

Fee Paid: \$50.00/\$75.00 Inspection: \_\_\_\_\_

**Township of Hanover**  
**Occupancy Application**

No: \_\_\_\_\_

Date: \_\_\_\_\_

Property located at:

\_\_\_\_\_  
\_\_\_\_\_

Property to be used for:

\_\_\_ Residence \_\_\_ Commercial \_\_\_ Other \_\_\_ Business \_\_\_ Rental Property

Type of Structure:

\_\_\_ Single family \_\_\_ Two family \_\_\_ Double block \_\_\_ Apartments \_\_\_ Commercial \_\_\_ Other

*A date and time is to be set for the inspection. If the home or building is not completed on the first inspection, a second inspection must be applied for with the proper fee. At the time of the inspections heat, hot & cold water, and electricity must be on in the home or building.*

**Fee- \$50.00 Residential / \$75.00 Commercial**

*From the date of the application,*

*the code enforcement office has (10) days to make an inspection.*

***Violations must be corrected before property is occupied.***

Seller/Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Buyer/Renter:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

One of the following: \_\_\_ Realtor \_\_\_ Bank \_\_\_ Attorney

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

~~-Commercial Building-~~

Building use: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Building type of Construction: \_\_\_\_\_

Code issue at time of build: \_\_\_\_\_

**\*ALL MUST BE FILLED OUT BY APPLICANT**

A permit is hereby issued from the Township of  
Hanover Code Enforcement Office for the following:

- Occupancy Permit
- Temporary Occupancy Permit
- For Use

The following Building Officials hereby certify that property owned  
by \_\_\_\_\_ and located at \_\_\_\_\_  
has been inspected and has been found to be in compliance with approved and adopted codes  
and ordinances of the Township of Hanover. Applicant of business not to be in conflict of  
Ordinance #590.

Signature of Applicant: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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Below to be filled out by Code Office

\_\_\_\_\_  
Mark Bienias  
Building-Plumbing-Mechanical Insp.

\_\_\_\_\_  
Inspection Date

\_\_\_\_\_  
Joseph Sleboda  
Electrical Insp.

\_\_\_\_\_  
Inspection Date

\_\_\_\_\_  
Bill Kunec  
Property & Maintenance

\_\_\_\_\_  
Inspection Date

\_\_\_\_\_  
Fire Official

\_\_\_\_\_  
Inspection Date

\_\_\_\_\_  
Mark Bienias  
Code Enforcement Officer  
Asst. Zoning Officer

\_\_\_\_\_  
Inspection Date

Property Manager Registration Form  
Ordinance No.010-2013

Date: \_\_\_\_\_

*Property Location:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Owner:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*Manager: \*Must live within 20 miles of Hanover Township*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner