City of Warren Building Code Department
318 West Third Avenue - Warren, PA 16365
Phone (814)723-6300 - Fax (814) 723-3242
www.cityofwarrenpa.gov

Date: _____

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 of the information in Parts B and C.

Part A: **Type of Request**	**UCC Certificate of Occupancy** ☐ Duplicate ☐ Revision: Change in owner name, building name, or building address **A request for a <u>change of address</u> must be accompanied by an address form supplied by the U.S. Postal Service or the local "911" Call Center.**
Part B: **Building Information** **Municipality** and **County** names are required	**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.** Facility Name (name of company, mall, institution, university, etc.): _____ Building and/or Tenant Name (or Building Number):_____ _____ Street Number and Name:_____ City: _____ Zip Code:_____ Municipality:_____ County:_____ Building Use: _____
Part C: **Applicant Information**	Applicant Name: _____ Street Number and Name:_____ City: _____ Zip Code:_____ Daytime Phone Number:_____ Email: :_____@_____._____ **Check applicable box and sign.** ☐ I am the owner of record. (My name appears on the occupancy permit(s) or certificate(s) of occupancy previously issued by this department. **Signature** _____ ☐ I am the new owner. By signing this form, I certify that ownership of this building has been legally transferred to me. **Signature** _____ ☐ I am the lessee of this building. (Signature of owner must also be included.) **Signature of Lessee** _____ **Signature of Owner** _____
FOR OFFICE USE ONLY	The building use(s) listed in Part B by the new owner: ☐ Does/do not represent a change of building use, and a revised Occupancy Permit **may** be issued to the applicant ☐ Does/do represent a change of building use, and a revised Occupancy Permit **may not** be issued to the applicant BCO Signature: _____ Date: _____ **Revised 12/12/2016**