

# Borough of Hatfield - Office of Code Enforcement

## Certificate of Occupancy Application

### All Non-Residential Uses

#### Section I to be completed by applicant

Date \_\_\_\_\_ Square foot of building/space \_\_\_\_\_

Address of Property \_\_\_\_\_

Owner of Record \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Owner \_\_\_\_\_

Buyer / Lessee \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Buyer / Lessee \_\_\_\_\_

Intended Use \_\_\_\_\_

Business Trade Name \_\_\_\_\_

Dates of Intended Occupancy (temporary retail only) \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

- Application will not be accepted without the required fee.
- A Use & Occupancy inspection must be scheduled for no more than 30 days prior to closing or change of use.

#### Section II to be completed by the Borough

Block & Unit \_\_\_\_\_

Date Certificate Issued \_\_\_\_\_

\_\_\_\_\_  
Hatfield Borough Code Official