

# FORTY FORT BOROUGH

1271 Wyoming Avenue Forty Fort, PA. 18704  
Telephone: (570) 287-8586 Fax: (570) 287-0521

## Application for Certificate of Use and Occupancy

Date: \_\_\_\_\_

Property Location: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Applicant Name (if other than owner): \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Residential / Commercial: \_\_\_\_\_ Square Footage of Commercial Structures: \_\_\_\_\_

Principal Structure:

Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_ Rear \_\_\_\_\_

Accessory Structure(s):

Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_ Rear \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

(Owner or authorized representative)

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

(Being the person making the above application on behalf and with the full authority of the owner.)

A Certificate of Use and Occupancy must be obtained before a property is sold. The seller is responsible for obtaining the certificate prior to closing. No certificates will be issued until the property is inspected by an employee of the Borough Office of Code Enforcement.

If no violations are discovered during the inspection, a Certificate of Use and Occupancy will be issued.

If minor violations are discovered, a Temporary Certificate of Use and Occupancy will be issued. The property can be occupied while corrective action is taken. All violations must be corrected within one year of closing. The property must be reinspected before a Certificate of Use and Occupancy is issued.

If substantial violations are discovered, a Temporary Certificate of Access will be issued to allow access to correct the violations. The property may not be occupied otherwise until a Certificate of Use and Occupancy is issued.

Office Use Only

Date Received: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Certificate issued:  Use & Occupancy  Temporary Use & Occupancy  Temporary Access