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|------------------|----------|-------------|
| Log #            | By:      | Date Rec'd: |
| Total Fee:       | Check #: |             |
| Inspection Date: |          | Insp. Time: |

- For an application to be deemed complete, all 5 steps below must be filled out accurately & legibly.
- Applications must be submitted ten (10) days prior to the requested inspection date-NO EXCEPTIONS.
- A completed C/O will be issued no earlier than 5 business days AFTER the inspection date -NO EXCEPTIONS.
- Rental dwellings built prior to 1978 REQUIRE a lead-safe/lead-free paint hazard certification.

Date