

COMMERCIAL/BUSINESS MOVING PERMIT APPLICATION

HANOVER TOWNSHIP
NORTHAMPTON County
3630 Jacksonville Rd., Bethlehem, PA 18017
610-866-1140 - fax 610-758-9116

- ☒ Moving IN ☐ Own ☐ Lease
☐ Moving OUT - Provide forwarding address on reverse side

PARCEL ADDRESS: _____

BUSINESS/TENANT INFORMATION:

Legal Business Name: _____

Trading As/DBA: _____

Suite Number: _____ Tenant Space (Sq. Ft) _____

Manager/Contact Name: _____ Phone No.: _____ ext. _____

Email Address: _____

No. of Employees (Per shift.) _____

Describe Type of Business : (and attach Business Narrative) _____

PROPERTY OWNER: _____

CONTACT NAME: _____ **Phone No.:** _____ **ext.** _____

EMAIL ADDRESS: _____

EXISTING BUILDING CONDITIONS:

☐ Automatic Sprinkler System: ☐ Smoke Detector: ☐ Fire Suppression System:

☐ Heat Detector: ☐ Knox Box: ☐ Alarm System: (Must be registered with Township)

☐ Other: _____

FIRE AND EXPLOSION HAZARDS? ☐ YES ☐ NO.

(If answer is yes, provide list a of flammable and explosive materials, provide two complete sets of MSDS sheets)

Note: It shall be the responsibility of the property owner/tenant to maintain all fire-fighting, fire-suppression equipment and devices. A separate permit is required to registering an alarm system.

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a commercial building, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the building code official and obtain the required permit under § 403.42a (relating to permit application).

Signature (Applicant) _____ **Date:** _____

(By signing this application, applicants acknowledges compliance Section 185-20 Performance Standards, Hanover Township Zoning Ordinance)

Approval Hanover Township _____

Moving Out - Provide the following information:

BUSINESS NAME: _____
FORWARDING ADDRESS: _____

CONTACT : _____
PHONE NUMBER: _____ **EXT.** _____

It is the permit holder's responsibility to comply with all Ordinances of the Hanover Township.

The curb, sidewalk, street trees, planting screens and grass located in or along the edge of the roadway is the maintenance responsibility of the abutting private property owner, unless otherwise specifically defined by existing or future ordinances or amendments.

Sidewalk shall be cleared of snow and ice within 36 hours of the termination of any accumulation of snow or ice.

Property Owner(s) and/or Occupant(s) is responsible to maintain the property and maintenance of the property, buildings and structure in accordance with the Hanover Township Property Maintenance Code.

Failure to comply with Township Ordinances shall result in the issuance of citations with imposed penalties.