

# Borough of Derry

114 E. 2<sup>nd</sup> Ave., Derry, PA 15627

Ph:(724) 694-2030

Fax:(724) 694-9252

## Application for Occupancy Inspection / Certificate of Occupancy

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of occupancy: Residential  Commercial

Sale or rental: Sale  Rental

-Property address \_\_\_\_\_  
Street City State Zip

Number of units \_\_\_\_\_

Description of proposed use \_\_\_\_\_  
\_\_\_\_\_

-Agent or contact person \_\_\_\_\_

Telephone number \_\_\_\_\_

-Property owner(s) name(s) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip - - -

Telephone number \_\_\_\_\_

-Buyer(s) or tenant(s) name(s) \_\_\_\_\_

Current address \_\_\_\_\_  
Street City State Zip

Telephone number(s) \_\_\_\_\_

Signature of current owner(s) or agent \_\_\_\_\_

*Fees per unit: Residential or Commercial \$65.00*

**Note: All Applications and fees MUST BE filed with the Borough Office PRIOR to an inspection being scheduled.**

- Call (724) 523-5940 ext.7505 to schedule inspections. Inspections available Mon., Wed., or Fri.
- **Code Enforcement Officer is NOT responsible for scheduling inspections. Agent, Buyer or current owner must call.**