

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 RESIDENTIAL 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 residential 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 _____

- Group Home Single Family Apt. Townhouse Quad/Duplex Addition

Move-in Date: _____	Proposed No. of Families _____
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- I am the new owner. By signing this form, I certify that ownership of this building has been legally transferred to myself and that I am entitled to process occupancy permit(s) or certificate(s) of occupancy for the building listed above:

Signature: _____ **Date:** _____

- 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	Refuse	WJHSD	Postmaster	New Construction
				Apartments