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33 LONSDALE STREET  
PITTSBURGH PA 15212

MEMBERS OF:  
NORTH HILLS COUNCIL  
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[www.reservetwp.com](http://www.reservetwp.com)

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**APPLICATION FOR CERTIFICATE OF OCCUPANCY  
RENT OR SALE OF PROPERTY**

Application is hereby made for permission to use the property herein described for the purpose stated. If such use complies with the provisions of all laws and Ordinance and Certificate of Occupancy is issued, it is understood by the applicant said certificate will authorize only the use stated in this application, and that such use may not legally be extended or changed without authorization by a new certificate.

**The inspection will be held to the standards of the International Property Maintenance Code as adopted by the Township of Reserve.**

**TYPE OF REGISTRATION:**

- CHANGE OF TENANT     CHANGE OF OWNERSHIP  
 Commercial     Residential:     Single Family     Duplex

**Note: Each unit in a multi-dwelling building needs their own individual permit**

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Zoning Location: \_\_\_\_\_ Unit #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Prospective Owner or Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Property Manager Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant Signature**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fee (per unit) \$75.00**

**Please print clearly. Illegible and incomplete forms will not be accepted.**

Please remit payment (check/cash) with this application, payable to **Reserve Township**.

**For Office Use**

**Safety items required for inspection:**

- Fire Extinguisher in kitchen and basement \_\_\_\_\_ YES \_\_\_\_\_ NO
- Smoke Detectors in all bedrooms \_\_\_\_\_ YES \_\_\_\_\_ NO
- Smoke Detectors/ Carbon Monoxide Detectors in hallway(s) to bedrooms and stairwell to basement. (Can be a combo unit for all locations)  
# of detectors: \_\_\_\_\_ In proper locations? \_\_\_\_\_ YES \_\_\_\_\_ NO
- Zoning Ordinance Compliance \_\_\_\_\_ YES \_\_\_\_\_ NO
- Solar Panels on or near structure \_\_\_\_\_ YES \_\_\_\_\_ NO  
Proper signage/ markings in place for Fire Fighters? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Battery storage \_\_\_\_\_ YES \_\_\_\_\_ NO Location: \_\_\_\_\_  
Type of battery:    Lead Acid    Lithium    Other
- Unsafe Conditions** – Any condition identified during the inspection deemed to be unsafe by the Code Enforcement Officer \_\_\_\_\_ YES \_\_\_\_\_ NO

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Occupancy Permit No.: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_

**Check #:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Bedrooms:** \_\_\_\_\_ **Hallways:** \_\_\_\_\_

**Basement:** \_\_\_\_\_ **Kitchen(s):** \_\_\_\_\_

Date Occupancy Certificate Approved: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

