



**CODE ENFORCEMENT AGENCY**  
1633 Route 51, Suite 100, Jefferson Hills, PA 15025  
1-866-410-4952      www.cea-code.com

## **COMMERCIAL OCCUPANCY FORM**

This form is to be used for Commercial Occupancy changes under the Pennsylvania Uniform Construction Code (PA UCC). This is an information sheet to prepare an existing commercial applicant for a new or renewed Certificate of Occupancy or Certificate of Use.

**Certificate of Occupancy** is defined as: a document issued by a **Building Code Official (BCO)** under the Pennsylvania Uniform Construction Code certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.

**Occupancy is defined as:** The purpose for which a building, or portion thereof is used.

**Commercial is defined as:** Any building or structure intended for use or occupancy that is **not** a single- family dwelling or duplex.

**Certificate of Use:** is defined as a document issued by a local government agency or building code official certifying a building's compliance with applicable building codes and other local laws, and indicating it to be in a good condition suitable or occupancy.

**Conformance:** No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancies. Subject to the approval of the *building official*, the use or occupancy of existing buildings shall be permitted to be changed and the building is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.

**Inspection & Reference Groups:** IFC International Fire Code    IBC International Building Code    IEBC International Existing Building Code    IPC International Plumbing Code    IMC International Mechanical Code    ANSI 117.1- Accessibility National Standard    IPMC International Property Maintenance Code    NEC National Electric Code    UCC Uniform Construction Code    IECC International Energy and Conservation Code    > Any Local Zoning Codes or applicable local codes.

### **Types of Occupancy:**

#### **Assembly Group A (A-1, A-2, A-3, A-4, A-5)**

- A. **A-1** to include but not limited to: Motion picture theaters, symphony and concert halls, and theaters.
- B. **A-2** to include but not limited to: banquet halls, night clubs, restaurants, taverns, and bars.
- C. **A-3** to include but not limited to: Amusement arcades, art galleries, bowling alleys, community halls, dance halls funeral parlors, indoor pools, lecture halls, libraries, museums, places of religious worship, and billiard parlors.
- D. **A-4** to include but not limited to: Arenas, skating rinks, swimming pools, tennis courts.
- E. **A-5** to include but not limited to: Amusement park structures, bleachers, grandstands, and stadiums.

**Educational Group E** - Schools and some daycare facilities

**Factory Group F** – Light factory or moderate factory

**High Hazard Group H** ( H-1, H-2, H-3, H-4 ,H-5)

**Institutional Group I** (I-1,I-2,I-3,I-4)

- A. **I-1** to include but not limited to: Alcohol and drug centers, assisted living facilities, congregate care facilities, convalescent facilities, group homes, halfway houses, residential board and care facilities.
- B. **I-2** to include but not limited to: Child care facilities, detoxification facilities, hospitals, mental hospitals, and nursing homes.
- C. **I-3** to include but not limited to: Correctional centers, detention centers, jails, prerelease centers, prisons, reformatories.  
**I-4** to include but not limited to: Adult and child daycare facilities.

**Business Group B**

**B** to include but not limited to: Airport traffic control towers, ambulatory health care facilities, animal hospitals, kennels, banks, barber and beauty shops, car wash, civic administration, clinic-outpatient, dry cleaning and laundry pickup and delivery station, electronic data processing, testing and research laboratories, motor vehicle showrooms, print shops, and professional services. Also, restaurant which has a seating capacity of under 50 persons and does not sell alcohol.

**Mercantile Group M**

**M** to include but not limited to: department stores, drug stores, markets, motor fuel-dispensing facilities, retail or wholesale stores, and sales rooms.

**Storage Group S**

**S** to include storage facilities, car garages all S-1 & S-2 categories.

**Residential– Group R 1, 2, & 4**

Excluding a single family dwelling or duplex. – Apartments, Triplex, Condos, Hotels, Motels etc.



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### Exterior of Structure:

- 1) Sidewalks & Driveways: Are the sidewalks and Driveway free of voids and loose materials?
- 2) CONDITION of the EXTERIOR FINISH: Is the exterior free of loose material, chipping and peeling paint?  
Is the exterior weather tight and all siding, brick or masonry affixed?
- 3) Doors & Hatchways: Are the doors and hatchways secure and provided with proper locking devices?
- 4) Windows: Are all windows secure and free of any cracks, breaks or missing glass?
- 5) Rubbish & Debris: Is the property provided with the proper garbage receptacle?  
Is the property including yard and exterior property clean of all debris, garbage, scrap or materials?
- 6) Are the gutters & Downspouts working properly?
- 7) Is the driveway or parking lot in good condition?
- 8) Is the exterior grown over with vegetation, weeds or trees?

