



# ZONING CERTIFICATE OF OCCUPANCY APPLICATION

Office use only:

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

**\*\*PLEASE PRINT CLEARLY\*\***

- 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 48 hours AFTER the inspection date -NO EXCEPTIONS.
- Rental dwellings built prior to 1978 REQUIRE a lead-safe/lead-free paint hazard certification.

## 1 PROPERTY INFO: (please write clearly and complete all fields)

Address:		Apartment #:	
Block:	Lot:	Zone:	Year built:
Present owner's name:		Present owner's address: ( <input type="checkbox"/> same as above)	
Present owner's phone:		Present owner's email:	
Agent Name for owner:		Agent on-site cell #:	
Present use: <input type="checkbox"/> 1-family <input type="checkbox"/> 2-family <input type="checkbox"/> Multi-family: # of units ____ <input type="checkbox"/> Commercial: # tenants ____ (see 1a of form)			

## 1a LEAD CERTIFICATION - Year Built:

2-year Lead Cert.: <input type="checkbox"/> YES Exp date: __/__/____ <input type="checkbox"/> NO (Lead app reqrd)
Owner-occupied: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> New owner   <input type="checkbox"/> New tenant Name: _____ Phone: (     )
(Name required prior to certificate issuance) Email: _____

## 1b Commercial properties ONLY:

PRESENT tenant & use:	Zoning Official notes:
PROPOSED use:	Sq. Feet:

## 2 FEES: (Application fee must accompany completed application – Check payable to “CITY OF SUMMIT”)

<input type="checkbox"/> 1 or 2 family detached dwellings	\$100.00 per unit and, if rental & city provides lead inspection, an additional - \$320.00 per unit, common areas, and exterior
<input type="checkbox"/> Multi-family dwellings & attached 1-family dwelling units	\$150.00 per unit and, if rental & city provides lead inspection, an additional - \$320.00 per unit, common areas, and exterior
<input type="checkbox"/> Commercial properties - based on floor area of each tenant, calculated separately	1-2,500 square feet = \$150.00; 2,501-5,000 sq. ft. = \$250.00; 5,001-10,000 sq. ft. = \$500.00; 10,001- greater = \$1,000.00

## 3 DELIVERY REQUEST OPTIONS (select one):

- ☐ Mail to: \_\_\_\_\_ ☐ Pick-up: **ZCOs not collected within 5 business days will be mailed.**

## 4 STATEMENT OF UNDERSTANDING - I understand & agree to the following:

- ☐ Applications must be submitted ten (10) days prior to the requested inspection date.
- ☐ C/O will be issued no earlier than 48 hours AFTER the inspection date. NO EXCEPTIONS.
- ☐ Rentals dwellings built prior to 1978 REQUIRE a lead paint hazard certification.
- ☐ Inspection dates (& time for 1- and-2-family only) are provided upon receipt of a complete application & fee.
- ☐ **1-& 2-FAMILY DWELLING INSPECTIONS** are conducted Tuesdays, Wednesdays & Thursdays - 9am-11am
- ☐ **COMMERCIAL, APARTMENTS/CONDO UNIT INSPECTIONS** are conducted Mondays & Wednesdays – 10am - 12pm.
- ☐ Exact inspection times are NOT provided and someone 18+ years of age must be on-site to admit the inspector.
- ☐ As of January 2019, sealed unit 10-year smoke detectors must be installed for inspection.
- ☐ A temporary C/O (TCO) will only be issued when the Chief Inspector determines that corrections cannot be made due to weather or for “as is” sales. No TCO will be issued when the repair value exceeds \$200 unless an escrow account is established in a manner satisfactory to this office, with an amount sufficient to cover costs of the repairs.
- ☐ Sample inspection checklists and other related ZCO information can be found online at [www.cityofsummit.org](http://www.cityofsummit.org).

## 5

Print applicant name

Applicant signature

Date