



BOROUGH OF GREENVILLE

125 Main Street, Greenville, PA 16125

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Office Hours: 8:00am to 4:30pm - Monday through Friday

COMMERCIAL CHANGE OF OCCUPANT REGISTRATION For Business/Commercial Occupancies

This Registration is required to be submitted and approved prior to occupancy, and any commencement of construction/alterations or operations to the Borough Zoning/Code Enforcement Officer

Name of Proposed Business: _____

Address of Business: _____

Type of Business: _____

This Business Will Occupy Floors (Check) _____ 1st _____ 2nd _____ 3rd _____ Basement _____ Other

Proposed Business Main Phone Number: _____

Proposed Business Owner Name: _____

Business Owner Address: _____ Address is: Home Corporate
Street City State Zip

Business Owner Phone Number: _____
Cell Home Corporate

Total Number of Employees: _____ Expected Opening Date: _____

Are renovations, additions, demolitions, or alterations to building or floor plan part of this project? YES NO

If YES, obtain a Construction Permit Packet at the Greenville Code Enforcement Office at the address above.
If NO, an initial occupancy inspection by Borough inspectors is required prior to commencement of operations.

Is a Certificate of Occupancy available for the building or space to be occupied? YES NO

NOTE: If no Certificate of Occupancy can be produced for the building or space occupied by this business and a change of use is occurring, an Occupancy Inspection by the Borough's UCC inspection agency may be required.

NOTE: New business related signs on the exterior of buildings require a permit from the Borough Code Officer.

I hereby acknowledge that the above information is true and correct and that all applicable codes in effect in the Commonwealth of Pennsylvania and the Borough of Greenville shall be complied with:

Signature of Person completing this registration Phone number Date

***** OFFICE USE ONLY *****

Approvals: Current Zoning District _____ Proposed Zoning Use _____ Conforming: Y or N

Occupancy Class: Proposed _____ Previous _____ Change Y or N

Building Code Official Date

Public Safety Director Date