



CITY OF COLLEGE PARK

DEPARTMENT OF PUBLIC SERVICES

4500 KNOX ROAD COLLEGE PARK, MD 20740 | T. 240.487.3570 | F. 301-220.1172 | publicservices@collegetparkmd.gov www.collegetparkmd.gov

Commercial Inspection Information Sheet For New or Renewing Permits

Please print or type the information below, it is vital that our records reflect the most current information on your business and those responsible for it. The completed form should be returned with your payment of \$124.00 for the annual Non-Residential Occupancy Permit made payable to the City of College Park

ABOUT THIS BUSINESS

Business Operating Name:
Type of Business:
Expiring License #:
Address:
Name of On-Site Manager:
Phone: Fax Number:

THE BUSINESS OWNER

Name:
Mailing Address:
This should be the address at which you agree to receive notices and delivery of official documents from the City.
E-Mail Address:
Phone: Cellular: Fax Number:

THE PROPERTY OWNER

Name:
Mailing Address:
E-Mail Address:
Phone: Cellular: Fax Number:

TRASH COLLECTION

Service Provider:
Container Type: [] Toter [] Dumpster (must be enclosed)

COUNTY INFORMATION

(Attach a Copy Similar to Sample on the Right)

Prince George County Use & Occupancy Permit Number

Date Issued

Prince George's County requires that its Use & Occupancy Certificate be conspicuously displayed at this location. City of College Park Code Enforcement Officers will confirm physical display of this document during the inspection.

The City will not issue its Non-residential occupancy permit until a copy of the valid County permit has been received.

PRINCE GEORGE'S COUNTY Department of Environmental Resources Permits and Review Division

CERTIFICATE OF OCCUPANCY

EFFECTIVE DATE: CASE NUMBER: _____

CASE COMMENTS

PERMISSION IS HEREBY GRANTED TO OCCUPY YOUR BUSINESS ADDRESS HERE

OWNERSHIP: USE GROUP: CONST. TYPE: TAX MAP: ZONE: PARKING SPACES: SPECIAL EXCEPTION: LOT:

USE (MINCPPC ZONING) Authorized use entered here LIMITATIONS (UP TO)

BLOCK: PARCEL:

PROPERTY OWNER Name(s) of Current Property Owner Current Mailing Address City, State 12345

OCCUPANT Your Name/Business Name Address should be same as above College Park, MD 20740

THIS FORM WAS COMPLETED BY

Printed Name

Title

Signature

Date