



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.**

1	PROPERTY INFO: <i>(please write clearly and complete all fields)</i>	
	Address:	Apartment #:
	Block:	Lot: Zone:
	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 #:
	<i>Check one:</i> 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)	
	<i>Check one:</i> Owner-occupied: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New owner <input type="checkbox"/> New tenant Name: _____ Phone: () <div style="text-align: center; margin-left: 100px;"><i>(Name required prior to certificate issuance)</i></div> <div style="text-align: right; margin-right: 50px;">Email: _____</div>	

1a	Commercial properties ONLY:	Zoning Official notes:
	PRESENT tenant & use:	
	PROPOSED use: Sq. Feet:	

2	FEES: <i>(Application fee must accompany completed application – Check payable to “CITY OF SUMMIT”)</i>	
	<input type="checkbox"/> 1 or 2 family detached dwellings	\$100.00 per unit
	<input type="checkbox"/> Multi-family dwellings & attached 1-family dwelling units	\$150.00 per unit
	<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 <i>(select one):</i>
	<input type="checkbox"/> Mail to: _____ <input type="checkbox"/> 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.

4	STATEMENT OF UNDERSTANDING - I understand & agree to the following:
	<input type="checkbox"/> Applications must be submitted ten (10) days prior to the requested inspection date. NO EXCEPTIONS. <input type="checkbox"/> C/O will be issued no earlier than 48 hours AFTER the inspection date. NO EXCEPTIONS. <input type="checkbox"/> Inspection dates (& time for 1- and-2-family only) are provided upon receipt of a complete application & fee. <input type="checkbox"/> 1-& 2-FAMILY DWELLING INSPECTIONS are conducted Tuesdays & Thursdays - 9am-11am & Wednesdays 11am - 3pm. <input type="checkbox"/> COMMERCIAL, APARTMENTS/CONDO UNIT INSPECTIONS are conducted Mondays & Tuesdays - 1pm - 3pm. <input type="checkbox"/> Exact inspection times are NOT provided and someone 18+ years of age must be on-site to admit the inspector. <input type="checkbox"/> As of January 2019, sealed unit 10-year smoke detectors must be installed for inspection. <input type="checkbox"/> 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. <input type="checkbox"/> Sample inspection checklists and other related ZCO information can be found online at www.cityofsummit.org .

5	Print applicant name	Applicant signature	Date
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