

United Code Consultants

PO Box 476 Canonsburg, PA 15317 724.328.3633 dsmith.ucc@gmail.com

REQUEST FOR DUPLICATE OR REVISED OCCUPANCY PERMIT/CERTIFICATE

This form should be used to request duplicates or revised copies of previously issued occupancy permits or certificates (as long as no changes have been made in the building or its approved use).

All applicants should check one of the boxes in Part A and fill in all the information requested in Parts B and C. Failure to complete these sections may result in your application being returned to you. Part D on page 2 of this form only needs to be filled out if you are an owner or lessee and are seeking a revised Fire and panic Occupancy permit. When filling in part D, please be as specific as possible in describing the use of the building.

☐ ACT 24 EXEMPTION

	Fire and Panic Occupancy Permit	Certificate of Occupancy	
Part A:	☐ Duplicate	☐ Duplicate	
Type of Request	Revision: Change in owner name, building name or address	Revision: Change in owner name, building name or address	
	A request for a <u>change of address</u> mu U.S. Postal Service or the local "911"	st be accompanied by an address form supplied by the Call Center.	
Part B:	Please be certain that the building name and address information is correct, since it will appear on the revised permit/certificate exactly as written here.		
Building Information	Facility Name (name of company, mall, institution, university, etc.):		
Political	Building and/or Tenant Name (or Building Number):		
Subdivision and			
County names are required.	City:	Zip Code:	
	Political Subdivision:	County:	
	Previous L&I File or MA Number(s):		
Part C:			
Applicant Information	City:		
	Daytime Phone Number:		
	☐ Mail Occupancy Permit/Certificate to the address listed in this section.		
	Email Occupancy Permit/Certificate. Email:		
Office Use Only	Check #: Amou	nt: Paid To:	

Part C: (continued)	Check applicable box and sign. I am the owner of this building (or authorized representative for owner).		
	Signature Printed Name		
	☐ I am the lessee of this building. (Signature of owner <u>must</u> also be included.)		
	Signature of Lessee		
	Printed Name of Lessee		
	Signature of Owner Printed Name of Owner		
	☐ I am the Building Code Official (BCO) of the municipality that this building is located in.		
	Signature		
	Printed Name		
Part D: Building Use	As the owner or lessee, I certify that the building for which I am requesting a revised Fire and Panic Occupancy Permit will only be used for the following purpose and that I am making no changes which would require a building permit under the Uniform Construction Code: Purpose:		
Certification			
	Signature		