### Interior of Structure:

- 1) **Attic:** Is the attic area free from the accumulation of stored materials?  
Has the attic space appropriate insulation?  
Has the attic access including proper egress and lighting?  
Are there mechanical units in the attic? Are they in good working condition?  
Are there any mechanical fans, ventilation or piping freely into attic?  
Are there any signs of vermin or infestation (including insects)?  
Is there any mold or mildew present?
- 2) **Hallways & Entry:** Are there smoke detectors present in the hallways?  
**Bedrooms** Is the area free of obstructions?  
**Living Space** Are the walls free of loose plaster/drywall, trim & voids?  
Do the sleeping rooms have appropriate smoke detectors?  
Are the stairs in good working condition?  
Do the stairwells have the proper handrails present?  
Do the sleeping & bathrooms have locking devices?  
Is there mechanical fans in bathrooms?  
Is there any mold or mildew present?  
Are there any signs of vermin or infestation (including insects)?  
Does the structure have an approved fires rated door between garage and living space?  
Does the structure have approved fire rated barrier between garage and second floor?



Does the structure have a second means of egress?  
Is there an approved fire extinguisher present?

- 3) **Plumbing & HVAC:** Potable water, well water, storage water?  
4) Is there sanitary or septic?

Do all waste materials seem to be evacuating properly?  
Are all the faucets working properly?  
Is there cold water and hot water?  
If GAS, is the hot water tank vented properly?  
Is there an overflow tube?  
Is there a drain within 6' of water tank?  
Does the Hot water tank have temp. relief valve?  
Is the shower or tub in working condition?  
Is there a laundry tub available?  
Is there any mold or mildew present?  
Is the dryer vent clean & accessible?

How is the structure tempered?  
Is the Furnace, GAS, OIL, ELECTRIC, STEAM/ WATER?  
Is the furnace vented properly?  
Is all the ductwork properly sealed?  
Is the ductwork free from any breaks or leaks?  
Is the fuel supply correctly installed?  
Is the Furnace clean and free of debris?

5) **Electrical:**

How many AMPS is the main panel?  
What type of panel is the main?  
Is the "main" installed properly?  
Is the "main" accessible?  
Is the wiring aluminum or copper?  
Are there any open/exposed panels in the "main"?  
Are there any wires frayed or exposed?  
Are there any overloaded circuits?  
Are there GFCI in proper zones and areas?  
Do the GFCI outlets function properly?  
Are there any open junction boxes?  
Has the "main" been inspected?  
Is all wiring properly rated?  
Is all outdoor wiring properly rated?  
Are the outlets and switches in good working condition?

**Basement / Crawlspace:**

Are the walls & foundation in good order?  
Is the basement habitable/sleeping area?  
Is there a secondary egress?  
Are the stairs in working condition?  
Is there a handrail?  
Is there a sump pump? Does it work?  
Is there any mold or mildew present?  
Are there any signs of vermin or infestation (including insects)?  
Is the flooring in good condition?

**Kitchen:** Is there a range? Electric or Gas?  
Is the gas line in good condition?  
Is there ventilation to the outside?  
Is the kitchen sink waste line/drain working?  
Is there a garbage disposal?  
Is there a smoke detector nearby?  
Is there a fire extinguisher present?  
Is there a dishwasher?  
Is the dishwasher properly hooked up to a drain?  
Are there any signs of vermin or infestation (including insects)?

**Apparent Wall Type:** Brick/Block/Frame/Brick Veneer/Earth/Earth sheltered/Log/Other\_\_\_\_\_/NV

**Wall Covering:** Brick Brick Veneer Wood clapboard Wood panels Stucco Metal  
Insulated Metal Vinyl/plastic Wood shingles/shakes Asbestos Texture Other\_\_\_\_\_

**Foundation:** Concrete Block/brick Stone Other\_\_\_\_\_ NV

**Driveways/Walkways:** Concrete/Asphalt/Dirt/Stone Other\_\_\_\_\_

**Porches/Patios/Decks/Balconies:** Columns: Metal/Wood/Indeterminable/NV

**Roof:** "A" Steep Medium Low Pitched Flat Gable Hip Shed Mansard Gambrel  
Asphalt or Fiberglass Shingles Wood Shingles Wood Shakes Tar & Gravel Rolled  
Metal Clay Vinyl Plastic Slate Asbestos Corrugate Other\_\_\_\_\_

**Methods used:** Binoculars On roof Ladder at eave Window Other\_\_\_\_\_

**Gutters:** Metal Wood Other\_\_\_\_\_

**Electrical:** Underground Overhead: Riser 110 Volts 220 Volts Fusses/Breakers **Operated:**  
Switches/Fixtures Panel Box Loc.(s):Stairwell/Garage/Laundry/Bsmnt/Exterior/Hall/Closet/Furnace  
room/Other\_\_\_\_\_

N S E W level: 1 2 3 4 5 N S E W level: 1 2 3 4 5 Aluminum Branch Circuit Wiring

Service: Alum./Copper Main Disconnect Amps: 30 40 50 60 70 80 100 125 150 200 Other\_\_

Main Disconnect Location: N S E W level: 1 2 3 4 5 **Test:** GFCI operation

Wiring Method: Romex/Cloth insulated/Armored Cable (bx)/Knob and Tube/other

**Attic:** Inspection method: At access port Access obstructed/partially obstructed No attic  
Walking in attic Entry would damage property (e.g. insulation would be disturbed)

Adverse/Dangerous situations suspected (e.g. no floor boards)