



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: New Business \$350.00 New owner/ Change or Hands \$50.00

Address of Building/ Business: _____

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: _____

BUSINESS INFORMATION:

Intended Use of Property/ Space: _____

Prior Use of Property: _____

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

BUSINESS OWNER INFORMATION:

Business Name (*If applicable*): _____

Federal Tax ID Number: _____ Single Tax Office Account Number: _____

Business Owner/Operator/Agent: _____

Address: _____

Contact Number: _____ Email: _____

INFORMATION:

Who to contact when the Certificate of Occupancy is ready: _____

Applicant's Signature

Date Submitted