



1 E First Ave., Ste 3
Malvern, PA 19355

Request for Use & Occupancy Inspection – Commercial
As required by the Code of the Borough of Malvern, Chapter 82, Section 82-1

Address: _____ Zoning District: _____ UPI #: _____

Current Use: _____ Proposed Use: _____

Note: A Zoning Permit application is required for a Change of Use.

Is proposed Use compliant with Zoning District? _____ Size of Area to be Inspected: _____ sf

If proposed Use is not a By Right Use, Zoning relief may be required. Occupancy may not occur until required approvals are obtained.

Owner: _____ Phone No.: _____

Owner Address: _____

Change of Owner: _____ Change of Tenant: _____

Buyer or Tenant: _____ Phone No.: _____

Previous Tenant: _____ Move-out Date: _____

Agent: _____ Phone No.: _____

Company: _____ Fax No.: _____

Address: _____

Email Address: _____

Scheduled Settlement / Move-in Date: _____

Commercial Inspection Fees: _____ \$100.00 Existing Commercial _____ \$200.00 New Commercial

Note – The amounts listed above are an inspection and one reinspection, if needed. Each reinspection after that requires another fee, as listed above.

Applications and associated fees shall be submitted to the Borough prior to the inspection. No applications or fees will be accepted at the time of inspection, no exceptions. The Owner or Agent is responsible to contact Malvern Borough to schedule an inspection. A Certificate of Occupancy will only be issued upon passing the inspection and with all fees paid up to date.

Signature of Owner or Agent: _____ Date: _____

Date Received: _____ Fee Paid: _____

Date of Scheduled Inspection: _____

This inspection is based on the 2015 International Property Maintenance Code and 2015 International Fire Code. Please review the attached list to ensure that the items listed are compliant with the Code. The items listed represent the most common non-compliant items found during an inspection however property owners are required to maintain their properties in accordance with the Property Maintenance and Fire Codes.