



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.**



1 E 1<sup>st</sup> Ave, Ste 3  
Malvern, PA 19355  
610 644-2602 fax 610 644-4504

### **Commercial Inspection Items List**

The following is a list of items that are required to be functional in order to successfully pass inspection **prior** to the sale or transfer of property or **prior** to the change of tenant in a rental property. This list is not meant to be all-inclusive. These items are required by the 2015 International Property & Maintenance Code and are most frequently not in compliance.

- Address numbers shall be visible from the street. Each number shall be at least 4 inches in height with a minimum ½ inch stroke and must be Arabic numerals. Address numbers on doors are not acceptable.
- Exterior sidewalks and walkways shall have no trip hazards more than ½" high and be in good condition.
- Every bathroom must contain at least one GFCI receptacle. .
- Receptacles in a kitchen within six feet of the sink as well as all exterior receptacles less than six feet above grade must be GFCI receptacles.
- All electrical panels must be properly identified and circuit breakers labeled. Thirty inches clearance is required around circuit breaker panels at all times.
- A smoke detector is required on each level of the building, including the attic and basements, as well as one in each office / conference room.
- All bathrooms must have either a window or a functioning exhaust fan
- All means of egress (exterior and interior stairs, hallways, exit paths) must be in a safe condition. This includes handrails as required, lighted exit signs and emergency lighting.
- All water heaters and boilers (furnaces) must have the required pressure-relief device (PRD) installed and be piped down to within 6" of the floor.
- All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except as provided for in Sections PM-702.11.1
- Exterior: per section 302 of IPMC all exterior property and premises shall be maintained in a clean, safe and sanitary condition.

*Current as of 1/1/20*