



CERTIFICATE OF OCCUPANCY APPLICATION - Change or Temporary

1. MUNICIPAL USE ONLY		
Permit Received: / /	When ready: <input type="checkbox"/> Email <input type="checkbox"/> Call	Received as: <input type="checkbox"/> Walk-in <input type="checkbox"/> Mail
Application Received by:		<input type="checkbox"/> Email
Application Fee (DUE AT SUBMISSION) :	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Date Received: / /
<input type="checkbox"/> \$150.00 Residential <input type="checkbox"/> \$200.00 Commercial		

FORMS NEED TO BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO SETTLEMENT

2. PROPERTY INFORMATION	
Site Address:	
Tax Parcel ID: 25 - ____ - ____	Lot # (if applicable):
Settlement Date: / /	
Type of property: <input type="checkbox"/> Residential, Owned <input type="checkbox"/> Residential, Rental <input type="checkbox"/> Commercial	

3. TYPE OF CERTIFICATE NEEDED (select one)
<input type="checkbox"/> New Occupant <input type="checkbox"/> Change in Occupancy <input type="checkbox"/> Change in Use <input type="checkbox"/> Temporary Certificate <input type="checkbox"/> Other _____ <i>(NOTE: Temporary Certificates are only valid for a maximum of 6 months)</i>
If you selected "Change in Use," please provide description of use <i>(attach documents if needed)</i> :

4. OWNER/SELLER Email:
Name: _____ Phone: _____
Address/City/State/Zip: _____

5. CONTACT Email:	<input type="checkbox"/> Same as owner
Name: _____	Relationship to owner: _____
Company (if applicable): _____	Phone: _____
Address/City/State/Zip: _____	