



# Borough of Heidelberg

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## Occupancy Permit Application Fee: \$65.00

1. Current owner or the agent for the current owner is responsible for completing the application for the Occupancy Permit
2. Application must be filed (not necessarily issued) with the Borough before the closing can take place.
3. An Occupancy Inspection must be completed before closing and before the structure can be occupied.
4. The Occupancy Permit will be issued in the name of the new owner that will be occupying the structure.

Address of Property to be Inspected:

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Name of Current Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Name of Buyer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Name of Contact to Arrange Appointment for Inspection: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Signature of Current Owner or Agent Date

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Borough Use Only: Date Received: \_\_\_/\_\_\_/\_\_\_ - \_\_\_\_\_  
initials

Paid \_\_\_\_\_

Check No. \_\_\_\_\_