Biglerville Borough Council
33 Musselman Avenue
Biglerville, PA 17307
PH: 717-677-9488 / FAX: 717-677-4027
Email: office@biglerville.us / www.biglerville.us

OCCUPANCY PERMIT

Parel No._____ Date_____

Property to be Inspected:_____ Type: ☐ R ☐ C ☐ I

Applicant Name *(Seller,* Agent*, Buyer)*:_____

Applicant Address:_____

New Owner Name(s):_____

Current Address:_____

Phone Number:_____

Real Estate Agent's Name & Phone:_____

RESIDENTIAL PROPERTY:

Is the new owner intending to reside on the premises? ☐ Yes ☐ No

If "Yes" Names of all parties residing therein: _____

_____

If "No" Please provide the correct mailing address of the new owner:_____

_____

If the property is to be used as a rental unit, please provide the names of the tenant and all occupants.
MUST USE OUR LANDLORD/TENANT FORM.

COMMERCIAL PROPERTY:

Is the property going to be used as a business? ☐ Yes ☐ No

Type (Commercial or Industrial): ☐ Commercial ☐ Industrial

Describe business, business name & number of employees:_____

_____

Business Sign Information:_____
(Sign Permit will need to be completed also)

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Name of person to contact for inspection:_____

Realty Agency:_____ Realtor:_____

Settlement Date:_____ Title Company:_____

THE $60.00 APPLICATION FEE IS TO BE SUBMITTED WITH THE APPLICATION. PLEASE MAKE CHECKS OR MONEY ORDERS PAYABLE TO BIGLERVILLE BOROUGH. NO CASH ACCEPTED.

USE OF OCCUPANCY OF A PROPERTY WITHOUT A CERTIFICATE OF OCCUPANCY CONSTITUTES A VIOLATION OF THE BIGLERVILLE BOROUGH ORDINANCE, ADOPTED NOVEMBER 6, 2001, AND MAY RESULT IN PROSECUTION.

The checklist that is used by the code enforcement officer is just a guideline and is to be used in conjunction with all Biglerville Borough Ordinances.

OFFICIAL USE ONLY

Fee: $60.00 Date Paid:_____ Check No: _____

Was the permit approved or denied? ☐ **Approved** ☐ **Denied – see attached letter**

Officer Signature:_____ Date:_____

Permit Number:_____

RESIDENTIAL USE ONLY

Number of allowable occupants for the listed address is:_____