



# CERTIFICATE OF USE AND OCCUPANCY APPLICATION FOR CHANGE OF USE

101 East 10th St.  
Jim Thorpe, PA 18229  
Phone: 570-3253025  
Fax: 325-8154  
<https://www.jtborough.org/>

## PROPERTY OWNER INFORMATION

Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Tax Map ID No.: \_\_\_\_\_  
Current use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
Number of Bedrooms: \_\_\_\_\_ Maximum Occupancy: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_  
Location of Parking Spaces: \_\_\_\_\_

## APPLICANT INFORMATION

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

### INCLUDED WITH THIS APPLICATION SHALL BE THE FOLLOWING:

1. Floor plan of area to be occupied (drawn to scale).
2. Plot plan depicting existing and proposed improvements, parking & lighting if applicable.
3. Copy of PennDOT Highway Occupancy Permit or Township Encroachment Permit.

NOTE: Confirmation of adequate Sewer System Capacity may require further documentation or testing as determined by The Borough of Jim Thorpe

NOTE: Plan must be submitted to the Building Code Official for approval as well.

**By signing the application, I certify that all facts set forth within the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of The Borough of Jim Thorpe. I understand that any false statements made herein are subject to the penalties of 18Pa. C.S. 4904 relating to unsworn falsification to authorities.**

Print Name: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Sewage Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_