

OCCUPANCY PERMIT APPLICATION

RENTAL UNIT

- 1 **OWNERS**, not tenants, are responsible for completing the application for an Occupancy Permit.
- 2 Application **MUST** be filed with the Borough **BEFORE** new tenants move into the building.
- 3 Moving tenants into a building or occupying a building, as an owner for a business or moving additional tenants into an occupied building without obtaining an amended permit **WILL** result in a citation. **NO EXCEPTIONS!**
- 4 **EACH DAY** a building is occupied without a valid Occupancy Permit is considered a separate violation and is subject to the **MAXIMUM PENALTY or \$300.00** per day.
- 5 A fee of **\$155.00** is due when the application for a **RENTAL** Occupancy Permit is submitted.
- 6 **It is the OWNERS RESPONSIBILITY at the expiration of the 3 yr license to apply for a new license.**
- 7 **Reinspection Fee: \$70.00**
- 8 **Inspections after 4 p.m. - Fee: \$ 230.00**

OWNERS (or the Agent for the Owners) are **REQUIRED** to complete the following:

A ADDRESS OF BUILDING:

B NAME, ADDRESS & TELEPHONE NUMBER OF CURRENT OWNER:

C EMERGENCY CONTACT NUMBER REQUIRED _____

D NAME, AGE & SSN (if possible) OF EACH RESIDENT LIVING IN BUILDING:

E NUMBER OF UNITS IN BUILDING:

F INTENDED USE OF BUILDING (residence, rental unit, business, etc.)

G. NUMBER OF BEDROOMS _____

H. EMAIL ADDRESS REQUIRED _____

PASS

FAIL

Current Owner's Signature

Date

Telephone Number

PLEASE NOTE: Owners are responsible for the **APPEARANCE** and **MAINTENANCE** of their properties.

Please get acquainted with our Borough's Ordinances