WHITE OAK BOROUGH

Code Enforcement Department

2280 Lincoln Way
White Oak, PA 15131
Phone 412-672-9727 Ext. 231
Facsimile: 412-672-0760
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APPLICATION FOR CERIFICATE OF OCCUPANCY FOR SALE OR TRANSFER

PROPERTY INFORMATION	
Address:	Tax Parcel:
Occupancy type: ☐ Single Family Dwelling ☐ Two Family Dwelling ☐ Multi-Family Dwelling/Apartment ☐ Commercial ☐ Industrial	
APPLICANT	
Name:	Phone:
Address:	Email:
CURRENT PROPERTY OWNER (SELLER)	
Property Owner:	Phone:
Address:	Email:
BUYER	
Name:	Phone:
Address:	Email:
CONTACT PERSON (Person having access to the structure & property)	
Name:	Phone:
Remarks:	
CERTIFICATE INFORMATION	
Certificate of Occupancy to be: ☐ Mailed to applicant ☐ Mailed to owner ☐ Mailed to Buyer ☐ 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	
Certificate issued: ☐ Certificate of Occupancy ☐ Temporary Occupancy ☐ Temporary Access Expires: _____	

INCOMPLETE APPLICATONS OR OBSOLETE FROMS WILL BE REJECTED

Revised 01-2023