\_\_\_

**THIS REPORT INDICATES THE CONDITION OF THE CHIMNEY ON THE DATE OF INSPECTION, AND DOES NOT CARRY ANY GUARANTEES OR WARRANTY EITHER EXPRESSED OR IMPLIED.**

By signing below, I hereby certify that the chimney and all of its components identified above are in good working order. I also certify that this chimney meets all of the Municipality of Norristown's applicable Codes and Ordinances.

X \_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



# MUNICIPALITY OF NORRISTOWN

## RENTAL DWELLING LICENSE APPLICATION

**Dept. of Buildings & Codes**  
 235 East Airy Street  
 Norristown, PA 19401  
 Phone: 610-270-0441  
 Fax: 610-279-7548

<b>Rental Dwelling Address:</b>			
<b>Number of Housing Units:</b>		<b>Is This Property Located within a Historic District?</b>	
<b>When was the last Rental Inspection Performed?</b>		<b>Status of Last Rental Inspection:</b>	
<b>Does the rental dwelling have any open notices?</b>		<b>Does the rental dwelling have any open permits?</b>	
<b>Does the rental dwelling have unpaid fees/fines?</b>		<b>Is This Property Located within a Flood Zone?</b>	
<b>Designated Trash Hauler:</b>			

<b>Property Owner(s):</b> (All property owners with greater than 10% ownership interest must be listed on this application):			
<b>Ownership Type</b> (Individual, Partnership, Corporation, Other):			
<b>Taxpayer Identification No.</b>		<b>Business Privilege License No.</b>	
<b>Owner Business Address</b> (PO BOX not accepted)			
<b>City:</b>		<b>State:</b>	<b>Zip code:</b>
<b>Phone:</b>		<b>Cell:</b>	<b>Fax:</b>
<b>Email:</b>			

<b>Property Manager / Agent:</b>			
<b>If Manager is a Company, please provide a contact person:</b>			
<b>Management Company/Manager Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>		<b>Cell:</b>	<b>Email:</b>

<b>Emergency Contact:</b>			
<b>If Emergency Contact is a Company, please provide a contact person:</b>			
<b>Emergency Company / Agent Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>		<b>Cell:</b>	<b>Fax:</b>
<b>Email:</b>			

Please provide a list of all tenants currently living in each housing unit of the rental dwelling indicated above along with the unit identification number in which they currently reside, the name of each tenant, a phone number so that municipal staff are able to contact each tenant directly in case of an emergency, and the total number of occupants currently in each housing unit of the rental property. If additional space is needed to report tenant information, please submit an additional sheet.

Unit Number	Tenant Names	Tenant Phone	Total No. of Unit Occupants

**AFFIRMATION FOR RENTAL DWELLING SUITABILITY AND CODE COMPLIANCE**

By submitting and signing this rental dwelling license application for PROPERTY ADDRESS HERE

I, am certifying that I am the property owner and/or an authorized agent signing on behalf of the owner. That, I understand that falsifying information can result in having the rental license application denied and the property will not be licensed to operate as a rental dwelling.

That, I, as the property owner and/or authorized agent am aware of and intend to comply with the Norristown Property Maintenance Code, the Uniform Construction Code, the Municipality’s Recycling Ordinance, and the Municipality’s stand-alone ordinances regulating weeds, litter, and snow & ice removal. That, I am aware of and intend to comply with the following Municipal regulations and standards: Chapter 31 - Historical Architectural Review Board, Chapter 82 - Shade Trees, Chapter 120 – Building Permits & Floodplain Management, Chapter 122 - Boarding & Enclosing of Windows, Chapter 128 - Change of Use or Occupancy, Chapter 132 – Uniform Construction Code, Chapter 157 - Fire Insurance Claims, Chapter 159 – Fire Prevention, Chapter 176 - Graffiti, Chapter 180 - Hazardous Substances, Chapter 188 - Housing Discrimination, Chapter 219 - Numbering of Houses and Property, Chapter 222 - Overcrowding of Dwellings, Chapter 241 - Property Transfer, Chapter 245 – Rental Property, Chapter 247 - Rodent Control, Chapter 247 - Solid Waste, Chapter 278 - Streets & Sidewalks, Chapter 286 - Swimming Pools, Chapter 295 - Trees, Chapter 310 - Water, and Chapter 320 - Zoning.

