



OCCUPANCY PERMIT REQUEST

The fee for all certificates is \$100.00. In all cases, the certificate will be processed as quickly as possible upon receipt of payment. In most cases certificates will be issued in 1 to 3 business days. Projects with significant construction may require approval from multiple agencies and certificates may take 5 or more business days to complete.

Please provide the following information: _____

Building Permit Number: _____

Name of Applicant: _____

Name of Property Owner: _____

Property Address: _____

Signature of Applicant: _____

Type of Certificate (check one): Original: ____ New: ____ Duplicate: ____

OFFICE USE ONLY:

Date Received: _____

Fee Submitted: _____