



Job Number - Mandatory

**REQUEST FOR CERTIFICATE OF OCCUPANCY WITH OPEN APPLICATION(S)  
(COVER LETTER)**

FORM MUST BE TYPE WRITTEN

<b>1 Applicant</b>			
Last Name		First Name	M.I.
Business Name		Business phone	E-mail address
Address		City	State                      Zip
P.E.	R.A.	D.O.B. ID No. :	License No.

<b>2 Property Details</b>		
Borough	Block	Lot
House No.	Street Name	

<b>3 Issue Impacting Issuance of Certificate of Occupancy:</b>

<b>4 List Attached Documents</b>	a.
	b.
	c.
	d.

<b>5 Comments:</b>

<b>6 Applicants' Signature</b>	Date
If needed, please attached separate sheet(s) to provide additional information	

<b>Internal Use</b>		
Project Advocate:	Case ID # :	Date :
Comments:		
Reviewed and Recommended for :	Acceptance	Denial
Borough Commissioner's Signature	Date	