That, I, as the property owner and/or authorized agent acknowledge the obligation to provide a fit and habitable rental dwelling and hereby state that no life/safety hazards (structural, fire, electrical, etc.) exist at the time of this application and that all life/safety equipment (smoke detectors, carbon monoxide detectors, fire extinguishers, etc.) for the rental dwelling is present and in proper operating order in accordance with all applicable Municipal and State regulations and standards, and that the rental dwellings mechanical, electrical, and plumbing systems (mechanical heating equipment, electrical panel/wiring/receptacles, chimney/equipment ventilation, plumbing water/sewer lines, etc.) are in fit and habitable conditions, and that I, the property owner and/or authorized agent will continue to provide and maintain a fit and habitable rental dwelling in accordance with all applicable Municipal and State regulations and standards, and will continue to maintain all life/safety equipment in accordance with all applicable Municipal and State regulations and standards, and will continue to maintain all mechanical, electrical, and plumbing systems in accordance with all applicable Municipal and State regulations and standards.

That, I, as the property owner and/or authorized agent will contact the Norristown Department of Buildings & Code Enforcement to schedule a rental inspection within 90 days of submitting this rental dwelling license application. Exception: If a rental dwellings inspection was performed within 2 (two) years of October 15, 2018 and the rental dwelling passed inspection, then an owner/authorized agent does not need to contact the Department within 90 days to schedule an inspection. Please note that it is the responsibility of the property owner and/or authorized agent to confirm with the Department when the rental dwelling was last inspected and what the status (pass/fail) of said inspection is.

That, I, as the property owner and/or authorized agent will contact the Norristown Department of Buildings & Code Enforcement within 90 days to review any and all open notices, permits, tickets/fines, etc. issued to the rental dwelling.

That, I, as the property owner and/or authorized agent affirm under penalty of perjury that the information on this application is true to the best of my knowledge and belief. I also understand that if there are any changes to this rental dwelling such as the ownership, owners contact information, or change of property manager and/or emergency contact agent and/or property manager/emergency agents contact information that I must notify the Norristown Department of Buildings & Code Enforcement in writing within ten (10) days of said change. Additionally, I acknowledge that I must notify the Department in writing within sixty (60) days of any change in tenants. I also understand a penalty can be assessed in a civil citation if the property is not licensed.

That, I, as the property owner and/or authorized agent understand that the approval of this rental license does not deem the rental dwelling habitable and/or code complaint. That the issuance of this rental license does not presume to give authority to violate or cancel the provisions of any applicable Municipal or State regulations and standards regulating this property.

That, I, as the property owner certify that I as the property owner have reviewed and completed this application for approval or my authorized agent has reviewed and completed this application for approval on my behalf who is named under the property manager / agent section of the application and has been designated to act as my legal representative. I further attest that the information on this application and statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly provide any false information or make any false statements herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.

By signing this application below, I, hereby attest that I am the property owner and/or authorized agent and I have reviewed the rental dwelling application and verify that the information provided and statements contained above and herein on this application are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities.

**Application Reviewed & Completed By:**

**If Not Reviewed & Completed By Property Owner, Please State Your Title:**

**Property Owner and/or Authorized Agent Signature:**

**Date:**



# Norristown Fire Department

## Occupancy Information Sheet



Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Business Owners:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Do you want to be added to the emergency contact list?  Yes  No

Property Owner:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Please add at least TWO names of people we can contact in case of emergency.

Emergency Contact Information:

Contact 1

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Contact 2

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Please return this form to:

Richard Lockhart, Assistant Chief  
Norristown Fire Department  
235 E Airy Street, Norristown, PA 19401  
[rlockhart@norristown.org](mailto:rlockhart@norristown.org)  
Fax: 610-292-8090



## **Pennsylvania Uniform Construction Code (PA UCC) Guide**

### **Permit Requirements**

#### **What is a Residential Building?**

The PA UCC defines a Residential building as detached one-family and two-family dwellings and multiple single-family dwellings which are not more than three stories in height with a separate means of egress which includes accessory structures.

(Amended by Act 92 of 2004)

#### **What are the Permit Requirements for Residential Buildings?**

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential building or erect, install, enlarge, alter, repair, remove, convert or replace an electrical, gas, mechanical or plumbing system regulated by the UCC.

#### **What is a Commercial Building?**

A Commercial building is any building that is not considered a Residential building as defined by the PA UCC.

