Code Enforcement Department

2280 Lincoln Way
White Oak, PA 15131
Phone 412-672-9727 Ext. 231
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APPLICATION FOR CERIFICATE OF OCCUPANCY FOR A RENTAL UNIT

PROPERTY INFORMATION		
Address:	Unit / Apt #:	Tax Parcel:

Occupancy type:

☐ Single Family Dwelling   ☐ Two Family Dwelling   ☐ Multi-Family Dwelling/Apartment   ☐ Commercial   ☐ Industrial

APPLICANT	
Name:	Phone:
Address:	Email:

PROPERTY OWNER	
Property Owner:	Phone:
Address:	Email:

PROPERTY MANAGER *	
Name:	Phone:
Address:	Email:

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

TENANT	
Name:	Phone:
Address:	Email:
**Business Name:	**Business type:

** Complete for commercial and industrial rentals.

CONTACT PERSON	
(Person having access to the structure & property)	
Name:	Phone:

CERTIFICATE INFORMATION
Certificate of Occupancy to be: ☐ Mailed to applicant ☐ Mailed to owner ☐ Mailed to Manager ☐ Picked up ☐ Emailed to: ☐ Faxed to (   )   -

Notice: All applications / inspections become void Thirty (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: Single family dwellings $75.00 * Two-family dwelling $100.00 includes 1 re-inspection, additional re-inspections $50.00
Commercial & Industrial $125.00 per unit or building includes 1 re-inspection per unit, all additional re-inspections $75.00.

**************************************BOROUGH USE ONLY***************************************

Date received:	Amount paid: $	☐ Cash ☐ Check / MO ☐ Credit card		
Appointment for inspection:	@	A.M. / P.M.	Inspection results: ☐ Passed	☐ Failed
Appointment for re-inspection:	@	A.M. / P.M.	Inspection results: ☐ Passed	☐ Failed
Issued: ☐ Certificate of Occupancy ☐ Temporary Occupancy Expires: _____ ☐ Temporary Access Expires: _____				

INCOMPLETE APPLICATONS OR OBSOLETE FORMS WILL BE REJECTED   Revised 01-2024