



Borough of White Oak

Code Enforcement Department
2280 Lincoln Way

White Oak, PA 15131

Phone: 412-672-9727 Extension 231

Facsimile: 412-672-0760

Email: code@woboro.com



RENTAL OCCUPANCY PERMIT APPLICATION

Location: _____

Present owner/Landlord
Name: _____
Home #: _____
Cell #: _____

Contact person/ Property Manager
Name: _____
Office #: _____
Cell #: _____

Tenants Name(s):

Phone #: _____

When Occupancy permit is ready to be issued, please mark how you would like to receive it:

Mail To: _____

Fax/Email: _____

Will pick up in the White Oak Borough Office at 2280 Lincoln Way, White Oak, PA 15131

RENTAL FEE IS \$50.00 PER UNIT

- All fees must be paid before inspection can be scheduled. Allow a minimum of ten business days prior to closing date for the occupancy inspection. No Occupancy Permit will be issued if property has liens due to the Borough of White Oak. Lien letters are required before the closing.
- If re-inspection is needed there will be another fee of \$50.00
- To view the list of commonly missed requirements (not a comprehensive list) for the inspection visit- www.woboro.com, click under permits and the Residential Occupancy Checklist.
- All rental unit(s) must submit a copy of the lease with this application.

1. If property owner resides more than fifteen (15) miles from White Oak Borough, provide and designate a manager who does reside within fifteen (15) miles:

Name of manager: _____

Address of manager: _____

Phone number of manger: _____

2. Location/Address of Rental Property Unit (each individual rental unit must be separately and individually identified).

3. Total number of units in each multi-unit building: _____

4. Total number of rental units owned by owner in White Oak Borough: _____

5. Current occupants/tenants in each residential unit. (For each rental unit, include names of all occupants, address and telephone numbers):

6. Owner must furnish copy of existing or proposed lease for each rental unit.

Date: _____

Owner Signature

Date: _____

Manager Signature

Application is hereby made for permission to occupy the premises above described for the purpose herein stated. If such use complies with provisions of all laws and ordinances, and certificate of occupancy is used, it is understood by the applicant that the said certificate will authorize only the use state in this application and that such use may not legally be extended or changed without authorization in a new certificate of occupancy. If the building located on these premises or any part of the said building is to be occupied as a dwelling, the applicant understands that the occupancy thereof is to be limited to the number of families stated in this application.

(To be completed by Code Enforcement Officer)

Residential home _____

Total number of rental units: _____

Total amount due for permit \$ _____

Inspection Date: _____ Issue Date: _____ Re-Inspection Date: _____

This is to certify that _____ is in compliance with the Building Code of White Oak Borough and is permitted to occupy said premises or buildings for purpose as state in this application.

Inspected by: _____