

## Obtaining Duplicate or Revised Occupancy Permits/Certificates

Under the Fire and Panic Act and the Pennsylvania Construction Code Act (Uniform Construction Code), the Department of Labor & Industry has issued occupancy permits and certificates of occupancy that allow for the legal occupancy of buildings.

Over time, these permits/certificates may be lost. Likewise, building ownership, the building name or the address of an approved building may change.

Assuming that no changes have been made to the previously approved building **and** no change has been made in the approved use of the building, the Department will issue duplicates or revisions of these previously issued permits/certificates.

To obtain a duplicate or revised permit/certificate, one copy of the Department's **REQUEST FOR DUPLICATE OR REVISED OCCUPANCY PERMIT/CERTIFICATE** (form UCC-27) must be submitted, along with the appropriate payment. [Click here to access a copy of this form.](#)

On this form, please supply L&I File or MA Numbers assigned to this building. If you do not have these numbers, fax a request for this information to 717-783-5002. The request should indicate the building name and address, and the county and political subdivision in which it is located.

Please note that if a change in ownership has occurred and the request is for a revised **Fire and Panic Act Occupancy Permit**, the new owner must supply information about the current use(s) of the building (in Part D of the request form). A Department Building Code Official will evaluate the specified use(s). If a change in the approved building use has not occurred, the revised Fire and Panic Permit will be issued. If a change in use has occurred, the owner will be directed to obtain a UCC Certificate of Occupancy from either a municipality or the Department, depending on who has UCC jurisdiction).

Typically, payment in amount of **\$5.00** (via check or money order made payable to **Commonwealth of Pennsylvania**) must be provided. However, if an address change is involved, you must purchase copies of all permits (if more than one was issued). Upon receiving your request, we will notify you if multiple permits must be obtained and if additional funds must be paid, before we can issue the requested documentation.

In the case where the address of a building has been changed, the Department requires that the applicant also submit documentation from either the United States Postal Service (USPS) or the local "911" emergency call center, indicating that the new address is officially recognized.

It is imperative that applicants include their daytime phone number (on the request form), so that we may contact you concerning your request, if necessary.

Mail the completed request form, your payment and (if applicable) the USPS or "911" center documentation to:

Buildings Section  
Department of Labor and Industry  
651 Boas Street, Room 1606  
Harrisburg, Pennsylvania 17121-0750

Please note that the issuance of a duplicate or revised permit/certificate in no way indicates that the building is currently in compliance with the Fire and Panic Act or UCC requirements. Rather, it indicates that the building was in compliance at the time that it passed its final inspection (which allowed the issuance of the original permit/certificate).



# pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF OCCUPATIONAL & INDUSTRIAL SAFETY

File #:	_____
Date:	_____

**BG1**

## 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 of the information requested in Parts B and C. Part D on page 2 of this form only needs to be filled out if you are a new 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.

<b>Part A:</b>	<b>Fire and Panic Occupancy Permit</b>	<b>UCC Certificate of Occupancy</b>
<b>Type of Request</b>	<input type="checkbox"/> Duplicate  <input type="checkbox"/> Revision: Change in owner name, building name or address	<input type="checkbox"/> Duplicate  <input type="checkbox"/> Revision: Change in owner name, building name or address
<p><b>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.</b></p>		
<b>Part B:</b>	<b>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.</b>	
<b>Building Information</b>	Facility Name (name of company, mall, institution, university, etc.): _____ Building and/or Tenant Name (or Building Number): _____ Street Number and Name: _____ City: _____ Zip Code: _____ Political Subdivision: _____ County: _____ Previous L&I File or MA Number(s): _____	
<b>Political Subdivision and County names are required.</b>		
<b>Part C:</b>	<b>Applicant Information</b>	
	Applicant Name: _____ Street Number and Name: _____ City: _____ Zip Code: _____ Daytime Phone Number: ( ) _____	
<b>FOR L&amp;I USE ONLY</b>	Check # _____	Amount _____
		Bates # _____

**Part C:  
(continued)**

**Check applicable box and sign.**

I am the owner of record. (My name appears on the occupancy permit(s) or certificate(s) of occupancy previously issued by the department.)

**Signature** \_\_\_\_\_

I am the new owner. By signing this form, I certify that ownership of this building has been legally transferred to me.

**Signature** \_\_\_\_\_

I am the lessee of this building. (Signature of owner must also be included.)

**Signature of Lessee** \_\_\_\_\_

**Signature of Owner** \_\_\_\_\_

**Part D:  
Building Use Certification**

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:

**Purpose:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**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:

A-1 \_\_\_\_\_

A-2 \_\_\_\_\_

A-3 \_\_\_\_\_

B \_\_\_\_\_

C-1 \_\_\_\_\_

C-2 \_\_\_\_\_

C-3 \_\_\_\_\_

C-4 \_\_\_\_\_

C-5 \_\_\_\_\_

DO \_\_\_\_\_

DH \_\_\_\_\_

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

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

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

BCO/PE signature: \_\_\_\_\_ Date of approval/denial: \_\_\_\_\_