



# Request For Certificate Of Occupancy For Existing Structure

## Description of Property:

Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Lots: \_\_\_\_\_ Block: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Tax Map #: \_\_\_\_\_  
 Present Use Of Structure: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_  
 Previous Use Of Structure: \_\_\_\_\_

## Description of Structure: (Please attach a floor plan drawn to scale on a minimum size of 8 1/2"x11" unlined paper)

Type of Construction:  Wood Frame  Concrete Floors  Vinyl Siding  Fire Proof  
 Steel Frame  Reinforced Concrete  Brick Veneer  Basement  
 Block  Engineered Joist  Metal Siding  Crawl Space  
 Piers  Slab  Other \_\_\_\_\_

Type of Heating Fuel:  Natural Gas  Propane Gas  Oil  Electric Heat  
 Gas Logs  Gas Fireplace Insert  Heat Pump  \_\_\_\_\_

Air Conditioning:  Yes  No

Water Supply:  Public  Private (well, etc.)  
 Sewage Disposal:  Public  Private (septic system)

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

## General Information:

\_\_\_\_\_  
 \_\_\_\_\_

## Authorization:

I hereby authorize the building official to enter upon my property during normal business hours for the purpose of conducting a property maintenance inspection. I understand that upon completion of the inspection, permits may be required to correct any code violations observed.

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

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 (Please Print)

\_\_\_\_\_  
 (Signature)