#### **What are the Permit Requirements for Commercial Buildings?**

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential building or erect, install, enlarge, alter, repair, remove, convert or replace an electrical, gas, mechanical or plumbing system regulated by the UCC.

#### **What is an Uncertified Building?**

The PA UCC defines an Uncertified building as an existing building which, prior to April 9, 2004, was not approved for use and occupancy by the Department of Labor and Industry or a municipality, which was enforcing a building code. The term does not include a residential building (Amended by Act 95 of 2005). Under section 902(b)(6) of the act (35 P.S. § 7210.902(b)), an uncertified building that was built before April 27, 1927 is deemed to be legally occupied until the owner proposes to renovate, add an addition, alter or change the occupancy of the building.

All Uncertified buildings are commercial buildings and require plans to be prepared by a registered design professional.



**Municipality of Norristown**  
Department of Building & Code Enforcement  
235 E Airy Street, Norristown, PA 19401  
Phone: (610) 270-0441 Fax (610) 279-7548



## Use Group Guide

This Use Group Guide is to be used for the sole purpose of identifying the Use of a building in accordance with the 2015 International Building Code. The building uses identified below are separate of the Municipality of Norristown's Zoning Ordinance and should not be used to identify a building's Zoning Use.

**Assembly Group (A-1):** Intended for the production and viewing of the performing arts or motion pictures including, but not limited to, the following:

- Motion picture theaters
- Symphony and concert halls
- Television and radio studios admitting an audience
- Theaters

**Assembly Group (A-2):** Intended for food and/or drink consumption including, but not limited to:

- Banquet Halls
- Casinos (gaming areas)
- Nightclubs
- Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)
- Taverns and bars

**Assembly Group (A-3):** Intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to:

- |  |  |
|--|--|
| -Amusement arcades                         | -Dance halls (not including food or drink consumption) |
| -Art galleries                             | -Exhibition halls                                      |
| -Bowling alleys                            | -Funeral parlors                                       |
| -Community halls                           | -Gymnasiums (without spectator seating)                |
| -Court rooms                               | -Indoor swimming pools (without spectator seating)     |
| -Lecture halls                             | -Indoor tennis courts (without spectator seating)      |
| -Libraries                                 | -Museums   |
| -Places of religious worship               | -Pool and billiard parlors                             |
| -Waiting areas in transportation terminals |  |

**Assembly Group (A-4):** Intended for viewing indoor sporting events and activities with spectator seating including, but not limited to, the following:

- Arenas
- Skating rinks
- Swimming pools
- Tennis courts

**Assembly Group (A-5):** Intended for participation in or viewing outdoor activities including, but not limited to:

- Amusement park structures
- Bleachers
- Grandstands
- Stadiums

**Business Group (B):** Includes the use of a building or structure, or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Business occupancies shall include, but not be limited to:

- Airport traffic control towers
- Animal hospitals, kennels and pounds
- Barber and beauty shops
- Civic administration
- Laboratories: testing and research
- Electronic data processing
- Motor vehicle showrooms
- Print shops
- Radio and television stations
- Training and skill development not in a school or academic program
- Food processing establishments and commercial kitchens not associated with restaurants, cafeterias and similar dining facilities not more than 2,500 square feet in area
- Ambulatory care facilities
- Banks
- Car wash
- Clinic, outpatient
- Educational occupancies for students above the 12<sup>th</sup> grade
- Dry cleaning and laundries: pick-up and delivery stations, self-service
- Post offices
- Professional services (architects, attorneys, dentists, engineers, etc.)
- Telephone exchanges

**Educational Group (E):** Includes the use of a building or structure, or portion thereof, by six (6) or more persons at any one time for educational purposes through the 12th grade.

- Religious educational rooms and religious auditoriums that are accessory to places of religious worship and have an occupancy load of less than 100 per room or space, shall be classified as A-3 occupancies.

**Educational Group (E - Day Care Facilities):** Occupied by more than five (5) children older than 2½ years of age who receive educational, supervision or personal care services for fewer than 24 hours per day.

- Places of religious worship providing such day care facilities during religious functions shall be classified as part of the primary occupancy.
- Five (5) or fewer children receiving such day care facilities shall be classified a part of the primary occupancy.
- Five (5) or fewer children within a dwelling unit receiving such day care facilities shall be classified as a Group R-3.

