

TOWNSHIP OF DARBY
LICENSE & INSPECTIONS DEPARTMENT
21 BARTRAM AVENUE, GLENOLDEN, PA 19036
PHONE (610) 586-1514 FAX (610) 586-0779
www.darbytwp.org

USE AND OCCUPANCY – COMMERCIAL AND LIGHT INDUSTRIAL APPLICATION AND CHECKLIST

Please Print Legibly

Date: _____ Commercial: _____ Light Industrial: _____

Business Name: _____

Owner Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Cell: _____ Email: _____

Intended Use: Office: _____ Warehouse: _____ Other (explain): _____

Building Name: _____ Bay Number: _____ Move in Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Tenant Business Name: _____ Square Footage: _____

Contact Person: _____ Office Phone: _____

Cell: _____ Email: _____ # of Employees: _____

Number of Restrooms: _____ Trash Collector: _____ # of Containers: _____

An inspection is required within 30 days of moving into the location.
PLEASE CONTACT TOWNSHIP OFFICE TO SCHEDULE AN INSPECTION OF THE PROPERTY

OFFICE USE ONLY

Code Enforcement Officer: _____ Approved: _____ Rejected: _____

Date: _____ Permit Number: _____ Folio#: _____

Signature of Owner: _____ Agent/Manager: _____

Agent/Manager Address: _____

Phone: _____ Cell: _____ Email: _____

This Application must be accompanied by a check or money order payable to the Township of Darby in the amount of \$175.00 dollars. A no show fee will be assessed at \$100.00; and a reinspection fee of \$100.00 will be required. Failure to obtain a permit prior to occupancy results in double fees.

TOWNSHIP OF DARBY
LICENSE & INSPECTIONS DEPARTMENT
21 BARTRAM AVENUE, GLENOLDEN, PA 19036
PHONE (610) 586-1514 FAX (610) 586-0779

www.darbytwp.org

USE AND OCCUPANCY – COMMERCIAL AND LIGHT INDUSTRIAL APPLICATION AND CHECKLIST

Please Print Legibly

Date: _____ Time of Inspection: _____
Name of Business: _____ Address: _____
City: _____ State: _____ Zip: _____
Building/Bay/ Apartment Number: _____

Exterior Grounds:

Debris: _____ Dumpster with lids: _____ Trash cans with lids: _____ Accessory structures: _____
Pipes/other openings Rodent proof: _____ Cement sidewalks: _____ Fences: _____ Paint: _____
Downspouts: _____ Steps: _____ Handrails: _____ Grass cut: _____ Curbs: _____ Other: _____

Interior Common Area – Apartments:

Self-closing interior doors: _____ Self-locking doors each floor: _____ Hallway Lighting: _____
Housekeeping of hallways: _____ Mounted Fire extinguishers: _____ Handrails: _____
Exit lights: _____ Paint on walls and ceilings: _____ Leaks on walls or ceilings: _____
Steps and stair treads: _____ Evidence of infestation: _____ Other: _____

Accessory Areas:

Fire Extinguishers: _____ Blue lights at extinguishers: _____ Exterior self-closing doors: _____
Exterior doors with locking devices no more than ½ inch between door and threshold: _____
Hallways clean and proper lighting: _____ Steps condition and lighting: _____ Treads: _____
Leaks – walls or ceilings: _____ Paint flaking or missing tiles: _____ Rodents or insects: _____
Exit signs: _____ Elevator cleanliness: _____ Storage room: _____ Washer/Dryer room: _____
Boiler room: _____ Basement/cellar-concrete: _____
Windows at or near ground level rodent proof: _____ Other: _____

STATUS CODING: "S" SATISFACTORY "N" NOT SATISFACTORY

TOWNSHIP OF DARBY
LICENSE & INSPECTIONS DEPARTMENT
21 BARTRAM AVENUE, GLENOLDEN, PA 19036
PHONE (610) 586-1514 FAX (610) 586-0779
www.darbytwp.org

USE AND OCCUPANCY – COMMERCIAL AND LIGHT INDUSTRIAL APPLICATION AND CHECKLIST

Please Print Legibly

Date: _____ Time of Inspection: _____
Name of Business: _____ Address: _____
City: _____ State: _____ Zip: _____
Building/Bay/ Apartment Number: _____

Comments for Other: _____

INSPECTOR SIGNATURE: _____ **DATE:** _____

INSPECTOR PRINT: _____