

MUNICIPALITY of PENN HILLS

SAMPLE ONLY

102 DUFF RD., PENN HILLS PA 15235 (412) 342-1192

CODE ENFORCEMENT DEPARTMENT

CERTIFICATE OF USE, OCCUPANCY AND COMPLIANCE

Note: Please Print or Type This Application

Date: Lot & Block No.

Fee:

Location of Structure

A Current Owner

P Current Owner's Address

P CHANGE OF OWNER

L CHANGE OF OCCUPANT

I OTHER

C

A

N

T

APPLICANT'S REQUESTED INSPECTION TIME:

DAY DATE TIME

All applicants or their representatives shall be present at the inspection

Contact person's name and telephone number.

Permit No.

Receipt No.

Apartment No.

Telephone No.

New Owner

New Owner's Address

New Occupant(s)

(INCLUDE FULL NAMES OF ALL OCCUPANTS)

Signature of Applicant

Company Name (if applicable)

Company Address / Phone #

1. Date of Inspection Inspector's Name

2. Kind of Dwelling, Building or Establishment

(Example: Single family dwelling, apartment, retail store, etc.)

3. Does the structure conform to Codes? Yes No 4. Building Permit required? Yes No

5. Improvements necessary to comply. (List them)

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TEMPORARY CERTIFICATION: The work necessary to comply with the codes must be done within 30 days of the above inspection. The applicant must notify the Code Enforcement Office upon completion and arrange for a final inspection.

Certified for temporary occupancy.

By Date

Inspector's Signature

FINAL CERTIFICATION: The property is certified for Occupancy and Compliance.

By Date

Inspector's Signature