



Residential Occupancy Permit Application

New Permit **Permit Renewal** **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. Single family rental properties which are also occupied by the property owner are exempt from lead registration.
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? Y N
 Owner Agent

Mailing Address: _____

Primary Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Secondary Contact: _____ Lives at Property? Y N
 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

<input type="checkbox"/> Single-Family/ Town House X \$244 (# _____ Bedrooms/ _____ Tenants)	<input type="checkbox"/> Condominium Unit X \$150 _____
Quantity	Fee Per Unit/Room/Structure Amount Due
<input type="checkbox"/> Structure - 2 – 5 Units (MI) _____ (Units) x \$207 per unit = _____ .00	
<input type="checkbox"/> Structure - 6 or More Units (MI6) _____ (Units) x \$125 per unit = _____ .00	
<input type="checkbox"/> Hotel/Motel (MOHO) _____ (Units) x \$41 per Guest Room = _____ .00	
<input type="checkbox"/> Rooming House _____ Rooms _____ Occupants Per County U&O x \$238 per Structure = _____ .00	
<input type="checkbox"/> Fraternity/Sorority _____ Rooms _____ Occupants Per County U&O x \$580 per Structure = _____ .00	

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