



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Fee: Commercial \$350.00 Residential \$250.00

Address of Building/Business: _____

Map/Pin Number _____

Property Owner: _____

Authorized Agent if Owner is a Corporation/LLC _____

Address of Owner: _____ (Proof is required)

Contact Phone Number _____

Business Name _____

Tax ID Number _____

Scranton Single Tax Office Account Number _____

Business Owner/Operator/Agent _____

Address of Business Owner/Operator/Agent _____

Contact Phone Number _____

Intended Use of Property/Space: _____

Prior use of Property/Space _____

When was the Property/Space last Occupied _____

Name, Address & Contact Information of Person requesting the Certificate of Occupancy:

Please supply the following permit information, where applicable:

	<u>Permit Number</u>	<u>Issue Date</u>
Building:	_____	_____
Plumbing:	_____	_____
Electrical:	_____	_____
Mechanical	_____	_____

Applicant's Signature _____

Date _____