



# CASTLE SHANNON BOROUGH

## APPLICATION FOR CERTIFICATE OF CHANGE IN OCCUPANCY-RESIDENTIAL

Pursuant to Ordinance #116 as amended by Ordinance #677 of the Borough of Castle Shannon, the undersign submits the following application for occupancy change for dwelling unit located at:

Property Address: \_\_\_\_\_ Unit # \_\_\_\_\_ in the Borough of Castle Shannon.

**\$50.00 Residential Occupancy Permit Fee**

### TENANT INFORMATION

Tenant Name	First	Last	Phone No.	Email
Household Members	1. First	Last	2. First	Last
	3. First	Last	4. First	Last

Date of Inspection: \_\_\_\_\_

Date of Occupancy: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Building Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Agent/Manager: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

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 shall apply for the issuance of a Certificate of Occupancy, and no such 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 are not limited to fines, penalties and court costs.

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 hours in advance**