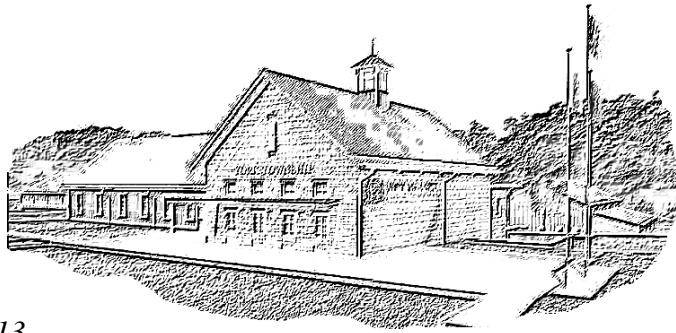


**HOW TO OBTAIN A**  
**CERTIFICATE**  
**OF**  
**OCCUPANCY**  
**REQUEST**

# **YORK TOWNSHIP**



*190 Oak Road, Dallastown, Pennsylvania 17313  
Phone (717) 741-3861*

## **REQUEST FOR CERTIFICATE OF OCCUPANCY**

Certificate of Occupancy will be issued within five (5) business days after receipt of this Request and confirmation that all applicable final inspections (building, plumbing and electrical) have been approved.

All information below must be completed by the requestor and this form submitted in person to the Township Offices or via mail service. Requests sent by email or fax will not be accepted.

Date Received \_\_\_\_\_

From: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Phone #: \_\_\_\_\_

Current Owner(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_

Permit #: \_\_\_\_\_

Return to: \_\_\_\_\_

Select Preference:

\_\_\_\_\_ Email Copy to: \_\_\_\_\_

\_\_\_\_\_ I will pick up at York Township Offices

\_\_\_\_\_ Send by mail to: \_\_\_\_\_

Dates Final Inspections Approved:

Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_ Building \_\_\_\_\_

\* Be advised that any additional inspection fees or re-inspection fees must be paid prior to release of Certificate.

\*\*Failure to obtain a Certificate of Occupancy will result in fines and penalties.