

AMENDMENTS

The following situations will require an amendment to the original Occupancy Permit:

- Someone moves in that wasn't on the original occupancy permit
- Someone on the original permit moves out
- Children

PROCEDURE FOR AMENDING AN OCCUPANCY PERMIT

If you are the owner the property, as the principal occupant on the permit you must come in and fill out an "Amendment" form, listing the new occupant(s), date of birth and SS#. The principal occupant is also responsible for amending the occupancy permit if someone moves out of the residence.

If you are a renter, you are still responsible for updating your permit; however if you are amending the permit by adding an occupant, the owner/manager of the property must give written permission for the addition(s).

In some cases it may be necessary to schedule an appointment for the inspector to measure the rooms in order to verify there is enough habitable living space for the number of occupants.

There is no charge for an Amendment to an occupancy permit.