



CASTLE SHANNON BOROUGH

APPLICATION FOR CERTIFICATE OF CHANGE IN OCCUPANCY

Pursuant to Ordinance No. 116 as amended by Ordinance No. 677 of the Borough of Castle Shannon, the undersigned submits the following application for occupancy change for dwelling unit located at:

Address: _____ in the Borough of Castle Shannon.

\$50.00 Residential \$100.00 Commercial

Date of Occupancy _____ Telephone No. _____ Cell No. _____

Name of current Occupant: _____ Employed By: _____

Name of current Occupant: _____ Employed By: _____

Name of current Occupant: _____ Employed By: _____

Name of Owner: _____ Address _____

Telephone No. _____ Other _____

Agent/Manager _____ Address _____ Telephone # _____

Note: The above information should be supplied on each Wage Earner occupying a dwelling unit. The identity and above information of each Wage Earner occupying and dwelling unit shall be furnished to the Borough within Fifteen (15) days of **such change**.

Specifically, prior- to each and every change in ownership, use, tenancy, occupancy of any existing structure or portion thereof, the owner, agent, or other person in charge of the structure or portion thereof **shall be** occupied or used prior to the issuance of said certificate. Prior to the issuance of a Certificate of Occupancy a physical inspection must be made of the property.

Failure to adhere to the requirements contained herein will subject those persons responsible to legal actions. Legal actions can include but not limited to, fines penalties and **court cost**.

We are sure **you** understand the need for these procedures if Castle Shannon is to continue to develop, to redevelop, and remain a viable and desirable community. Therefore, we look forward to receiving your cooperation with our efforts.

Inspections must be arranged at least (24) hrs. in advance.