

Keycodes Inspection Agency

1307 W. Lehigh St
Bethlehem, Pennsylvania 18018

Phone 610.866.9663

Fax 610.866.2664

www.keycodes.net

info@keycodes.net

Fountain Hill Borough - Certificate of Occupancy Request Form

Subject Property Address: _____

Owner(s) Name: _____

Owner(s) Address: _____

Owner(s) Phone Number: _____ Cell _____ Other _____

Lessee(s) Name: _____

Lessee(s) Address: _____

Lessee(s) Phone Number: _____ Cell _____ Other _____

Current Use and Business Name: _____

Proposed Use and Business Name: _____

Lessee(a) with signed contract/agreement must be onsite for inspections, no exceptions.

Date of opening: _____ Requested Date of Inspection: _____

Contact Name & #: _____

Days of Operation	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours of Operation:	___ am	___ am	___ am	___ am	___ am	___ am	___ am
	___ pm	___ pm	___ pm	___ pm	___ pm	___ pm	___ pm

Type of Signs for Display and or Advertising

Quantity: ___ Wall ___ Window ___ Roof ___ Ground ___ Other (describe) _____

Size: ___ x ___ New or Existing (use additional sheet if necessary)

COMMERCIAL FEES: List square footage of building to be inspected _____

\$138.00 for first 1000 sq. ft. or less (single site visit only) _____

\$28.75 for each additional 1 - 500 sq. ft. _____

Certificate of Occupancy.....\$28.75 Ea. _____

Check# _____ Cash _____ Total Amount Received: \$ _____

Payment Received by: _____

Name of Applicant (Clearly Print): _____

Signature of Applicant: _____ Date: _____