

**CITY OF MORGANTOWN  
CERTIFICATE OF OCCUPANCY  
APPLICATION**

<b>PERMIT #</b> _____
<b>FEE</b> _____

Name as it is to appear on Certificate: \_\_\_\_\_

Type of business: \_\_\_\_\_

Address of Facility Applying for: \_\_\_\_\_

Type of Building: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial

Date: \_\_\_\_\_ Map # \_\_\_\_\_ Parcel # \_\_\_\_\_ Ward \_\_\_\_\_

I, \_\_\_\_\_ (owner/authorized agent) Certify that the above information is true, and that if I use said building contrary to that information, then I understand that I am in violation of the Zoning Ordinance of the City of Morgantown and subject to the penalties set forth in Section 26.

I further understand that the conditions for obtaining a Certificate of Occupancy are as follows:

**CONDITIONS AND REQUIREMENTS  
FOR OBTAINING A CERTIFICATE OF OCCUPANCY**

1. Sidewalks must be constructed according to City Sidewalk Ordinance or a sidewalk waiver must be obtained.
2. **THE BUILDING CANNOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN OBTAINED.**
3. Rough grading around the building or dwelling must be completed.
4. All Parking and Landscape Requirements must be fulfilled as per City Planning Office.
5. The building site, including streets, sidewalks or alleys, public or private, are to be kept clean of mud, debris, water, trash, etc., and are to be replaced in as good as, or better than, their former condition.
6. Building is to be completed in its entirety.

**BY AFFIXING MY SIGNATURE BELOW I HEREBY AGREE TO AND UNDERSTAND THE AFOREMENTIONED REQUIREMENTS.**

\_\_\_\_\_  
OWNER/AUTHORIZED AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

**IF THE ABOVE REQUIREMENTS ARE NOT MET, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED AT THE DISCRETION OF THE CODE ENFORCEMENT OFFICER AND UPON THE POSTING OF A BOND.**