

REQUEST FOR DUPLICATE OR REVISED OCCUPANCY PERMIT/CERTIFICATE

This form should be used to request duplicates or revised copies of previously issued occupancy permits or certificates (as long as no changes have been made in the building or its approved use).

All applicants should check one of the boxes in Part A and fill in all the information requested in Parts B and C. **Failure to complete these sections may result in your application being returned to you.** Part D on page 2 of this form only needs to be filled out if you are an owner or lessee and are seeking a revised Fire and panic Occupancy permit. When filling in part D, please be as specific as possible in describing the use of the building.

ACT 24 EXEMPTION

Part A:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Fire and Panic Occupancy Permit</td> <td style="width: 50%; border: none;">UCC Certificate of Occupancy</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Duplicate</td> <td style="border: none;"><input type="checkbox"/> Duplicate</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Revision: Change in owner name, building name or address</td> <td style="border: none;"><input type="checkbox"/> Revision: Change in owner name, building name or address</td> </tr> </table> <p>A request for a <u>change of address</u> must be accompanied by an address form supplied by the U.S. Postal Service or the local "911" Call Center.</p>	Fire and Panic Occupancy Permit	UCC Certificate of Occupancy	<input type="checkbox"/> Duplicate	<input type="checkbox"/> Duplicate	<input type="checkbox"/> Revision: Change in owner name, building name or address	<input type="checkbox"/> Revision: Change in owner name, building name or address
Fire and Panic Occupancy Permit	UCC Certificate of Occupancy						
<input type="checkbox"/> Duplicate	<input type="checkbox"/> Duplicate						
<input type="checkbox"/> Revision: Change in owner name, building name or address	<input type="checkbox"/> Revision: Change in owner name, building name or address						
Part B:	<p>Please be certain that the building name and address information is correct, since it will appear on the revised permit/certificate exactly as written here.</p> <p>Facility Name (name of company, mall, institution, university, etc.): _____</p> <p>Building and/or Tenant Name (or Building Number): _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Political Subdivision: _____ County: _____</p> <p>Previous L&I File or MA Number(s): _____</p>						
Part C:	<p>Applicant Name: _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Daytime Phone Number: _____</p> <p><input type="checkbox"/> Mail Occupancy Permit/Certificate to the address listed in this section.</p> <p><input type="checkbox"/> Email Occupancy Permit/Certificate. Email: _____</p>						
For L&I Use Only	<p>Check #: _____ Amount: _____ Bates #: _____</p>						

Part C: (continued)	<p>Check applicable box and sign.</p> <p><input type="checkbox"/> I am the owner of this building (or authorized representative for owner).</p> <p style="text-align: right;">Signature _____</p> <p style="text-align: right;">Printed Name _____</p> <p><input type="checkbox"/> I am the lessee of this building. (Signature of owner <u>must</u> also be included.)</p> <p style="text-align: right;">Signature of Lessee _____</p> <p style="text-align: right;">Printed Name of Lessee _____</p> <p style="text-align: right;">Signature of Owner _____</p> <p style="text-align: right;">Printed Name of Owner _____</p> <p><input type="checkbox"/> I am the Building Code Official (BCO) of the municipality that this building is located in.</p> <p style="text-align: right;">Signature _____</p> <p style="text-align: right;">Printed Name _____</p>
Part D: Building Use Certification	<p>As the owner or lessee, I certify that the building for which I am requesting a revised Fire and Panic Occupancy Permit will only be used for the following purpose and that I am making no changes which would require a building permit under the Uniform Construction Code:</p> <p>Purpose:</p> <p style="text-align: right;">Signature _____</p>
Filing Requirements	<p>FEE SCHEDULE: For an up-to-date listing of fees, please see the Fee Schedule listed on our website (www.dli.pa.gov/Individuals/Labor-Management-Relations/bois) or contact our office for a copy of the Fee Schedule by telephone at 717-787-3806 option 1 or by fax at 717-783-5002.</p>

**FOR L&I
USE ONLY**

The building named on page 1 was approved for occupancy under the **Fire and Panic Act** in the following occupancy group for the specified use:

Pre 1984

- A-1 _____
- A-2 _____
- A-3 _____
- A-4 _____
- A-5 _____
- B _____
- C-1 _____
- C-2 _____
- C-3 _____
- D-1 _____
- D-2 _____
- D-3 _____
- D-4 _____
- D-5 _____
- DC _____
- E _____
- F _____
- G _____
- LP _____
- SP _____

Post 1984

- A-1 _____
- A-2 _____
- A-3 _____
- B _____
- C-1 _____
- C-2 _____
- C-3 _____
- C-4 _____
- C-5 _____
- DO _____
- DH _____
- DC _____
- G _____

**FOR L&I
USE ONLY**

The building named on page 1 was approved for occupancy under the **Uniform Construction Code (UCC)** in the following occupancy group for the specified use:

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> A-1 _____ | <input type="checkbox"/> H-5 _____ |
| <input type="checkbox"/> A-2 _____ | <input type="checkbox"/> I-1 _____ |
| <input type="checkbox"/> A-3 _____ | <input type="checkbox"/> I-2 _____ |
| <input type="checkbox"/> A-4 _____ | <input type="checkbox"/> I-3 _____ |
| <input type="checkbox"/> A-5 _____ | <input type="checkbox"/> I-4 _____ |
| <input type="checkbox"/> B _____ | <input type="checkbox"/> M _____ |
| <input type="checkbox"/> E _____ | <input type="checkbox"/> R-1 _____ |
| <input type="checkbox"/> F-1 _____ | <input type="checkbox"/> R-2 _____ |
| <input type="checkbox"/> F-2 _____ | <input type="checkbox"/> R-3 _____ |
| <input type="checkbox"/> H-1 _____ | <input type="checkbox"/> R-4 _____ |
| <input type="checkbox"/> H-2 _____ | <input type="checkbox"/> S-1 _____ |
| <input type="checkbox"/> H-3 _____ | <input type="checkbox"/> S-2 _____ |
| <input type="checkbox"/> H-4 _____ | <input type="checkbox"/> U _____ |

The building use(s) listed above by the owner:

- Does/do not represent a change of building use, and a revised Fire and Panic Act or Uniform Construction Occupancy Permit **may** be issued to the applicant.
- Does/do represent a change in building use, and a revised Fire and Panic Act or Uniform Construction Occupancy Permit **may not** be issued to the applicant.

BCO/PE signature:

Date of approval/denial:
