



## APPLICATION FOR CONTINUED CERTIFICATE OF OCCUPANCY

<b>Block</b> _____	<b>Lot</b> _____	<b>Street Address</b> _____
Landlord: _____	Phone # _____	
<b>Applicant:</b> _____	Business Name: _____	
Address: _____	City, State, Zip: _____	
Phone: _____	Cell: _____	Email: _____

### Responsible Person - Emergency Contact

#### Responsible Person - Primary (if different from above)

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Title \_\_\_\_\_

Email: \_\_\_\_\_

#### Responsible Person - Alternate (If available)

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

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Title \_\_\_\_\_

Email: \_\_\_\_\_

### Proposed Use

1. Previous tenant or use \_\_\_\_\_
2. **Fully Describe the Proposed Use** \_\_\_\_\_  
\_\_\_\_\_
3. Are special licenses or certifications required, such as:  Cosmetology  Massage  Food Handler  
 Motor Vehicle  Real Estate  Other \_\_\_\_\_
4. Square Feet of Demised Premises \_\_\_\_\_
5. Anticipated Date of Opening: \_\_\_\_\_

1. **The Fee for a Commercial CCO is \$100, payable to the Borough of Butler.**
2. If any alterations are made and/or electrical or plumbing work is to be done, a Construction Permit will be required. It is the responsibility of the Applicant to obtain all necessary permits before any work is begun.
3. Premises may not be occupied until the Continued Certificate of Occupancy is issued.
4. Fire Marshall will visit premises shortly after the beginning of occupancy.
5. **Signs - Before any signs are constructed, installed, hung, etc. please contact the Zoning Officer. The Sign Ordinance is strictly enforced. Please see the reverse side for some of the sign prohibitions**

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Prohibited Signs

1. No sign, including billboards as defined in this chapter shall exceed 250 square feet. For free standing signs, this shall apply to each side.
2. Overhanging signs are prohibited.
3. **Banners or banner type signs, streamers, pennants and similar displays are prohibited.**
4. Signs shall be either freestanding, or attached to buildings or structures, in an approved manner. All freestanding signs shall be permanently anchored by footings.
5. Any sign that uses the word "stop" or "danger" or otherwise presents or implies the need for requirement of stopping or caution or the existence of danger or which is likely to be confused with any sign displayed by public authority is prohibited.
6. No sign shall be placed as to interfere with or be mistaken for a traffic control, or similar safety device.
7. No sign shall be placed as to interfere with traffic visibility.
8. No sign shall be placed on, erected on, or attached to the roof or rooftop of any building or structure. Exception: Signs may be attached to a Mansard roof or Mansard roof type building facade; but may not project above the highest elevation of the Mansard roof or Mansard roof type building facade.
9. No sign shall extend or project above the highest elevation of the wall to which it is attached.
10. All illuminated signs shall be either, indirectly lighted or of the diffused lighting type.
11. Signs attached to the exterior of windows are prohibited.
12. No sign shall be attached to trees, fence posts, stumps, utility poles, bridges, culverts or other signs. Exception: Signs used on property warning the public against hunting, trapping and/or trespassing thereon.
13. A freestanding sign shall have a vertical clearance between the average ground level beneath the sign and the bottom edge of said sign of 8 feet or greater or the top of the sign shall not extend more than 3 feet above the average ground elevation.
14. No freestanding sign shall exceed a height of 25 feet above the average ground level beneath the sign.
15. No advertising sign shall be erected or located on, within or over a public right-of-way.
16. No sign or advertising structure shall be erected which directs attention to a business, commodity, service or entertainment conducted, sold or offered elsewhere than on the premises. Exception: Billboards.

## PERMITTED SIGNS

The following signs are permitted for uses as specified:

1. Signs, as part of an awning, canopy or marquee are permitted within the CBD and HC zones and shall be included when calculating the total sign area.
2. Traffic directional, traffic control and traffic safety signs containing such wording as "one-way", "do not enter", "no outlet", "stop", "enter" and "exit" may be located on any property, in any zone, provided the locations and sizes are approved by the Planning Board or designee.
3. A temporary sign advertising the prospective sale or rental of the premises upon which it is located, not exceeding 4 square feet in area and provided that it shall be maintained and removed within 7 days after consummation of a lease or sale transaction is permitted in any zone.
4. Health-care facilities: 1 freestanding sign not exceeding 12 square feet in area and 10 feet in height and set back at least 25 feet from all street rights-of-way and lot lines, plus 1 attached sign not exceeding 50 square feet in area.
5. **Central Business District uses:** Each use may have one (1) lighted or unlighted sign displaying the name of the use, attached flat against the front of the building or an integral part of an awning or canopy which is attached to the front of the building not exceeding an area equivalent to five percent (5%) of the front of the building or fifty (50) sq. ft., whichever is smaller. Where the building(s) is designed for rear or side entrances, one (1) unlighted sign may be attached flat against the building at the rear and side entrances, each sign not to exceed an area equivalent to half that of the sign on the front of the building. Signs may be displayed in the front windows of the first floor portion of the building.
6. **Retail sale of goods and services (other than CBD)** The following specific uses, retail sale of goods and services, restaurants, bars, taverns, banks, theaters, bowling alleys, automobile sales and car washes in the HC Highway Commercial District shall comply with the following sign requirements:
7. For grouped uses (shopping centers), on a single property: One (1) freestanding sign advertising the center and the tenants shall be permitted not exceeding a total of one hundred, fifty (150) square feet. No sign shall exceed twenty-five (25) feet in height at its uppermost edge.
8. For one (1) use on a single property: One (1) freestanding sign shall be permitted not exceeding seventy-five (75) square feet in area. No sign shall exceed twenty-five (25) feet in height at its uppermost edge.
9. In addition, each use may have one (1) attached flat or an integral part of an awning or awning canopy, attached to the front of the sign not exceeding an area equivalent to five percent (5%) of the building front or fifty (50) square feet, whichever is smaller. Where the buildings are designed for rear or side entrances, one (1) unlighted sign may be attached flat against the building at the rear and side entrances, each sign not to exceed an area equivalent to one half (1/2) that of the sign on the front of the building.
10. Service stations: One freestanding sign and one attached sign are permitted. The freestanding sign shall not exceed 20 square feet in area and shall be setback at least 10 feet from all street right-of-way and lot lines and shall be subject to the limitations of any sight triangle pursuant to § 143-73R. The attached sign shall not exceed 30 square feet in area. In addition, the following special signs shall be permitted:
  11. (1) Directional signs of lettering over individual entrance doors or bays, consisting only of the words "washing," "lubrication," "repairs," "mechanic on duty" or other words closely similar in import, provided that there shall be not more than one such sign over each entrance or bay, the letters thereof not exceeding 12 inches in height, and the total area of each sign shall not exceed six square feet.
  12. (2) Customary lettering on, or other insignia which are a structural part of, a gasoline pump, consisting only of the brand name of gasoline sold, lead-warning sign, a price indicator and any other sign required by law, and not exceeding a total of three square feet on each pump, and, if illuminated, such signs shall be nonflashing and shall not in any manner constitute a traffic hazard with respect to adjacent streets or intersections. (3) A non-illuminated credit card sign not exceeding eight square feet in area, which may be placed on or near the gasoline pump.

The above regulations are not all inclusive. The entire sign ordinance, Chapter 143-174, 175, can be viewed on the Borough of Butler website: [www.butlerborough.com](http://www.butlerborough.com)