



# WHITE OAK BOROUGH RESIDENTIAL SALE OCCUPANCY PERMIT APPLICATION

**Location:** \_\_\_\_\_

Present owner/Occupied information Name: _____ Home #: _____ Cell #: _____
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Real estate/Contact person Name: _____ Office #: _____ Cell #: _____
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Buyer(s) Name: _____  Phone #: _____
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**When Occupancy permit is ready to be issued, please mark how you would like to receive it:**

**Mail To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fax:** \_\_\_\_\_

**Will pick up in the White Oak Borough Office at 2280 Lincoln Way, White Oak, PA 15131**

## **RESIDENTAIL OCCUPANCY FEE IS \$50.00**

- All fees must be paid before inspection can be schedule, allow a minimum of ten business days prior to closing date. No Occupancy Permit will be issued if property has liens due to White Oak Borough. Liens letter are required before to closing.
- If re-inspection is needed there will be another fee of \$50.00
- To view the list of requirement for the inspection visit- [www.woboro.com](http://www.woboro.com), click under permits and the Residential Occupancy Checklist.

**Jennifer O'Brien Code Enforcement Officer**  
White Oak Borough · 2280 Lincoln Way · White Oak, PA 15131  
Phone (412) 672-9727 · Fax (412) 672-0760