BOROUGH OF TRAFFORD
COMMERCIAL OCCUPANCY PERMIT APPLICATION

$150.00 inspection fee made payable to: Borough of Trafford
(Note: each unit requires a separate application)

☐ Sale  ☐ Rental  Date: ____________________________

Address to be inspected: ________________________________________________________________

Name of Applicant/Agent: ___________________________________ Phone: ____________________

Property Owner: ___________________________________________ Phone: ____________________

Prospective Buyer/Tenant: ________________________________ Phone: ____________________

Name(s) of Adult Occupants: ________________________________________________

Address to mail Certificate of Occupancy if different than above: ______________________________

__________________________________________________________________________________

The Code Enforcement Officer must have access to the building in order to perform this
inspection but will not enter the structure without the owner or owner’s agent present.

Any violations found during the site visit will be given to the contact listed below in written format
and/or email (two subsequent failed inspections will result in an additional fee of $50.00 per visit).

Contact Person: ___________________________________________ Phone: ____________________

Email Address: ____________________________________________

Occupancy permits cannot be issued without a current valid sewer lateral inspection report from the
Trafford Borough Public Works Department. Sewer lateral inspections are only valid for three years
from the date of last approval.

No structure may be occupied prior to the issuance of a Certificate of Occupancy.

OFFICIAL USE ONLY

Initial Inspection: ___________________________________ Pass ______ Fail ______

Final Inspection: ___________________________________ Pass ______ Fail ______

Zoning District: ___________________________ Occupancy: ___________________________

____________________________________
Code Enforcement Officer

Borough of Trafford
414 Brinton Avenue | P.O. Box 196 | Trafford, PA 15085
Phone: (412) 372-7652 | Fax: (412) 372-7654