



APPLICATION FOR RESIDENTIAL OCCUPANCY PERMIT

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION:

1. Photo ID
2. Proof of lease or ownership (lease agreement, title statement, sales contract, or closing document)

Copies of these items are preferred but city staff can make copies if necessary

I hereby make application for those listed below to occupy, as a residential dwelling unit, the premises known as:

PROPERTY ADDRESS: _____

DATE OF PROPOSED OCCUPANCY: _____

PLEASE CHECK WHETHER YOU ARE PURCHASING OR RENTING:

PURCHASE (OWNER OCCUPIED)

RENTAL / LEASE

NAME: _____

SPOUSE: (if applicable) _____

WORK PHONE #: _____

HOME PHONE #: _____

CELL PHONE #: _____

EMAIL: _____

DATE OF BIRTH: _____

DRIVERS LICENSE #: _____

TOTAL NUMBER OF OCCUPANTS: _____

NAMES OF CHILDREN / OTHER OCCUPANTS (if applicable):

Home-based businesses require a Home-Based Business License in accordance with Article 22 of the Zoning Code.

I understand that it is unlawful to occupy these premises without first receiving a Certificate of Occupancy and that it is unlawful to allow any person, other than those represented above, to occupy these premises. I certify that the answers contained herein are true and accurate in all respects to the best of my knowledge and belief.

NOTE: AN OCCUPANCY PERMIT CAN BE ISSUED ONLY AFTER AN INSPECTION OF THE PREMISES HAS BEEN MADE AND REPAIRS, IF ANY, HAVE BEEN COMPLETED.

SIGNATURE: _____