



BUREAU OF PLANNING, ZONING & DEVELOPMENT
TOWNSHIP OF WHITEHALL
CERTIFICATE OF OCCUPANCY INSPECTION REQUEST FORM

FEE PD _____

DATE _____

Complete this form in its entirety and return it **with the appropriate fee** (listed below) to the BUREAU OF DEVELOPMENT, Whitehall Township, 3219 MacArthur Road, Whitehall, PA 18052. Re-inspections for violations may be charged an additional fee. Any questions, please call 610-437-5524 Ext. 131. **NOTICE: VIOLATIONS MUST BE CORRECTED AND PROPERTY REINSPECTED WITHIN 30 DAYS. PLEASE PRINT LEGIBLY!**

APPLICANT / CURRENT PROPERTY OWNER (circle one) _____

CURRENT MAILING ADDRESS _____

TELEPHONE _____

BUYER _____ BUYER PHONE _____

ADDRESS _____

ADDRESS TO BE INSPECTED _____

INSPECTION CONTACT PERSON: _____

TELEPHONE # _____ CELL # _____ EMAIL _____

FOR THE SALE OF THE PROPERTY

- SINGLE FAMILY HOME
- TWIN
- TOWNHOUSE
- CONDOMINIUM
- APARTMENT- TOTAL NUMBER OF UNITS _____

RENTAL UNITS

- SINGLE FAMILY HOME
- TWIN
- TOWNHOUSE
- CONDOMINIUM
- APARTMENT- TOTAL NUMBER OF UNITS _____

PLEASE NOTE:

**MISSED INSPECTIONS
WILL RESULT IN
ADDITIONAL FEES**

COMMERCIAL

- FOR SALE OF PROPERTY
- CHANGE OF TENANCY
- PROPOSED USE _____
- NAME OF PROPOSED BUSINESS _____
- SQUARE FOOTAGE OF LEASED SPACE _____

DATE OF INSPECTION REQUESTED _____ TIME _____

WILL THIS BE A RENTAL PROPERTY? YES _____ NO _____ IF SO, PLEASE COMPLETE INFORMATION BELOW
RENTAL PROPERTY MANAGER INFORMATION (MUST be completed for ALL rental properties):

NAME: _____

ADDRESS: _____

TELEPHONE: _____ AFTER HOURS/CELL PHONE: _____

FAX: _____ EMAIL: _____

FOR OFFICE USE ONLY

ASSIGNED INSPECTOR _____ REINSPECTION DATE/TIME _____

VIOLATION(S) IF ANY _____

USE AND OCCUPANCY CLASSIFICATION _____ APPROVED CONSTRUCTION TYPE _____

CONDITION(S) OF C.O. IF ANY _____

INITIAL FEE: (Must be paid with Check or Cash Only)

RESIDENTIAL:

Single Family/Twin/Townhouse/Condominium: \$50.00
 Apartments: \$30.00 per unit

COMMERCIAL / INDUSTRIAL:

\$60.00 for 1,000 sq. ft. or less plus \$15.00 for each additional 1,000 sq. ft. or fraction thereof

ADDITIONAL FEES:

TEMPORARY CO: (For "As Is" sales)

Residential Single Family: \$50.00 PLUS \$100 deposit*
 Residential Rental up to Five Units: \$100.00 PLUS \$250.00 deposit*
 Commercial: \$250.00 PLUS \$500.00 deposit* *Deposit to be refunded upon issuance of clear Certificate of Occupancy