

Upper Merion Twp.  
175 W. Valley Forge Rd.  
King of Prussia, PA 19406  
610-205-8507/8508  
Permits Office

# Use & Occupancy Permit Application

Permit #: \_\_\_\_\_

Fee: \_\_\_\_\_

Date completed application received: \_\_\_\_\_

**Payment must accompany application. All Highlighted sections must be completed.**

Application is hereby made to use: \_\_\_\_\_ for \_\_\_\_\_  
square feet Use( Residential, Commercial, Industrial, etc.)

Lease Dates: \_\_\_\_\_  
(for commercial applications)

Occupancy Date: \_\_\_\_\_ at: \_\_\_\_\_

OR Do you already occupy this space? \_\_\_\_\_ Address: \*\* Include Suite # if known (for commercial applications)

**\*\*MUST CONFIRM ANY NEW SUITE #'S WITH DEPUTY FIRE MARSHAL PRIOR TO OCCUPANCY 610-205-8554**

Describe use in detail: \_\_\_\_\_

**Property** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ name  
\_\_\_\_\_ address/zip code  
\_\_\_\_\_ phone \_\_\_\_\_ fax \_\_\_\_\_ e-mail

**Tenant:** \_\_\_\_\_ name  
\_\_\_\_\_ Home Office address/zip code  
\_\_\_\_\_ phone \_\_\_\_\_ fax \_\_\_\_\_ e-mail

**Contractor:** \_\_\_\_\_ name  
\_\_\_\_\_ address/zip code  
\_\_\_\_\_ phone \_\_\_\_\_ fax \_\_\_\_\_ e-mail

\_\_\_\_\_  
signature of owner

\_\_\_\_\_  
signature of applicant

\_\_\_\_\_  
date

\_\_\_\_\_  
date

**Contact for Inspection:**

**Phone/email:**

**FOR OFFICE USE ONLY:**

Zoning District: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

**Applicable Business Taxes:**

Contact Bus. Tax Office: 610-265-2600

- \_\_\_\_\_ Amusement Tax - 93-611, as amended
- \_\_\_\_\_ Business Privilege Tax - 93-608, as amended
- \_\_\_\_\_ Mercantile Tax - 93-608, as amended
  - \_\_\_\_\_ Wholesale
  - \_\_\_\_\_ Retail
  - \_\_\_\_\_ Wholesale & Retail

**INSPECTION REQUIRED**

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**Prior to opening to Public, applicant must obtain approval from Safety & Codes Enforcement Dept.  
48 Hrs. advance notice required to schedule inspection. 610-205-8554**