

**OCCUPANCY CERTIFICATE APPLICATION**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Buyer/Tenant: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Nature of Proposed Use: \_\_\_\_\_

Fee: \$25 Per Unit (1 & 2 Family Dwelling) \$50 Per Unit (Multi-family—Commercial—Industrial)

I/We \_\_\_\_\_ do hereby apply to occupy the premises above for the purpose stated herein. If such use complies with the provisions of said laws and ordinances and a certificate is issued, it is understood by the applicant that a certificate will authorize only the use stated on the application.

\_\_\_\_\_  
Signature Date

*All occupancy certifications are subject to inspection by the building code official.*

**BOROUGH STAFF ONLY**

Fee: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection Date and Time: \_\_\_\_\_

Re-Inspection Date and Time: \_\_\_\_\_

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