



BOROUGH OF PARKESBURG  
315 West First Avenue, Building 1 Parkesburg Pa 19365  
610-857-2616 -- Fax 610-857-1102, [admin@parkesburg.org](mailto:admin@parkesburg.org)

**APPLICATION FOR COMMERCIAL USE OCCUPANCY PERMIT**  
Please complete a separate Application for each Commercial Space

Property Owner/Applicant: _____ Date: _____
Property Owners Address: _____
Phone (W): _____ Cell: _____
Email: _____
Commercial Space Address: _____
Chester County Uniform Parcel Identification Number (tax Map): _____
Name of Business: _____
Proprietor: _____ Cell: _____
Email Address: _____
Number of employees (occupant(s)): _____
Names: _____
_____
_____
<b>DUTIES OF OWNER</b>
A. The Owner of each Commercial Space shall file the requisite Application by August 15, 2022, and thereafter (60) days prior to the expiration of the then-current Permit.
B. Each and every owner and occupant of any Commercial Space shall permit the Code Officer access thereto the purpose of inspection pursuant to this Ordinance. The Owner is responsible for scheduling inspections with the Codes Officer at such time as the Code Officer's schedule permits. The Owner is responsible for scheduling and coordinating, with the occupants of the Commercial Space to be inspected, so that the Codes Officer shall have prompt access as scheduled. The Owner shall schedule the inspection within the (60) day period preceding the expiration of the current permit and/or the occupancy of any event requiring a new permit.
C. The Owner of each Commercial Space shall maintain the Commercial Space and all common areas used by the Occupants of the Commercial Space and all facilities servicing the Commercial Space and the building in which end the property on which the Commercial Space is located in compliance with all applicable regulations at all times.
I, _____ hereby state that this Application is complete and correct, and certify that the Commercial Space is currently compliant with all of the applicable rules and regulations and Codes of the Borough and the Commercial Space complies with all of the requirements of Ordinance No 553.
Applicant's Signature: _____

*The fee is \$150.00 per commercial space. Please make checks payable to "Parkesburg Borough"*

<b>For Borough Use Only:</b>
Date Received: _____ Permit # Issued: _____
Amount Received: _____ Cash <input type="checkbox"/> Check <input type="checkbox"/> Check No: _____