



CENTRAL KEYSTONE COUNCIL OF GOVERNMENTS

1610 Industrial Boulevard, Suite 400A
Lewisburg, PA 17837

Application for RENTAL UNIT OCCUPANCY LICENSE (New or Renewal).

(Note: A separate Application is needed for EACH BUILDING)

Structure Address: _____

Owner Name: _____

Address: _____ City/State/Zip _____

Owner Phone #: _____ Owner e-mail or alternate #: _____

Person-in-charge Name: _____ (A "Person-in-charge" is a person authorized to make decisions in your absence regarding this property. You are **required to designate a Person-in-charge** if you live more than 30 miles from the Municipality *or* are not a full-time resident of the Municipality.)

Address: _____ City/State/Zip _____

Phone #: _____ E-mail or alternate #: _____

Initial Permit? Yes No (Permit # _____ *office use only*)

Number of Rooming or Housing Units: _____ Approximate Age of Bldg. (year) _____

Brief Description of Building (e.g., Single, duplex, apt. over retail, etc): _____

Number of Bedrooms in each unit*: _____ Parking spaces per unit: _____

Date & Brief Description of Last Major Improvement: _____

(*please provide a floor plan of the structure on the back of this sheet)

Frequency of Unit Inspection: (by Owner or Person-in-charge) Weekly Monthly Annually

Are Smoke Detectors Installed on Each Floor of Each Unit? Yes No

Are Smoke Detectors Installed in EACH Bedroom? Yes No

Are Carbon Monoxide detectors installed in all units with a fuel-burning appliance or attached garage? Yes No

Are Ground Fault Receptacles (GFCI) installed in Kitchen & Bathroom areas? Yes No

I, the undersigned, hereby certify that I am the owner of record and agree to conform to all applicable laws of this jurisdiction.

Applicant Signature: _____ Date: _____

Please call 570-522-1328 or 1-877-457-9401 (or email HHipple@ckcog.com) to schedule an inspection of the unit. Inspections are performed Monday – Friday, between 8:30 am and 12:00 pm.

Note: The purpose of the Ordinance and inspections is to ensure that all rental units meet minimum safety standards. Any deficiencies will be noted and a reasonable time will be granted to make corrections. A RENTAL UNIT OCCUPANCY LICENSE indicates that the structure complies with your municipality's applicable codes and ordinances.