

**APPLICATION for USE & OCCUPANCY CERTIFICATE**

Fee Schedule: Residential \$60.00 - Apartment \$30.00 - Commercial \$120.00

Application is hereby made to: Rent \_\_\_\_\_ Purchase \_\_\_\_\_

\_\_\_\_\_ Occupy 1 & 2 Family Dwelling Unit \_\_\_\_\_ Occupy a Commercial Unit

\_\_\_\_\_ Occupy an Apartment Unit \_\_\_\_\_ Vacant Land Use

Address of Unit: \_\_\_\_\_ Apartment #: \_\_\_\_\_

Tax Parcel No: \_\_\_\_\_ Date of desired occupancy: \_\_\_\_\_

Proposed Commercial Use: \_\_\_\_\_

Seller/Landlord Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Name)

Home Phone: \_\_\_\_\_ Cell/Office Telephone: \_\_\_\_\_

Buyer/Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Name)

Home Phone: \_\_\_\_\_ Cell/Office Telephone: \_\_\_\_\_

Landlord/Tenant Report Filed Date: \_\_\_\_\_

Application is hereby made for permission to use/occupy the premises above for the purpose stated. If such complies with the provisions of all laws and ordinances and occupancy is issued, it is understood by the applicant that the same certificate will authorize only the use stated in this application and that such use may not be legally extended or changed without authorization by a new Certificate of Use & Occupancy.

Return this application, properly filled out at least **ten (10) working days** before the building is to be occupied. **DO NOT** occupy building until a Use & Occupancy Certificate has been granted. To do so may result in a fine.

To all interested parties: The issuance of a Use & Occupancy Certificate is solely for the benefit of The Borough of Tullytown. It is not a certificate that the property is free from defects. Such a determination must be made by each individual Buyer after performance of his/her inspection of the property in question. Should a Buyer feel unable to perform such an inspection, he/she may wish to retain the services of a private housing inspector.

Date of Submission: \_\_\_\_\_ Payment Received by: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Zoning District: \_\_\_\_\_ Approved for Zoning \_\_\_\_\_ Yes \_\_\_\_\_ No

Zoning Officer: \_\_\_\_\_

Certificate for Use & Occupancy is hereby issued for the above said premises. Said use as conducted shall conform in all particulars to the requirements of the law and all ordinances of the Borough of Tullytown.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Code Enforcement Officer/Agent

CERTIFICATE NO: \_\_\_\_\_