



BOROUGH OF BRIDGEPORT
63 W 4TH Street, P.O. Box 148
Bridgeport, PA 19405
Phone (610) 272-1811
Fax (610) 292-8236

For Office Use Only

Date Application Received: _____

Receipt # _____

U & O Fee \$ _____ .00

☐ Credit Card ☐ Cash ☐ Check # _____

Land Use Code: _____

USE & OCCUPANCY PERMIT APPLICATION

PERMIT# _____

SECTION 1. REASON FOR APPLICATION (Check Appropriate Condition)

☐ Property Sale / Transfer of Ownership ☐ Property Rental / Change of Tenant ☐ Use Group / Occupancy Classification Change

Location of Property: _____ Floor and/or Suite and/or Apt # _____

SECTION 2: OCCUPANCY CLASSIFICATION/USE GROUP INFORMATION. Please indicate the present occupancy type/use group. (If the building is mixed use, list of the appropriate classification/use groups). ☐ Single Family ☐ Multi-Family ☐ Mercantile ☐ Business ☐ Other _____

☐ Residential - _____ Unit(s) - Fees: Single Family Dwelling or Multi Family Dwelling = \$100 per unit

☐ Commercial - Square Ft = _____ - Fees - Commercial = \$200 < 5000 sq ft & \$4 per sq ft > 5000 sq ft

Does the tenant/buyer intend a change in occupancy classification/use group? ☐ Yes or ☐ No. (If Yes, please provide description of the proposed new use) _____

SECTION 3. PRESENT PROPERTY OWNER

Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime or Cell Phone #: _____

E-mail: _____

SECTION 4. PROPERTY SALE - BUYER (complete EITR form)

Buyer's Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime or Cell Phone #: _____

E-mail: _____

Does the buyer intend to occupy or reside at the location? ☐ Yes or ☐ No If the answer is Yes, skip Section 5

SECTION 5. PROPERTY RENTAL - CHANGE OF TENANT - TENANT

(A) Borough Ordinances requires property owners to obtain a Use and Occupancy Permit each time a change of tenant occurs in all of the occupancies/use groups listed in Section #2.

(B) Borough Ordinance requires single & multi-family dwelling rental units to be registered with the Borough of Bridgeport. A Rental Property Registration Form can be obtained at the Bridgeport Borough Building during normal business hours or on the Bridgeport Borough Website under forms.

FOR RESIDENTIAL TENANT USE ONLY (complete EITR form)

Resident's Name: _____ Resident's Name: _____

Resident's Name: _____ (attach a separate sheet of paper if necessary)

FOR COMMERCIAL TENANT USE ONLY

Business Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Daytime or Cell Phone #: _____ E-mail: _____

Application is hereby made to the Borough of Bridgeport for the approval to use and occupy the aforementioned location in full or part. I agree to comply with all Ordinances and Codes of the Borough of Bridgeport and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building until a Certificate of Occupancy is issued. I understand that any misrepresentation in this application will be grounds for the revocation of the application or the Certificate of Occupancy.

OWNER'S SIGNATURE _____ DATE _____

I hereby certify that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent.

AGENT'S SIGNATURE _____ DATE _____

Please note the name of a responsible contact person must be listed on the application.

Please note that a Heater Certification Form must accompany all U&O permit applications.