

Municipality of Monroeville

2700 Monroeville Blvd

Monroeville PA 15146

412-856-3340

RESIDENTIAL OCCUPANCY PERMIT APPLICATION

Submittal Requirements:

1. Current owner/s or the agent for the current owner are responsible for completing the application for a Residential Occupancy permit.
2. An Occupancy inspection **MUST** be completed **BEFORE** the structure can be occupied.
3. The fee for the Residential Occupancy Permit Application for a sale of the property is **\$100.00** for a single-family dwelling and townhomes. The fee is set by the Municipalities fee schedule. If a 2nd reinspection is necessary, a reinspection fee of **\$50.00** may be imposed in accordance with the Municipality Fee Schedule.
4. The Residential Occupancy Permit will be issued in the name of the new owners who will be occupying the residence.

Complete the following information required:

ADDRESS OF THE PROPERTY:

NAME & TELEPHONE NUMBER OF THE CURRENT OWNER:

NAME OF THE BUYER:

NAME & TELEPHONE NUMBER OF THE PERSON(S) MEETING THE INSPECTOR:

ELECTRICITY- ON ☐ OFF ☐ ☐ BEING SOLD AS IS ☐ GROUP HOME

*IF GROUP HOME, PLEASE PROVIDE THE AGENCY'S INFORMATION

COMMUNICATION EMAIL: _____

SIGNATURE

DATE

FOR OFFICE USE ONLY:

LOG# _____

APP# _____

RECEIPT# _____