

RESIDENCE OCCUPANCY INSPECTION REQUEST APPLICATION

WATER **MUST** BE ON PRIOR TO INSPECTION

Residence address & suite #: _____

Landlord/Owner of property: _____

Tenant name: _____ Contact Phone#: _____
MUST match utility company application

Please check all that apply:

_____ **Utilities for existing residence that has been disconnected**

_____ **Need service connected for existing mobile home**

The above information is true to the best of my knowledge. I am aware if the building is completely empty, it can be left unlocked with the certificate on the outside of the door, otherwise someone must be present, between the hours of 8:00AM and 3:30PM, while the inspection is being made. I am aware that if any of the following occurs **I WILL BE CHARGED A \$20.00 RE-INSPECTION FEE.**

- * Building locked up on day of inspection.
- * Building left unattended with any personal goods inside of the building.
- * Incorrect information given during the process of the occupancy permit.
- * Address & suite number not posted on building.

Signature of Applicant**

*****By signing this form you acknowledge that all information is correct and no substantial work/changes will be done with out a building permit. I also acknowledge that I am aware of all steps and procedures as related to this permit.***