



Code Enforcement Department

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 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:
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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:
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**Complete for commercial and industrial rentals.

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

Name:	Phone:
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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:
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**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 FROMS WILL BE REJECTED

Revised 01-2023