



**DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS**

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

# RESIDENTIAL APPLICATION FOR CERTIFICATE OF OCCUPANCY

Fee: *Single Family or Two unit dwelling or Duplex \$250.00*

*Over 2 unit Dwelling \$350.00*

**Address of Property:** \_\_\_\_\_

**Map ID/ Pin Number of Property:** \_\_\_\_\_

**Date of Initial Inspection:** \_\_\_\_\_ **Date of Final Inspection:** \_\_\_\_\_

### OWNER OF BUILDING INFORMATION:

Property Owner: \_\_\_\_\_

Authorized Agent (*If owner is listed under a fictitious name*): \_\_\_\_\_  
*(Official proof is required)*

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### BUILDING INFORMATION:

Intended Use of Property/ Space: \_\_\_\_\_ RENTAL \_\_\_\_\_ RESIDENCE \_\_\_\_\_ FLIP AND SELL \_\_\_\_\_

Number of Units: \_\_\_\_\_ Prior Use of Property: \_\_\_\_\_

When was Space Last Occupied (*Month and Year*): \_\_\_\_\_

### INFORMATION:

Who to contact when the Certificate of Occupancy is ready: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Submitted

### Official Use Only

Amount Paid: \$250.00    \$350.00    Credit/Debit    Check    Money Order

Final inspection information received: \_\_\_\_\_