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 | | | | |