

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: _____

BOROUGH OF TULLYTOWN USE / OCCUPANCY CHECKLIST

Rev. 3/03

ADDRESS OF PROPERTY: _____ T.P.N.: _____

TYPE OF BUILDING: RESIDENTIAL MOBILE COMMERCIAL INDUSTRIAL

EXTERIOR	ACCEPTABLE	NOT ACCEPTABLE
TRIPPING HAZARD - SIDEWALKS		
TRIPPING HAZARD - DRIVEWAY/PARKING LOTS		
TRIPPING HAZARD AND CONDITION OF PATIO AND/OR PORCHES		
HIGH GRASS / WEEDS		
JUNK CARS		
DEBRIS / RUBBISH		
GENERAL CONDITION OF ROOF		
GENERAL CONDITION OF SIDING		
FOUNDATION		
WINDOWS		
ADDRESS NUMBER ON FRONT OF BUILDING		
SHED(S)		
POOL		
IF A MOBILE, ARE THERE ADEQUATE TIE-DOWNS		
IF A MOBILE, HEAT TAPE CONDITION		

EXTERIOR	ACCEPTABLE	NOT ACCEPTABLE
FLOORING		
WALLS		
CEILINGS		
EXITS SAFE AND USABLE		
STAIRS SAFE, WITH HANDRAILS AND GUARDRAILS		
SMOKE DETECTORS - EACH LEVEL OR AS REQUIRED BY CODE		
GARAGE - WALLS / CEILINGS / GENERAL CONDITION		
BATHROOM FACILITIES		
KITCHEN FACILITIES		
EXHAUST FAN(S)		
HOT WATER		
FIREPLACE / WOODBURNING STOVE / VENT-FREE APPLIANCE		
DOORS / FIRE DOORS / LOCKS		
WATER SUPPLY	PUBLIC	PRIVATE (ON-SITE)
SEWER SYSTEM	PUBLIC	PRIVATE (ON-SITE)
SPRINKLER SYSTEM (TAGGED)		
ALARM SYSTEM (TAGGED)		
FIRE EXTINGUISHERS, PER CODE		

EXTERIOR	ACCEPTABLE	NOT ACCEPTABLE
ELECTRICAL CERTIFICATION		
HEATING SYSTEM CERTIFICATION		
CHIMNEY / VENT CERTIFICATION		
FIRE CERTIFICATION		

COMMENTS AND/OR ADDITIONAL VIOLATIONS: _____

INSPECTION DONE BY: _____ DATE: _____

RE-INSPECTION DONE BY: _____ DATE: _____