

Application fee \$10.00 Payable to:

BOROUGH OF JEFFERSON HILLS

925 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025
TELEPHONE: (412) 655-7760

Occupancy # _____	Date: _____
Date Paid _____	Check/Cash _____

APPLICATION FOR COMMERCIAL CERTIFICATE OF OCCUPANCY

Office use only:					
Final Inspection Date _____	Lot & Block # _____	Garbage Acct. # _____	Bin # _____		
Sewage Account # _____	Route # _____	Dye Test # _____	Dye Test Date _____	BP # _____	

TYPE OF REQUEST:

- Duplicate: Change in Occupant only (ex: New owner or tenant)
- Revision: Change in Occupancy use (ex: change from home to business, business to home)

A commercial building may not be used or occupied without a certificate of occupancy issued by the building code official.

Property Address _____	Subdivision name and lot # _____
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APPLICANT INFORMATION:

Owner Name _____	Phone number _____
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Owner Mailing Address _____

Tenant Name _____	Phone Number _____
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Tenant Mailing Address _____

Name of Business _____	Type of Business _____
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Move-in Date: _____	Number of Employees _____
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- I am the tenant of this building. (Signature of owner must also be included.)

Signature of Tenant: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

- I certify that the property has been inspected on _____ 20____ for compliance with the Uniform Construction Code. (Applies only when a building permit has been issued and a final inspection is required.)

Signature of Code Official: _____ **Date:** _____

IRC _____ Stipulations and Conditions: _____

office cc to:

County Assessor Real Estate Tax Collector PAMS 911 Business Privilege Tax Collector Police