

# 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 **\$175.00** 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: \$ 250.00**

**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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C EMERGENCY CONTACT NUMBER REQUIRED \_\_\_\_\_

D NAME, AGE & SSN (if possible) 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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G. NUMBER OF BEDROOMS \_\_\_\_\_

H. EMAIL ADDRESS REQUIRED \_\_\_\_\_

PASS

FAIL

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Current Owner's Signature

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Date

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Telephone Number

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