



APPLICATION FOR
CERTIFICATE OF OCCUPANCY

1. PROPERTY INFORMATION

Municipality: Parcel ID:
Building Address:

2. APPLICANT

Name: Phone: Email:
Address: City: State: Zip:

3. PROPERTY OWNER

Name: Phone: Email:
Address: City: State: Zip:

4. BUILDING DESCRIPTION [] Residential [] Commercial Single Tenant [] Commercial Multi-Tenant

Describe

COMMERCIAL APPLICATIONS PROCEED TO STEP 5 / RESIDENTIAL APPLICATIONS SIGN AND SUBMIT

5. EXISTING COMMERCIAL BUILDINGS (New occupant without change of use and certified buildings only)

- Change of use - Any change of occupant or tenant that changes the use group classification of a building or space, such as a business office (Group B) changing into a retail space (Group M). Changes in use group require a building permit.
Certified Building - A building that has an existing certificate of occupancy granted by Labor and Industry or the Municipality. Buildings constructed prior to April 27, 1927 are exempt from CO requirements.
Uncertified Building - A building that has no previous occupancy certification. Must meet the requirements of IEBC or Chpt. 34 of the IBC

Previous use / occupancy - Business Name
Description

Proposed use / occupancy - Business Name
Description

6. PROOF OF COMPLIANCE / EXEMPTION

- [] Previous Certificate of Occupancy Attached (L&I or Municipal)
[] Constructed prior to April 27, 1927 Affidavit / Proof (must be attached to the application)

I certify that I am the owner of the property or an authorized agent of the owner for which this application has been filed. I hereby certify that all statements contained above are, to the best of my knowledge, true and correct. I further understand that I must comply with the provisions of all laws and ordinances as adopted by the Municipality and the Unified Construction Code of Pennsylvania.

Applicant's Signature: Date:

Received by: Date: Plan Review No. Permit No.
2018 Occupancy Application