



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR OCCUPANCY PERMIT FOR VACANT BUILDINGS**  
**Form #DC1147 (rev. 2/20)**

**MINIMUM INSPECTION REQUIREMENTS:**

- After payment of permit fee, contact property maintenance inspector to schedule an inspection
- A final inspection must be conducted PRIOR to the property being occupied

Project Address \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

Property Owner \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Contact Phone (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Property Owner's Driver's License #: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION	FEE	QUANTITY
Occupancy	\$ 120.00 per unit	_____

**Please Note:**

Any/all unpaid permit fees, along with an additional \$100.00 Administrative Fee, will be processed as a special assessment against the real estate upon which the service was performed.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_