



Borough of Wilkinsburg

Code Enforcement

Municipal Building
605 Ross Avenue
Wilkinsburg, PA 15221
Phone: (412) 244-2923 • Fax: (412) 244-2922

COMMERCIAL OCCUPANCY APPLICATION

In accordance with Chapter 188 of the Borough Code of Ordinances

APPLICATION DATE: _____ PERMIT # _____ Cert. of Occ. # _____

Type of Application (check all that apply) Change of Occupancy Change in Use Sale/Re-Finance

Applicant Name _____ Phone Number _____

Property Address _____ City _____ State _____ Zip _____

E-mail Address _____

Emergency Contact Name _____ Emergency Contact Phone # _____

Emergency Contact E-mail Address _____

Property Owner Name _____ Lot & Block _____

Property Owner Address _____ City _____ State _____ Zip _____

Property Owner Phone Number _____ Property Owner Email _____

Business Name _____ Business Phone _____

Description of Proposed Business _____

Square Footage _____ Number of Employees _____ Number of Company Vehicles _____

Primary Use of Space _____ Secondary Use (if applicable) _____

Previous Occupant and Use _____

Is this Commercial Occupancy Permit Application a renewal? Circle one. Yes / No

Fees:

Inspection \$125.00

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation's registered agent is required.

Applicant Signature

Print Name: _____

Signature: _____

Date: _____

TO BE COMPLETED BY CODE ENFORCEMENT

Date Received _____ Check Received _____

Inspector Assigned _____ Date Inspected _____

Conditions of Approval _____

Zoned _____ Use Group _____ Occupancy Load _____

Date Occupancy Permit Issued _____

Signature _____

For Office Use Only

Permit Number _____

Fee Paid \$ _____

Approved By: _____ Date : _____

Title: _____

Revised 3/29/2017