

INSTRUCTIONS

Section 1. Complete this section by giving the address of the Rental Unit or the address of the building that contains multiple dwelling units. An application must be completed for each separate building. List the number of units per dwelling unit and explain how the dwelling units are designated (example, 1, 2, 3 or a, b, c, etc.). Dwelling units are generally self-contained having individual bath and kitchen facilities; rooming units generally have shared bath and/or kitchen facilities.

Section 2. In this section, begin by checking the area that applies to the owner, whether the owner is an individual, a sole proprietor, a partnership, a corporation, a trust or other. Then list the owner(s) name, address, city, state and zip code. Also list the owner(s) phone numbers (home and cell).

Section 3. If an individual or firm is responsible for the property complete this section with the contact information. If the owner lives outside the City of Oil City, a contact person/firm must be designated. This individual or firm will be responsible for receipt of notices and scheduling of the inspections.

Please contact our office at (814) 678-3003 if you should have any questions.

FEES FOR RENTAL HOUSING PERMIT

As Stated per Ordinance Number 2765

There shall be no permit fee charged to any applicant for the issuance of a conditional or rental housing permit or for the inspection of the rental unit.

If a compliance inspection is scheduled and the owner, operator or responsible manager fails to appear, then an inspection fee of \$50.00 shall be assessed against the owner, and no inspection shall be completed until the inspection fee is paid in full. If payment in full is not made within sixty (60) days of the date of the invoice for the inspection fee, the conditional permit or rental permit shall be rescinded until full payment is made, and any person who shall lease, rent, occupy, or otherwise allow a rental unit within the City to be occupied after rescission of the conditional permit or rental permit as provided herein, shall be subject to the penalties of Section 141-17 hereof.

**CITY OF OIL CITY
DEPARTMENT OF CODE ADMINISTRATION**

21 SENECA STREET
OIL CITY, PA 16301
PHONE (814) 678-3003

RENTAL HOUSING PERMIT APPLICATION

- NEW RENTAL (not previously applied for) EXISTING RENTAL
 BUSINESS LICENSE YES NO

SECTION 1 - RENTAL UNIT INFORMATION

Street Address of Complex/Unit: _____

Number of Dwelling Units: _____ Number of Rooming Units _____

SECTION 2 - OWNER(S) INFORMATION - REQUIRED

Type of Owner: () Individual () Sole Proprietorship () Partnership () Corporation () Trust () Other

Owner(s) Name: _____

Owner(s) Address: _____ City: _____ St: _____ Zip: _____

Phone (Home): _____ Phone (Cell): _____

Emergency Number: _____

SECTION 3 - COMPLETE ONLY IF THERE IS AN INDIVIDUAL OR FIRM THAT IS RESPONSIBLE FOR THIS PROPERTY (MANDATORY IF OWNER LIVES OUTSIDE CITY OF OIL CITY)

Name of Individual or Firm Responsible for this Property: _____

Address: _____ City: _____ St: _____ Zip: _____

Phone (Home): _____ Phone (Cell): _____

Emergency Number: _____

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

- Conditional Rental Housing Permit
 Rental Housing Permit

Inspector Signature _____ Date _____

SEE REVERSE SIDE FOR INSTRUCTIONS