

Commercial Certificate of Occupancy Application

Application Date:	Start of Business Date:
Location of Business:	
Business Name: (enter name under which business is conducted)	Number of Employees (including owners/partners)
Type of Business:	Land Line Telephone Number for 9-1-1 Purposes:
Property Owner's Name:	Telephone Number:
Property Owner's Address:	
Business Owner's Name:	Telephone Number:
Business Owner's Address:	
Representative/Applicant Name:	E-mail Address:
	Telephone Number:

1. Provide a description of the current use(s) on the property. (For example: Second Floor apartment; First Floor commercial space.)

2. Provide a description of the proposed use(s) on the property. (type of business)

WILL YOU BE INSTALLING SIGNS? Yes No (If yes, additional permit required.)

ATTACH THE FOLLOWING TO THIS APPLICATION:

3. Site Drawings – Property: Provide a stamped surveyor drawing showing property lines, building(s) and off-street parking spaces.
4. Site Drawings – Interior:
 - a. For Home Office Applications: Indicate the interior of the residence and the area within the home that will be used for the Home Office; indicate the percentage of floor area.
 - b. For Commercial Certificates: Provide a signed/sealed drawing, drawn to scale, showing the interior layout of the proposed business, including aisle widths, location of new items (tables & chairs for restaurants; beautician chairs for salons, restrooms, etc.)
5. **Health Review Application**, menu, equipment list and required fee must be submitted if applicable.
6. **Business Registration/Mercantile License** application and fee must be submitted with this form.

Required Fee Submission for Certificate of Occupancy: (Fee Includes One Inspection.)

Commercial Certificate: \$200.00 for area of 2,000 sq. ft or less and \$200.00 + \$100.00 for every additional 2,000 sq.ft.

Fire (commercial only) \$ 75.00

Home Office: \$ 30.00

Amount Submitted: _____

Please make checks payable to the City of Bethlehem and mail to: City of Bethlehem, Code Enforcement, 10 E. Church Street, Bethlehem, PA 18018