

MUNICIPALITY of PENN HILLS

SAMPLE ONLY

12245 FRANKSTOWN RD., PENN HILLS PA 15235 (412) 798-2132

CODE ENFORCEMENT DEPARTMENT

CERTIFICATE OF USE, OCCUPANCY AND COMPLIANCE

Note: Please Print or Type This Application

Date: Lot & Block No. Fee: Permit No. Receipt No.

Location of Structure Apartment No. Current Owner Telephone No.

APPLICANT'S REQUESTED INSPECTION TIME

Current Owner's Address

CHANGE OF OWNER New Owner

CHANGE OF OCCUPANT New Owner's Address

OTHER New Occupant(s)

(INCLUDE FULL NAMES OF ALL OCCUPANTS)

APPLICANT'S REQUESTED INSPECTION TIME:

Signature of Applicant

DAY DATE TIME

Company Name(if applicable)

All applicants or their representatives shall be present at the inspection.

Contact person's name and telephone number.

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)

INSPECTOR

Inspector signature lines

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 Inspector's Signature Date

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

By Inspector's Signature Date