ZONING CERTIFICATE OF OCCUPANCY APPLICATION

Office use only:

Log #	**By:**	**Date Rec'd:**
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.**

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

Address:		Apartment #:	
Block:	Lot:	Zone:	**Year Built:**
Present owner's name:		Present owner's address: (☐ same as above)	
Present owner's phone:		Present owner's email:	
Agent Name for owner:		Agent on-site cell #:	

Check one:

Present use: ❑ 1-family ❑ 2-family ❑ Multi-family: # of units _____ ❑ Commercial: # tenants _____ (see 1a of form)

Check one:

Owner-occupied: ❑ Yes ❑ No

❑ New owner | ❑ New tenant Name: _____ Phone: ( )

(Name required prior to certificate issuance) Email:

1a

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

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FEES: *(Application fee must accompany completed application – Check payable to "CITY OF SUMMIT")*

❑ **1 or 2 family detached dwellings**	$100.00 per unit
❑ **Multi-family dwellings & attached 1-family dwelling units**	$150.00 per unit
❑ **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

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DELIVERY REQUEST OPTIONS ***(select one):***

❑ Mail to: _____

❑ Pick-up: **A completed ZCO will be issued no earlier than 48 hours AFTER the inspection date. NO EXCEPTIONS. ZCOs not picked up within 5 business days of notice will automatically be mailed.**

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

- ☐ **Applications must be submitted ten (10) days prior to the requested inspection date. NO EXCEPTIONS.**
- ☐ **C/O will be issued no earlier than 48 hours AFTER the inspection date. NO EXCEPTIONS.**
- ☐ 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 & Thursdays - 9am-11am & Wednesdays 11am - 3pm.
- ☐ ***COMMERCIAL, APARTMENTS/CONDO UNIT INSPECTIONS*** are conducted Mondays & Tuesdays - 1pm - 3pm.
- ☐ 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 and 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.

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_____ Print applicant name

_____ Applicant signature

_____ Date