



APPLICATION FOR CERTIFICATE OF OCCUPANCY

Name of Occupant: \_\_\_\_\_

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

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

Occupancy of Structure (circle one):      Residential      Commercial

A certificate of occupancy must be issued on all buildings/structures in all zoning districts when a new occupancy occurs, or occupancy changes. The certificate of occupancy must be accompanied by a safety checklist of inspection, covering all items that will be inspected. Said certificate must be obtained before the utilities are turned on and the building/structure is occupied.

The fee for the certificate of occupancy is \$50.00 and may be paid by either the landlord or the tenant. If the initial inspection finds the property does not pass the safety inspection, the designee appointed to inspect the property will issue a list of repairs that must be completed before the certificate of occupancy is issued. When the repairs are completed, the designee will re-inspect the property and if the repairs are in order, will issue the Certificate of occupancy. *The fee for the additional and/or any other additional inspections made until the building passes the inspection is \$50.00.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date