



**Allen Township**  
 4714 Indian Trail Road Northampton, PA 18067  
 (610) 262-7012 - (610) 262-7364 FAX  
[info@allentownship.org](mailto:info@allentownship.org)

**Business Use Permit Application**

**Emergency Contact  
Form on Next Page**

**A plot plan clearly drawn to scale and legibly labeled showing all areas of the property and/or Building proposed for use and all other uses of the building must be submitted with this application.**

**Name of Proposed Business** \_\_\_\_\_

Property Address \_\_\_\_\_ Intended Date of Occupancy \_\_\_\_\_

Total Size of Building \_\_\_\_\_ Sq. Ft. Total Space to be Occupied \_\_\_\_\_ Sq. Ft.

**Tenant/Lessee Name** \_\_\_\_\_

Address \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Property Owner** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Person Responsible For Facility \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Description of Proposed Use \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_

Number of Employees Per Shift 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Number of Trucks per Day In \_\_\_\_\_ Out \_\_\_\_\_ Parked Overnight \_\_\_\_\_

Number of Parking Spaces Provided \_\_\_\_\_ Number of Loading Spaces Provided \_\_\_\_\_

**Does the Use involve Handling or Manufacturing of Materials Requiring Special Consideration**      **Yes**      **No**  
 (Please Include Material Safety Data Sheets for Each Material or Substance)           

Former Occupant of Property/Building \_\_\_\_\_

Former Use of Property/Building \_\_\_\_\_

Size of Space Formerly Occupied \_\_\_\_\_ Sq Ft. Date Former Use Terminated \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_

*The undersigned does hereby certify that the above information is true and correct and that the operation of this use shall be in compliance with the requirements of the Zoning Ordinance. The tenant/lessee further acknowledges that the provision of false or incomplete information or violation of any of the requirements of the Zoning Ordinance and/or applicable Building, Plumbing, Mechanical, Electrical, Fire or Handicap Accessibility Codes can result in the revocation of any approval and/or the commencement of an enforcement action to abate such violation. This approval is not a Certificate of Occupancy or Letter of Compliance to occupy the building, structure or land. A separate approval may be required prior to occupancy.*

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Tenant/Lessee \_\_\_\_\_ Date \_\_\_\_\_

|                       |       |                  |       |
|-----------------------|-------|------------------|-------|
| TAX MAP #:            | _____ | ZONING DISTRICT: | _____ |
| USE PERMITTED BY:     | _____ |                  |       |
| APPROVED BY:          | _____ | DATE:            | _____ |
| BUSINESS USE FEE - \$ | _____ | PAID:            | _____ |



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## **EMERGENCY CONTACT FORM**

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

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

Business Type \_\_\_\_\_

Owner(s) \_\_\_\_\_

### **EMERGENCY CONTACTS:**

|                       |            |               |
|-----------------------|------------|---------------|
| 1 <sup>st</sup> _____ |            |               |
| Name                  | Title      |               |
| Home Phone            | Cell Phone | Email Address |

|                       |            |               |
|-----------------------|------------|---------------|
| 2 <sup>ND</sup> _____ |            |               |
| Name                  | Title      |               |
| Home Phone            | Cell Phone | Email Address |

|                       |            |               |
|-----------------------|------------|---------------|
| 3 <sup>rd</sup> _____ |            |               |
| Name                  | Title      |               |
| Home Phone            | Cell Phone | Email Address |

**If this information changes, please remit the new information to:**

**[info@allentownship.org](mailto:info@allentownship.org)**

**Rapid Entry Key Lock Box – New tenants, lock changes, new doors, gates or panels – Property owner shall contact the Code Enforcement Officer to update the keys/contact information.**