

Instructions for Residential Occupancy Permit

Required fields are indicated in bold

Tax Map Number: This number starts with 55 and is available on your property tax statement.

Zoning: To be determined by Community Development Department.

Present Owner: Person or persons listed on deed or mortgage as of date of filing the application.

Address of Owner: Address where you receive your personal mail.

Address of subject property: This must be a physical address not a PO Box , etc....

Buyer or Lessee Name: Full legal name of individual or individuals whose name will appear on the lease or deed.

Buyer or Lessee Address: Address where the proposed new property owner currently resides.

Buyer Contact Number: Number to reach buyer in case additional information is needed. In addition, a fax number or email address can be listed if copies are to be sent.

Contact Person Phone Number: Number to reach you for scheduling or additional information.

Contact Person Email: Necessary if you wish copies or correspondence be sent to you.

Public Sewage or Septic: Check appropriate area. If public sewage, contact PTSA or FTMSA at the given number to set up an inspection date. If property has an on-site sewage system, (i.e. septic tank, etc...) a building official will make a physical inspection of the property.

Current Use: Check appropriate area with regard to property use at present time.

Tentative Closing Date: Date of closing on property.

Signature of Applicant: Person responsible for submission of this application.

Date: Date application was completed and signed.

No Application Will Be Processed Without the Required Fields Completed.

Upon Receipt of this application and applicable fees a Building Code Official will visit the subject property.