



Residential Occupancy Permit Renewal Application

In accordance with the Code of Maryland, the Code of the City of College Park Chapter 144 (Occupancy Permits) §4 (Issuance; renewal) has been amended to include requirements related to lead paint certification. The City is prohibited from issuing its Residential Occupancy Permit without proof of compliance with the State Lead Law for properties built before 1950. Please complete Local Rental Registry Checklist along with this renewal application. Section 144-3(F) - Occupancy permit required. An occupancy permit issued pursuant to this section is not transferable to another owner. If the ownership of the property covered by the permit changes, the new owner must apply for an occupancy permit and pay the full occupancy permit application fee. (Added 11-10-2003 by Ord. No. 03-O-9)

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing Address: _____

Phone (1)*: _____ Phone (2)**: _____
Please note this number will be published on the City's Public Website* * For Emergency Contact Only*

Day Time Fax: _____ Evening Fax: _____

Email Address: _____

MANAGER/AGENT INFORMATION

Chapter 144 (Occupancy Permits) §4 (Issuance; renewal) - The owner applying for an occupancy permit shall designate an agent, be it the owner or another individual or entity, with an address in the State of Maryland for service of any notices by the City concerning the property. Any change in the designation of agent or address must be provided to the City within 10 days of its occurrence.
[Added 11-10-2003 by Ord. No. 03-O-9].

Name(s): _____

Mailing Address: _____

Address at which the designated Manager/Agent agrees to receive notice and delivery of official documents

Day Time Phone: _____ Evening Phone: _____

Day Time Fax: _____ Evening Fax: _____

Email Address: _____

PROPERTY INFORMATION

Address: _____ Expiring License # XXXXXXXXXX

Description: Condominium Unit @ \$145 per unit. Unit No. _____

Single-Family or Town House @ \$235 (# of _____ Bedrooms/# of _____ Tenants)

- Building with 2-5 Units @ \$200 per unit. Number of Units _____
- Building with 6 or more Units @ \$120 per unit. Number of Units _____
- Rooming House @ \$230 Number of Rooms _____/_____ Persons
- Hotel/Motel @ \$40 per Guest Room. Number of Rooms _____
- Fraternity/Sorority @ \$560 Number of Occupants _____

You must provide a copy of the current Use and Occupancy Permit issued by the Prince George's County Dept. of Environmental Resources

Rates Effective July 1, 2010

Please indicate to whom all correspondence, official notices, etc. should be directed:

- Property Owner Agent Other: _____

 Authorized Signature Date Printed Name

Return Completed Application with Fee to Address Above