



BOROUGH OF VERONA

736 East Railroad Avenue • Verona, Pennsylvania 15147 • (412) 828-8080 • Fax (412) 828-9083

RESIDENTIAL & COMMERCIAL OCCUPANCY PERMIT APPLICATION ⁽¹⁾

NOTE: ALL Commercial Applications must be accompanied with a separate narrative detailing: • Type of Service or Business, • Number of Employees, • A List of Goods or Materials to be handled or stored on site. Failure to comply will result in a delay in the issuance of a required permit.

Fee per unit ^(2,3): \$50.00 Residential Property (single or multiple dwelling units)
\$75.00 Commercial Property

ADDRESS OF RESIDENTIAL/COMMERCIAL PROPERTY:

I. PROPERTY INFORMATION:

Type of unit: (check one)

Residential Structure with: () single unit () multi units ⁽³⁾

Commercial property with: () single unit () multi units ⁽³⁾

II. OWNER / LANDLORD

Owner's Name: _____

Street Address ⁽⁴⁾: _____

City/State/Zip Code: _____

Contact Telephone numbers / E-mail address: _____

III. PROPERTY MANAGER'S INFORMATION: If owner is not a full time resident within the Borough of Verona and lives outside a 15 mile radius of the Borough of Verona (and currently does not have a property manager) they will be required to enlist the services of a property manager who lives within the stated radius. Manager will be responsible for directing and controlling the work/business affairs of the property owner.

*Manager's Name: _____

*Street Address ⁽⁴⁾: _____

*City/State/Zip Code: _____

*Contact Telephone Numbers / E-mail address: _____

IV. PRIMARY TENANT / NEW OWNER INFORMATION

A "GOOD" photocopy of tenant's PA DRIVERS LICENSE or an OFFICIAL STATE / FEDERALLY ISSUED PHOTO I.D. is required along with this occupancy permit.

Tenant's Name: _____

Tenant's address: ⁽⁴⁾ _____ Apartment #: _____, Verona, 15147

Tenant's phone number(s): _____ E-mail address: _____

V. OWNER'S SIGNATURE AND DATE: By signing their name(s) below, OWNER / LANDLORD / MANAGER and TENANT of the property assumes full responsibility for all ordinances pertinent to owning/renting property in the Borough of Verona.

Any deliberate misstatement upon this form is prosecutable as an unsworn falsification as provided by S4904 of the PA Crimes Code

Owner's / Landlord's Signature: _____ Date of Application: _____

⁽¹⁾ Permit to be completed by owner/manager each time the unit is rented.

⁽²⁾ A "unit" is defined as space for one individual business or a living space for one individual or one family or one related group of individuals.

⁽³⁾ Use a new and separate occupancy permit for each individual unit.

⁽⁴⁾ Physical address required. P.O. Box numbers NOT acceptable.