FEES: Residential 1 & 2 Family dwellings $65.00 per unit – Apartments $65.00 per unit – Commercial $100.00 per unit. First re-inspection is free; all additional re-inspections fees are $45.00. In addition, there are processing fees: $30.00 Occupancy Application, $25.00 for single family residence and commercial property, $15.00 for rental housing units. Make checks payable to the Borough of Liberty. The Borough of Liberty will have our Occupancy Inspector reach out to you, to set up a scheduled inspection of structure/property as soon as possible.

**APPLICATION FOR CERTIFICATE OF OCCUPANCY INSPECTION**

|  |
| --- |
|  **PROPERTY INFORMATION** |
| Address: | Zoning District: |
| Proposed Occupancy: | Lot & Block: |
| Occupancy types: (Circle One) Single Family Dwelling Two Family Dwelling Multi – Family Dwelling Commercial Industrial |
| **APPLICANT** |
| Name: | Phone: |
| Address: |
| **PROPERTY OWNER** |
| Property Owner Name | Phone: |
| Address: |
| **BUYER/TENANT** |
| Name: | Phone: |
| Address: |
| **CONTACT PERSON****(Person having access to the structure/property)** |
| Name: | Phone: |
| Remarks: |
|  |
| **CERTIFICATE INFORMATION** |
| Certificate of Occupancy to be: Mailed to Applicant Mailed to Owner Mailed to Buyer Emailed to Address: Faxed to: ( ) |
| Notice: All Applications/Inspections become void thirty (30) days from date of application/inspection. No structure/property can be occupied prior to the Issuance of a Certificate of Occupancy. |
| **SIGNATURE** |
| Signature of Applicant: | Date: |
| **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*BOROUGH USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*** |
| Date Received: |
| Appointment for Inspection:  | Inspection results: Passed Failed |
| Appointment for Re-inspection:  | Inspection results: Passed Failed |