BOROUGH OF TRAFFORD
RESIDENTIAL OCCUPANCY PERMIT APPLICATION

$100.00 inspection fee made payable to: Borough of Trafford

☐ 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 residence in order to perform this
inspection but will not enter the building 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: __________________________________

Occuancy 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