

MUNHALL BOROUGH

1900 West Street • Munhall, PA 15120
 Phone: (412) 464-7310 • Fax: (412) 464-0462

– CODE ENFORCEMENT DEPARTMENT – CERTIFICATE OF USE / OCCUPANCY AND COMPLIANCE

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Permit No. _____
 Date _____ Lot & Block No. _____ Receipt No. _____
 Fee _____
 Location of Structure _____ Apartment No. _____
 Current Owner _____ Telephone No. _____
 Current Owner's Address _____
 CHANGE OF OWNER
 CHANGE OF OCCUPANT
 OTHER
 New Owner _____
 New Owner's Address _____
 All New Occupant(s) _____

APPLICANT'S REQUESTED INSPECTION TIME:

_____ Day _____ Date _____ Time _____

 Signature of Applicant

 Company Name (if applicable)

 Company Address _____ Phone _____

All applicants or their representatives shall be present at the time of inspection

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1. Date of Inspection _____ Inspector's Name _____
2. Kind of Dwelling, Building or Establishment _____
 (Example: Single family dwellings, apartment, retail store, etc.)
3. Does the structure conform to Codes? Yes _____ No _____
4. Building Permit required? Yes _____ No _____
5. Improvements necessary to comply. (List them)

TEMPORARY CERTIFICATION: The work necessary to comply with the codes must be done within thirty (30) days of the above inspection. The applicant must notify the Code Enforcement Office upon completion and arrange for a final inspection. Certified for temporary occupancy

By _____ Date _____
 Inspector's Signature

FINAL CERTIFICATION: The property is certified for Occupancy, Use and Compliance.

By _____ Date _____
 Inspector's Signature

ACCEPTANCE: This occupancy permit must be delivered to and accepted by the new occupant/owner and a copy returned to the Department of Code Enforcement.

By _____ Date _____
 New Owner/Occupant