

BOROUGH OF TRAFFORD
RESIDENTIAL OCCUPANCY PERMIT APPLICATION

\$100.00 inspection fee made payable to: *Borough of Trafford*

Date: _____

Purchase

Rental

Address to be inspected: _____

Property Owner, Contact #, and Address: _____

Buyer(s)/Tenant(s), Contact #, and Address: _____

Number of Rooms: _____ Number of Bathroom Facilities: _____ General Condition: _____

Proposed Occupancy (Select One): Single Family Duplex Other: _____

Contact Person: _____ Phone and Email: _____

- **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 failed inspections will result in an additional fee of \$50.00 per visit).**
- **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. Application is VOID if more than 180 days passes between application and initial inspection OR between subsequent inspections.**
- **Scheduling may take up to 10 business days so please plan accordingly.**
- **Incomplete applications will be rejected.**

Printed Name, Title, and Signature of Applicant: _____

BOROUGH USE ONLY

Initial Inspection: Pass _____ Fail _____ Subsequent Inspection(s): Pass _____ Fail _____, _____

Zoning District: _____ Occupancy: _____

Code Enforcement Officer