



Administration 610.495.6432

Police 610.495.7909

FAX 610.495.0353

646 West Ridge Pike, Limerick, PA 19468

[www.LimerickPA.org](http://www.LimerickPA.org)

## GENERAL INFORMATION FOR COMPLETING A ZONING USE PERMIT

This permit is intended for prospective tenants to obtain high-level feedback from all Township departments in order to understand the additional permits needed to occupy a space. This can be done prior to signing a lease agreement and is recommended to be obtained before filling any other permit needed to occupy the space. This permit must be issued prior to occupancy.

Submission:

- In Person: Window is open during business hours. Drop box in lobby is available 24 hours.
- Electronic: Email application (and electronic payment receipt) to [Codes@LimerickPA.org](mailto:Codes@LimerickPA.org).

Permit cost is **\$100.00**, due with submission of application.

- In Person Payment: Check should be made out to "Limerick Township."
- Electronic Payment: Refer to the [Online Payments](#) page of [www.LimerickPA.org](http://www.LimerickPA.org) for details.
  - Department selection should be "Building" and Item selection should be "Zoning Use Permit."
  - Reference number should be the name and/or address of business.
  - Include your electronic receipt with your application.

The Zoning Officer will issue a letter noting the following requirements, as needed:

- A. ZONING: Zoning review includes use review with respect to underlying district. The number of existing parking spaces is reviewed with respect to the proposed use to ensure adequate parking is available. The zoning officer also reviews for act 209 compliance.
- B. BUILDING: The Building Code Official review to determine if scope of alterations proposed requires a permit.
- C. ROADWAY: The Road Master reviews any deficiencies on existing driveway or roadside drainage.
- D. EMERGENCY SERVICES DEPARTMENT: The Emergency Services Department performs a zoning inspection for the premises to ensure compliance with all adopted codes and standards of the township.
- E. MISCELLANEOUS:
  - Carnivals – be sure to include:
    1. Pennsylvania Department of Agriculture – annual inspection certification and registration for rides.
    2. Montgomery County Department of Health – temporary food handlers license.
    3. Electrical Inspection – 24 hours prior to the start of the event, submit third party electrical inspection or electrical underwriter for all connections to existing facilities.



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## APPLICATION FOR ZONING USE PERMIT

(ZONING ORDINANCE 184-14 & 15, 184-60)

PROPOSED USE: (CHECK ALL THAT APPLY)

- |  |   |
|--|---|
| <input type="checkbox"/> CHANGE IN OCCUPANCY (NON-RESIDENTIAL)                 | <input type="checkbox"/> CHANGE IN OWNERSHIP OF NON-RESIDENTIAL ESTABLISHMENT |
| <input type="checkbox"/> NON-RESIDENTIAL CONSTRUCTION                          | <input type="checkbox"/> CHANGE IN USE OF A STRUCTURE                         |
| <input type="checkbox"/> NEW/EXPANDED OUTDOOR DISPLAY                          | <input type="checkbox"/> CHANGE IN USE OF LAND                                |
| <input type="checkbox"/> DEVELOPMENT OF ONE OR MORE NEW VEHICLE PARKING SPACES | <input type="checkbox"/> CHANGE IN USE OF A NON-CONFORMING USE                |

TEMPORARY USES:

☐ TEMPORARY RESIDENCE

☐ CHRISTMAS TREE SALES

☐ CARNIVAL

ALTERATIONS PROPOSED: ☐ YES ☐ NO IF YES, PLEASE DESCRIBE SCOPE OF WORK BELOW:

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1. BUSINESS NAME / DBA: \_\_\_\_\_

PROPOSED USE (RESTAURANT, RETAIL, AUTO REPAIRS, ETC.): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ BUILDING # \_\_\_\_\_ SUITE # \_\_\_\_\_  
LIMERICK/ROYERSFORD/LINFIELD, POTTSTOWN, OR SCHWENKSVILLE, PA

HOURS OF OPERATION: MON \_\_\_\_\_ TUE \_\_\_\_\_ WED \_\_\_\_\_ THUR \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN \_\_\_\_\_

FORMER BUSINESS (IF KNOWN): \_\_\_\_\_

UTILITIES: WATER: ☐ PUBLIC ☐ WELL SEWER: ☐ PUBLIC ☐ ON-SITE GAS: \_\_\_\_\_

2. APPLICANT (NAME OF CONTACT PERSON): \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

APPLICANT IS: ☐ OWNER ☐ AGENT ☐ TENANT

3. OWNER OF PROPERTY / LANDLORD: \_\_\_\_\_

OWNER'S ADDRESS (IF DIFFERENT FROM APPLICANT): \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

### 4. ZONING INFORMATION

SQUARE FOOTAGE OF EACH TYPE OF USE (OFFICE AREA, MANUFACTURING FLOOR, CUSTOMER AREA, ETC.)

