



Code Enforcement Department

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APPLICATION FOR CERIFICATE OF OCCUPANCY FOR CHANGE OF TENNANT IN A RENTAL UNIT

PROPERTY INFORMATION		
Address:	Unit / Apt #:	Tax Parcel:
Occupancy type: <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two Family Dwelling <input type="checkbox"/> Multi-Family Dwelling/Apartment <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial		
APPLICANT		
Name:		Phone:
Address:		Email:
PROPERTY OWNER		
Property Owner:		Phone:
Address:		Email:
PROPERTY MANAGER		
Name:		Phone:
Address:		Email:
TENANT		
Name:		Phone:
Address:		Email:
Business Name:	Business type:	
CONTACT PERSON <small>(Person having access to the structure & property)</small>		
Name:		Phone:
CERTIFICATE INFORMATION		
Certificate of Occupancy to be: <input type="checkbox"/> Mailed to applicant <input type="checkbox"/> Mailed to owner <input type="checkbox"/> Mailed to Manager <input type="checkbox"/> Picked up <input type="checkbox"/> Emailed to: <input type="checkbox"/> Faxed to () -		
Notice: All applications / inspections become void sixty (30) days from date of application / inspection. No structure may be occupied prior to the issuance of a Certificate of Occupancy.		
SIGNATURE		
Signature of applicant: X		Date:
Fees: Residential 1 & 2 family dwellings \$50.00 * Multi-family \$50.00 per unit * Commercial & Industrial \$100.00 per unit All additional re-inspections will be charged a fee of \$50.00.		
*****BOROUGH USE ONLY*****		
Date received:	Amount paid: \$	<input type="checkbox"/> Cash <input type="checkbox"/> Check / MO <input type="checkbox"/> Credit card
Appointment for inspection:	@	A.M. / P.M. Inspection results: <input type="checkbox"/> Passed <input type="checkbox"/> Failed
Appointment for re-inspection:	@	A.M. / P.M. Inspection results: <input type="checkbox"/> Passed <input type="checkbox"/> Failed
Certificate issued: <input type="checkbox"/> Certificate of Occupancy * <input type="checkbox"/> Temporary Occupancy <input type="checkbox"/> Temporary Access Expires: _____		

INCOMPLETE APPLICATONS OR OBSOLETE FROMS WILL BE REJECTED

Revised 10-2022