**Moderate-Hazard Factory Industrial Group (F-1):** Intended for assembling, disassembling, fabricating, finishing, manufacturing, packaging, and repair or processing operations that are not classified as Group H or Group S occupancies. Moderate-hazard Factory Industrial occupancies shall include, but not be limited to:

- Appliances
- Athletic equipment
- Bakeries
- Bicycles
- Brooms or brushes
- Cameras and photo equipment
- Carpets and rugs (includes cleaning)
- Construction and agricultural machinery
- Dry cleaning and dyeing
- Electronics
- Furniture
- Jute products
- Leather products
- Metals
- Musical Instruments
- Optical goods
- Photographic film
- Aircraft (manufacturing, not to include repair)
- Automobiles and other motor vehicles
- Beverages: over 16% alcohol content
- Boats
- Business machines
- Canvas or similar fabric
- Clothing
- Disinfectants
- Electric generation plants
- Engines (including rebuilding)
- Hemp products
- Laundries
- Machinery
- Millwork (sash and door)
- Motion pictures and television filming (without spectators)
- Paper mills or products
- Plastic products

**Moderate-Hazard Factory Industrial Group (F-1):** Continued:

- Printing or publishing
  - Recreational vehicles
  - Refuse incineration
  - Shoes
  - Soaps and detergents
  - Textiles
  - Tobacco
  - Trailers
  - Upholstering
  - Wood; distillation
  - Woodworking (cabinet)
- Food processing establishments and commercial kitchens not associated with restaurants, cafeterias and similar dining facilities more than 2,500 square feet in area.

**Low-Hazard Factory Industrial Group (F-2):** Uses that involve the fabrication or manufacturing of noncombustible materials that during finishing, packaging or processing do not involve a significant fire hazard; including, but not be limited to:

- Brick and masonry
- Beverages: up to and including 16% alcohol content
- Ceramic products
- Foundries
- Glass products
- Gypsum
- Ice
- Metal products (fabrication and assembly)

**High-Hazard Group (H-1):** Buildings and structures containing materials that pose a detonation hazard. Such materials shall include, but not be limited to, the following:

- Detonable pyrophoric materials
- Organic peroxides, unclassified detonable
- Oxidizers, Class 4
- Unstable (reactive) materials, Class 3 detonable and Class 4
- Explosives: Division 1.1, Division 1.2, Division 1.3, Division 1.4, Division 1.5, Division 1.6

**High-Hazard Group (H-2):** Buildings and structures containing materials that pose a deflagration hazard or a hazard from accelerated burning. Such materials shall include, but not be limited to, the following:

- Class I, II or IIIA flammable or combustible liquids that are used or stored in normally open containers or systems pressurized at more than 15 pounds per square inch gauge.
- Combustible dusts where manufactured, generated or used in such a manner that the concentration and conditions create a fire or explosion hazard based on information prepared.
- Cryogenic fluids, flammable
- Flammable gases
- Organic peroxides, Class I
- Oxidizers, Class 3, that are used or stored in normally open containers or systems, or in closed containers or systems pressurized at more than 15 pounds per square inch gauge.
- Pyrophoric liquids, solids and gases, nondetonable
- Unstable (reactive) materials, Class 3, nondetonable
- Water-reactive materials, Class 3
- Division 1.3 explosive materials that are used and maintained in a form where either confinement or configuration will not elevate the hazard from a mass fire to mass explosion hazard.

**High-Hazard Group (H-3):** Buildings and structures containing materials that readily support combustion or that pose a physical hazard. Such materials shall include, but not be limited to, the following:

- Articles, including articles packaged for shipment, that are not regulated as a Division 1.4 explosive under Bureau of Alcohol, Tobacco, Firearms, and Explosives regulations, or unpackaged articles used in process operations that do not propagate a detonation or deflagration between articles.
- Consumer fireworks, 1.4G (Class C, Common)
- Cryogenic fluids, oxidizing
- Flammable solids

**High-Hazard Group (H-3):** Continued:

- Class I, II, IIIA flammable or combustible liquids that are used or stored in normally closed containers or systems pressurized at 15 pounds per square inch gauge.
- Combustible fibers, other than densely packed baled cotton, where manufactured, generated or used in such a manner that the concentration and conditions create a fire or explosion hazard based on information prepared.
- Organic peroxides, Class II and III
- Oxidizers, Class 2
- Oxidizers, Class 3, that are used or stored in normally closed containers or systems pressurized at 15 pounds per square inch gauge.
- Oxidizing gases
- Unstable (reactive) materials, Class 2
- Water-reactive materials, Class 2

