



HMT and Associates

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**REQUEST FOR DUPLICATE OR REVISED
 OCCUPANCY PERMIT/CERTIFICATE**

This form should be used to request new, duplicates or revised copies of occupancy permits or certificates.

All applicants should check one of the boxes in Part A and fill in all 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 Fire and Safety Occupancy permit. When filling in part D, please be as specific as possible in describing the use of the building.

<p>Part A:</p> <p>Type of Request</p>	<p>Fire and Safety Occupancy Permit</p> <p>Change in Business or Ownership</p> <p>Revision to existing Business</p>	<p>UCC Certificate of Occupancy</p> <p>Duplicate for a previous Certificate</p> <p>A request for a <u>new or change in Business</u> must be accompanied by a Completed Emergency Contact Form.</p>
<p>Part B:</p> <p>Building Information</p> <p>Political Subdivision and County names are required.</p>	<p>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.</p> <p>Facility Name (name of company, mall, institution, university, etc.): _____</p> <p>Building and/or Tenant Name (or Building Number): _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Political Subdivision: _____ County: _____</p>	
<p>Part C:</p> <p>Applicant Information</p>	<p>Applicant Name: _____</p> <p>Type of New Business: _____</p> <p>Type of Prior Business: _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Daytime Phone Number: _____</p> <p>Email Address: _____</p>	

<p>Part C: (continued)</p>	<p>Check applicable box and sign.</p> <p><input type="checkbox"/> I am the new owner. By signing this form, I certify that ownership of this building has been legally transferred to me.</p> <p style="text-align: center;">Signature _____</p> <p><input type="checkbox"/> I am the lessee of this building. (Signature of owner <u>must</u> also be included.)</p> <p style="text-align: center;">Signature of Lessee _____</p> <p style="text-align: center;">Signature of Owner _____</p>
<p>Part D: Building Use Certification</p>	<p>As the owner or lessee, I certify that the building for which I am requesting a Fire and Safety 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:</p> <p>Purpose:</p> <p style="text-align: center;">Signature _____</p>
<p>FEES:</p>	<p>FEE SCHEDULE: For an up-to-date listing of fees, please see the Fee Schedule listed on our website (www.hmtandassociates.com) or contact our office for a copy of the Fee Schedule by telephone at 724-916-0061 or by fax at 724-916-0075.</p>
<p>FOR OFFICE USE ONLY</p>	<p>Date Received: _____</p> <p>Check #: _____ Amount: \$ _____</p> <p>Notes / Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>