

# THE BOROUGH OF MILLVALE

501 Lincoln Avenue, Millvale, PA 15209

PH 412-821-2777 ~ FAX 412-821-2717

## 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 **\$105.00** 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.

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

A ADDRESS OF BUILDING:

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B NAME, ADDRESS & TELEPHONE NUMBER OF CURRENT OWNER:

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D NAME & AGE OF EACH RESIDENT LIVING IN BUILDING:

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E NUMBER OF UNITS IN BUILDING:

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

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Current Owner's Signature

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Date

Telephone Number

**PLEASE NOTE:** Owners are responsible for the **APPEARANCE** and **MAINTENANCE** of their properties.  
*Please get acquainted with our Borough's Ordinances*