**High-Hazard Group (H-4):** Buildings and structures containing materials that are health hazards. Such materials shall include, but not be limited to, the following:

- Corrosives
- Highly toxic materials
- Toxic materials

**High-Hazard Group (H-5):** Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials (HPM) are used.

**Institutional Group (I-1):** Include buildings, structures or portions thereof for more than 16 persons, excluding staff, who reside on a 24 hour basis in a supervised environment and receive custodial care. This group shall include, but not be limited to, the following:

- Alcohol and drug centers
- Assisted living centers
- Congregate care facilities
- Group homes
- Halfway houses
- Residential board and care facilities
- Social rehabilitation facilities

-A facility housing not fewer than six and not more than 16 persons receiving custodial care shall be classified as Group R-4.

-A facility with five or fewer persons receiving custodial care shall be classified as Group R-3.

Buildings of Group I-1 shall be classified under one of the following occupancy conditions.

- Condition 1: Includes buildings in which all persons receiving custodial care who, without any assistance, are capable of responding to an emergency situation to complete building evacuation.
- Condition 2: Buildings in which there are any persons receiving custodial care who require limited verbal or physical assistance while responding to an emergency situation to complete building evacuation.

**Institutional Group (I-2):** Include buildings and structures used for medical care on a 24 hour basis for more than five persons who are incapable of self-preservation. This group shall include, but not be limited to, the following:

- Foster care facilities
- Detoxification facilities
- Psychiatric hospitals
- Hospitals
- Nursing homes
- A facility with five or fewer persons receiving medical care shall be classified as Group R-3.

**Institutional Group (I-2):** Continued:

Buildings of Group I-2 shall be classified under one of the following occupancy conditions:

- Condition 1: Facilities that provide nursing and medical care but do not provide emergency care, surgery, obstetrics or in-patient stabilization units for psychiatric or detoxification, including but not limited to nursing homes and foster care facilities.
- Condition 2: Facilities that provide nursing and medical care and could provide emergency care, surgery, obstetrics or in-patient stabilization units for psychiatric or detoxification, including but not limited hospitals.

**Institutional Group (I-3):** Buildings and structures that are inhabited by more than five persons who are under restraint or security. Generally occupied by persons who are incapable of self-preservation due to security measures not under the occupants' control. This group shall include, but not be limited to, the following:

- Correctional centers
- Jails
- Prisons
- Detention centers
- Prerelease centers
- Reformatories

Buildings of Group I-3 shall be classified under one of the following occupancy conditions:

- Condition 1: Buildings in which free movement is allowed from sleeping areas, and other spaces where access or occupancy is permitted, to the exterior via means of egress without restraint. Condition 1 facilities are permitted to be constructed as Group R.
- Condition 2: Buildings in which free movement is allowed from sleeping areas and any other occupied smoke compartment to one or more other smoke compartments. Egress to the exterior is impeded by locked exits.
- Condition 3: Buildings in which free movement is allowed within individual smoke compartments, such as within residential unit comprised of individual sleeping units and group activity spaces, where egress is impeded by remote controlled release of means of egress from such a smoke compartment to another smoke compartment.
- Condition 4: Buildings in which free movement is restricted from an occupied space. Remote controlled release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.
- Condition 5: Buildings in which free movement is restricted from an occupied space. Staff-controlled manual release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

**Institutional Group (I-4):** Buildings and structures occupied by more than five persons of any age who receive custodial care for fewer than 24 hours per day by persons other than parents or guardians, relatives by blood, marriage or adoption, and in a place other than the home of the person cared for. This group shall include, but not be limited to, the following:

- Adult day care
- Child day care
- A child day care facility that provides care for more than five but not more than 100 children 2½ years or less of age, where the rooms in which children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.

