



## BOARD OF SUPERVISORS

Hanover Township Northampton County  
3630 Jacksonville Road  
Bethlehem, Pennsylvania, 18017  
610. 866.1140 Fax 610.758.9116

### Application for Use & Occupancy - Rental or Resale Inspection

RESIDENTIAL

RESALE

NON-RESIDENTIAL

RENTAL

Parcel ID No.

Zoning District

Property Street Address

Type of Structure

Description of Use

Owner Name

Day Phone

Owner Address

Home Phone

Owner City

State

Zip Code

Applicant Name

Owner

Agent

If Agent, Power of Attorney is Required

Seller's Agent

Phone

Agency Address

Fax

Agency City

State

Zip Code

Contact

Email

Buyer's Agent

Phone

Agency Address

Fax

Agency City

State

Zip Code

Contact

Email

**LEGAL TERMS** A zoning permit is required before a resident/tenant moves in or out of the Township. It is the responsibility of the property owner, agent and tenant to abide by Hanover Township Ordinances and any imposed restrictions and protective covenants running with the land and for the time period specified.

Applicant Signature

Date

## Additional Residential Property Information

Will property be owner occupied?  Yes  No      If your answer is NO, then provide additional tenant information below

Type of Structure

Description of Use

Number of Bedrooms

Bedrooms Below Grade

Number of Bathrooms

Type of Water

Private

Public

Type of Sewer

Private

Public

Owner must show adequate building coverage, by providing the following information and attaching copy of a Certificate of Insurance or copy of the policy's "Declaration Page".

Insurance Company

Insurance Policy #

Expiration Date

### TENANT LIST

<u>Unit No.</u>	<u>Name(s) (All adults 18 and older)</u>	<u>Home Phone No.</u>	<u>Daytime Phone No.</u>
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This form is to be completed in its entirety. Incomplete Applications will not be accepted and will be returned.

### CODES REVIEW & INSPECTION

Code Official

Date

# Non-Residential Building Information

**BUILDING INFORMATION:**

Square Feet of Building (all Floors)

Building Description

Is building sprinklered?     Yes     No     Partial

Other Fire Protection - Describe

Hazardous Materials/Conditions

Type of Water     Private     Public

Type of Sewer     Private     Public

**NEW TENANT INFORMATION** - Attach a written business narrative detailing the day-to-day operations and a signed statement affirming that the proposed business conforms with the Hanover Township's Performance Standards, Zoning Section 185-20.

Building/Tenant Space  Sq. Ft.                      Suite No.                       Use Group

Business Name

Contact Name

Proposed Use

Hazardous Material/Manufacturing?     Yes     NO    When required, provide DEP verification of R.F.D. - "Request for Determination"

Is this a Change of Use?     Yes     No    If YES, Applicant shall submit a Site Plan.  
*(Separate Building Permit is required for all renovations, alterations and repairs)*

Prior Tenant

This form is to be completed in its entirety. Incomplete Applications will not be accepted and will be returned.

**CODES REVIEW & INSPECTION**

Code Official

Date