



# Borough of Wilkinsburg Code Enforcement

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

## OCCUPANCY PERMIT APPLICATION FORM

In accordance with Chapter 188 of Borough Code of Ordinances

**TYPE OF REGISTRATION:**  CHANGE OF TENANT  CHANGE OF OWNERSHIP

Usage:  Commercial  Residential:  Single Family  Duplex

**(Note: Each unit in a multi-dwelling building needs their own individual permit and application)**

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_

Parcel Number or Lot & Block \_\_\_\_\_ Total Number of Units \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Emergency/Realtor/Property Manager Contact (over 6 units required) \_\_\_\_\_

Emergency/Property Manager Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone-Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Prospective Tenant** Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Number of Occupants \_\_\_\_\_

**Fee** (per unit) \$60.00

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: \_\_\_\_\_

### For Office Use Only

Permit Number \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_