



## 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.

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### 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sixty (60) days of the date of the invoice for the inspection fee, the conditional permit or rental permit shall be rescinded until full payment is made, and any person who shall lease, rent, occupy, or otherwise allow a rental unit within the City to be occupied after rescission of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**