

PAYMENT: \_\_\_\_\_

PICK UP/MAIL

PASS/FAIL \_\_\_\_\_

PASS/FAIL \_\_\_\_\_

TIME: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

APPROVED BY \_\_\_\_\_

## SEASONAL CERTIFICATE OF OCCUPANCY

Application is hereby made for inspection, approval and issuance of a Seasonal Certificate of Occupancy for the following dwelling unit as provided by Ordinance 9705 – Chapter 138.

\_\_\_\_\_ ORIGINAL APPLICATION. A fee of \$50.00 must be paid at the time of filing the original application. Payment may be made in cash, money order or check. The fee of \$50.00 is non-refundable.

\_\_\_\_\_ UPDATED APPLICATION. An updated application for changes such as a change in the occupants must be on file in this department within forty-eight hours of said change. There is no charge for the filing of updated information.

Failure to abide with these guidelines established in Chapter 138 shall subject the owner, occupant or agent to violation and penalties.

OWNER OF PROPERTY \_\_\_\_\_ PHONE# \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

AGENT'S NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ UNIT# \_\_\_\_\_

1. \_\_\_\_\_ DATE \_\_\_\_\_

2. \_\_\_\_\_ DATE \_\_\_\_\_

3. \_\_\_\_\_ DATE \_\_\_\_\_

4. \_\_\_\_\_ DATE \_\_\_\_\_

5. \_\_\_\_\_ DATE \_\_\_\_\_

6. \_\_\_\_\_ DATE \_\_\_\_\_

7. \_\_\_\_\_ DATE \_\_\_\_\_

8. \_\_\_\_\_ DATE \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

NOTE: THE ABOVE CERTIFICATE OF OCCUPANCY IS VALID FROM MAY 15<sup>TH</sup> TO SEPTEMBER 14<sup>TH</sup> ONLY. ANY OCCUPANCY AFTER THAT DATE, REQUIRES A NEW CERTIFICATE OF OCCUPANCY EVEN IF THE OCCUPANTS REMAIN THE SAME.