**Mercantile Group (M):** 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. This group shall include, but not be limited to, the following:

- Department stores
- Drug stores
- Markets
- Motor fuel-dispensing facilities
- Retail or wholesales stores
- Sales rooms

**Residential Group (R-1):** Occupancies containing sleeping units where the occupants are primarily transient in nature. This group includes, but is not limited to, the following:

- Boarding houses (transient) with more than 10 occupants
- Congregate living facilities (transient) with more than 10 occupants
- Hotels (transient)
- Motels (transient)

**Residential Group (R-2):** Occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including, but not limited to, the following:

- Apartment houses
- Boarding houses (nontransient) with more than 16 occupants
- Congregate living facilities (nontransient) with more than 16 occupants
- Convents
- Dormitories
- Fraternities
- Hotels (nontransient)
- Live/work units
- Monasteries
- Motels (nontransient)
- Vacation timeshare properties

**Residential Group (R-3):** Occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-4, or I, including, but not limited, the following:

- Buildings that do not contain more than two dwelling units (Single Family Dwelling)
- Boarding houses (nontransient) with 16 or fewer occupants
- Boarding houses (transient) with 10 or fewer occupants
- Care facilities that provide accommodation for five or fewer persons receiving care
- Congregate living facilities (nontransient) with 16 or fewer occupants
- Congregate living facilities (transient) with 10 or fewer occupants
- Lodging houses with five or fewer guest rooms

**Residential Group (R-4):** Buildings, structures or portions thereof for more than five but not more than 16 persons, excluding staff, who reside on a 24 hour basis in a supervised residential environment and receive custodial care. This group shall include, but not be limited to, the following:

- Alcohol and drug centers
- Congregate care facilities
- Halfway houses
- Social rehabilitation facilities
- Assisted living facilities
- Group homes
- Residential board and care facilities

**Residential Group (R-4):** Continued:

Buildings of Group R-4 shall be classified under one of the following occupancy conditions:

-Conditions 1: This occupancy condition shall include buildings in which all persons receiving custodial care, without any assistance, are capable of responding to an emergency situation to complete building evacuations.

-Condition 2: This occupancy condition shall include buildings in which there are any persons receiving custodial care who require limited verbal or physical assistance while responding to an emergency situation to complete building evacuation.

**Storage Group (S-1):** Buildings occupied for storage uses that are not classified as Group S-2, including, but not limited to, the following:

- Aerosols, Levels 2 and 3
- Aircraft hangar (storage and repair)
- Bags: cloth, burlap and repair
- Bamboos and rattan
- Cardboard and cardboard boxes
- Clothing, woolen wearing apparel
- Dry boat storage (indoor)
- Furs
- Grains
- Leather
- Lumber
- Resilient flooring
- Soaps
- Tires, bulk storage of
- Upholstery and mattresses
- Motor vehicle repair garages complying with the maximum allowable quantities of hazardous materials.
- Baskets
- Belting: canvas and leather
- Books and paper in rolls or packs
- Boots and shoes
- Buttons, including cloth covered, pearl or bone
- Cordage
- Furniture
- Glues, mucilage, pastes and size
- Horns and combs, other than celluloid
- Linoleum
- Photo engravings
- Silks
- Sugar
- Tobacco, cigars, cigarettes and snuff
- Wax candles

**Storage Group (S-2):** Buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness divisions; or in paper wrappings. Such products are permitted to have a negligible amount of plastic trim, such as knobs, handles or film wrapping. Uses shall include, but not be limited to, the following:

- Asbestos
- Chalk and crayons
- Dry cell batteries
- Electrical motors
- Food products
- Frozen foods
- Glass
- Gypsum board
- Ivory
- Metal cabinets
- Metal parts
- Mirrors
- Parking garages, open or enclosed
- Stoves
- Washers and dryers
- Beverages up to and including 16% alcohol in metal, glass or ceramic containers
- Cement in bags
- Dairy products in nonwaxed coated paper containers
- Electrical coils
- Empty cans
- Foods in noncombustible containers
- Fresh fruits and vegetables in nonplastic trays or containers
- Glass bottles, empty or filled with noncombustible liquids
- Inert pigments
- Meats
- Metal desks with plastic tops and trim
- Metals
- Oil-filled and other types of distribution transformers
- Porcelain and pottery
- Talc and soapstones

**Utility and Miscellaneous Group (U):** Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy. This Group shall include, but not be limited to, the following:

- Agricultural buildings
- Barns
- Carports
- Fences more than 6 feet in height
- Greenhouses
- Livestock shelters
- Private garages
- Retaining walls
- Sheds
- Stables
- Tanks
- Towers
- Aircraft hangars, accessory to a one- or two-family residence
- Grain silos, accessory to a residential occupancy