- GROSS FLOOR AREA: \_\_\_\_\_ SF
- USE 1: \_\_\_\_\_ AREA: \_\_\_\_\_ SF
- USE 2: \_\_\_\_\_ AREA: \_\_\_\_\_ SF

NUMBER OF EXISTING PARKING SPACES: \_\_\_\_\_



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## 5. DOCUMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION

☐ SITE PLAN/ZONING PLAN MUST INCLUDE:

- a. LOCATION OF UNIT WITHIN A MULTI-TENANT BUILDING
- b. FLOOR PLANS OF SPACE TO INCLUDE SQUARE FOOTAGE DEDICATED TO EACH TYPE OF PROPOSED USE (OFFICE AREA, MANUFACTURING FLOOR, CUSTOMER AREA, ETC.)
- c. NUMBER OF PARKING SPACES
- d. ANY BARRIER FENCES
- e. FIRE LANES
- f. LOCATION OF NEAREST FIRE HYDRANT(S)
- g. SIZE OF WATER MAIN

☐ PRE-INCIDENT PLAN (8.5X11 SHEET) SHOWING:

- a. FIRE DEPARTMENT CONNECTION (FDC)
- b. LOCATION OF UNIT WITHIN A MULTI-TENANT BUILDING
- c. FLOOR PLANS OF SPACE (INCLUDING EXIT DOORS)
- d. LOCATION OF HAZARD AREAS
- e. FIRE ALARM/SPRINKLER CONTROLS
- f. KNOX BOX
- g. UTILITY SHUT-OFFS (ELECTRICAL, GAS, WATER)
- h. LOCATION OF MSDS SHEETS ALONG WITH A LIST OF HAZARDOUS MATERIALS, AS APPLICABLE

☐ MASTER TENANT LIST FOR PROPERTY (SIGNED BY PROPERTY OWNER)

## 6. CERTIFICATION

I HEREBY STATE THAT THE ABOVE FACTS AND STATEMENTS, INCLUDING ANY ATTACHMENTS, ARE TO THE BEST OF MY KNOWLEDGE, ACCURATE AND COMPLETE. I FURTHER UNDERSTAND THAT ANY FALSIFICATION OF INFORMATION OR AN INCOMPLETE APPLICATION MAY BE CONSIDERED REASON TO REJECT THE APPLICATION AND THAT THE FALSE STATEMENT HEREIN ARE MADE SUBJECT TO THE PENALTIES OF PA CONS.STAT. 4904 RELATING TO UN-SWORN FALSIFICATION TO AUTHORITIES.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ APPLICANT/PROSPECTIVE TENANT

☐ PROPERTY OWNER/MANAGER

PAYMENT: ☐ ELECTRONIC ON-LINE PAYMENT – DATE \_\_\_\_\_ ☐ CHECK ☐ CASH

### TOWNSHIP USE ONLY BELOW THIS LINE

209 IMPACT \_\_\_\_\_

ZONING USE \_\_\_\_\_

PERMITTED ☐ YES ☐ NO

OTHER \_\_\_\_\_

#### ZONING DISTRICT

☐ R-1 ☐ MHP ☐ Q/LI

☐ R-2 ☐ VC ☐ LIJ

☐ R-3 ☐ MS ☐ HI

☐ R-4 ☐ RB ☐ HI-E

☐ R-5 ☐ HC

#### OVERLAYS

☐ LEWIS ROAD

☐ LIJ OVERLAY

ROAD MASTER \_\_\_\_\_

FIRE \_\_\_\_\_

BCO, ACCESSIBILITY

OCCUPANCY GROUP \_\_\_\_\_

CONSTRUCTION \_\_\_\_\_

OTHER \_\_\_\_\_

EXISTING NONCONFORMITY OR VARIANCE: \_\_\_\_\_



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## MASTER TENANT LIST

TENANT LIST – REQUIRED WHEN THE PROPOSED BUSINESS IS LOCATED IN A MULTI-TENANT PROPERTY.

*TO BE COMPLETED BY PROPERTY MANAGER/OWNER.*

STREET ADDRESS: \_\_\_\_\_ BUILDING # \_\_\_\_\_

SUITE #	BUSINESS NAME	SQUARE FOOTAGE	BUSINESS TYPE

### CERTIFICATION

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ PROPERTY MANAGER

☐ PROPERTY OWNER



**Shaun Semmeles**  
Fire Marshal/Emergency Management Coordinator  
[SSemmeles@LimerickPA.org](mailto:SSemmeles@LimerickPA.org)  
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## LIMERICK TOWNSHIP EMERGENCY CONTACT INFORMATION FORM

DATE: \_\_\_\_\_

Establishment Contact Information			
Name of Establishment			
Type of Establishment	<input type="radio"/> Retail <input type="radio"/> Residential <input type="radio"/> Industrial <input type="radio"/> Other _____		
Address Line 1			
Address Line 2 / Suite #			
City, State		ZIP	
Phone #		Fax #	
Email			

24-Hour Emergency Contact (Primary)			
Name of Emergency Contact			
Address			
City, State		ZIP	
Phone # (Primary)		Phone # (Alternate)	

24-Hour Emergency Contact (Alternate)			
Name of Emergency Contact			
Address			
City, State		ZIP	
Phone # (Primary)		Phone # (Alternate)	

Property Management Information (If Applicable)			
Name of Company		Phone #	

Knox Box Information (If Applicable)			
Knox Box	<input type="radio"/> Yes <input type="radio"/> No	Location	

### BILLING INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_