

# 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

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

### APPLICANT'S REQUESTED INSPECTION TIME:

\_\_\_\_\_

Day

Date

Time

Signature of Applicant \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

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

Company Address \_\_\_\_\_

Phone \_\_\_\_\_

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)

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INSPECTOR

**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