



CITY OF COLLEGE PARK

RESIDENTIAL OCCUPANCY PERMIT APPLICATION (FOR NEW OR RENEWING PERMITS) 8400 BALTIMORE AVENUE SUITE 375 COLLEGE PARK, MD 20740 PUBLICSERVICES@COLLEGEPARKMD.GOV TELEPHONE: 240.487.3570 FAX: 301.220.1172 WWW.COLLEGEPARKMD.GOV

PUBLIC SERVICES DEPARTMENT

Permit Period: _____ - _____ Expiring License No: _____ - _____

- Chapters 110 and 144 of the Code of the City of College Park require the information requested below. In addition, please note the following: 1. Owners and/or designated agents must provide an address in the State of Maryland for service of notices concerning this property. You may designate a tenant or building manager as an agent. Addresses, including email addresses, should be one where the identified owner/agent agrees to receive notices and other official documents. 2. Primary phone numbers provided below will be posted on the City's public website. 3. A valid trash collection contract with the City's Finance Department or proof of contracted service with another provider is required for each Occupancy Permit period. 4. You must provide proof of compliance with State of Maryland Lead Regulations for properties built before 1978. Owner-occupied rentals are exempt from lead registration, EXCEPT those dwellings with separate units (provisions for eating, sleeping, and cooking) for tenants. 5. Written notification of any changes must be provided within 10 days of occurrence. 6. Incomplete applications will be returned. 7. Occupancy permits are not transferable, by the permit holder, to another person or entity.

THE PROPERTY ADDRESS: _____, College Park, MD 20740

Primary Contact: _____ Lives at Property? [] Yes [] No [] Owner [] Agent
Mailing Address: _____
Primary Phone: _____ Alternate Phone: _____
Fax: _____ Email Address: _____

Secondary Contact: _____ Lives at Property? [] Yes [] No [] Owner [] Agent
Mailing Address: _____
Primary Phone: _____ Alternate Phone: _____
Fax: _____ Email Address: _____

Lead Registry Tracking No: _____ and/or Lead Inspection Certificate No: _____
Date Current Tenant(s) Occupied: _____ Year Structure Built: _____

Please select Permit Classification Below
A Prince George's County Use and Occupancy Permit is Required for Structures with more than (1) Unit
Table with 4 columns: Quantity, Fee Per Unit/Room/Structure, Amount Due, and description of permit types.

All forms of payments are payable to the City of College Park at the address above. Payments can be made in person, by mail, email or phone after submission of a completed application.

Affidavit - I, _____ (Print Name), do solemnly affirm, under penalties of perjury, that I have delivered the most recent version of the "Living in College Park - Your Rights & Responsibilities" available on the City's website to all tenant occupants of this property at the beginning of the occupancy term. I agree to disclose, within twenty-four (24) hours of the City's request for any legal, public purpose, the identity of any occupants of the property known to me.

[] By signing this application, I agree that all of the information provided above is accurate.

Signature Required _____ Date _____