

RESIDENCE OCCUPANCY INSPECTION REQUEST APPLICATION

WATER **MUST** BE ON PRIOR TO INSPECTION

Residence address & Apt #: _____

Landlord/Owner of property: _____

Tenant Name: _____ Contact Phone#: _____

MUST match electric company application

Email Address: _____

WILL ANY WORK BE DONE TO THE BUILDING OR STRUCTURE: _____ YES _____ NO

IF YES, PLEASE INCLUDE THE SCOPE OF WORK AND/OR GIVE DESCRIPTION

REPAIRING REPLACING MODIFYING ELECTRICAL MECHANICAL PLUMBING

DESCRIBE WORK IN DETAIL: _____

WILL CALL (CALL IN INSPECTION AT A LATER DATE) _____ YES _____ NO

Please check all that apply:

Is the residence an existing mobile home: _____ YES _____ NO

The above information is true to the best of my knowledge. I am aware if the building is completely empty, it can be left unlocked with the certificate posted on the outside of the door, otherwise someone must be present between the hours of 8:00AM and 3:30PM, to let the inspector in the building.

I am aware that if any of the following occurs I **WILL BE CHARGED A \$20.00 RE-INSPECTION FEE.**

*Building locked up on day of inspection.

*Building left unattended with any personal goods inside of the building.

*Incorrect information given during the process of the occupancy permit.

*Address & suite number not posted on building.

Customer is responsible for calling utility company prior to applying for occupancy; **NO REFUND** will be granted.

Applicant Name (Print)***

Signature of Applicant***

****By signing this form you acknowledge that all information is correct and no substantial work/changes will be done without a building permit. I also acknowledge that I am aware of all steps and procedures as related to this permit.**

FORMS OF PAYMENT ACCEPTED FOR OCUPANCY PERMITS ARE: CASH, VISA, MASTER CARD, AND DISCOVER (IN ADDITION TO THE PERMIT FEE AN ADDITIONAL 5% FEE IS ADDED WHEN A CREDIT OR DEBIT CARD IS USED FOR PAYMENT)

FORMS OF PAYMENT NOT ACCEPTED FOR PAYMENT OF AN OCCUPANCY PERMIT ARE: CHECKS AND AMERICAN EXPRESS CARD.