

1301 12TH STREET
SUITE 104
ALTOONA, PA 16601



PHONE (814) 949-2456
FAX (814) 949-2202

DEPARTMENT OF CODES AND INSPECTIONS

CONDITIONAL HOUSING PERMIT / RESIDENTIAL RENTAL UNIT LICENSE

APPLICATION TYPE: NEW RENTAL (not previously applied for) EXISTING RENTAL

Section 1: Rental Property Information

Rental Unit/Building Address: _____
No. of Units Per Building: _____ How are Units Designated: _____
(e.g., etc.: A, B; 1, 2; 1st Fl, 2nd Fl)
Will This Be Used as Student Housing? Yes No
NOTE: Student housing must be approved by the Zoning Hearing Board prior to issuance.

Section 2: Owner(s) REQUIRED

(Owners refers to Person or Persons with Legal Title)

Owner's Name: _____
Owner Address: _____ City: _____ St: _____ Zip: _____
Phone (Home): _____ Phone (Cell): _____
Alternate Phone: _____ Email: _____

Section 3: Complete only if owner uses the services of an operator or contact person

(Mandatory if owner lives outside Blair County)

Name of Operator/Manager/Contact Person: _____
Address: _____ City: _____ St: _____ Zip: _____
Phone (Home): _____ Phone (Cell): _____
Alternate Phone: _____ Email: _____

OFFICE USE ONLY

AMOUNT RECEIVED: \$ _____
Payment Type: Cash
 Check/Money Order _____
 Credit Card _____
Fees for rental registration are on reverse side

Signature of Applicant: _____ **Date:** _____

Issuing Agent: _____ **Date:** _____

Submission to a false statement to a Public Official, pursuant to Section 4904 of Title 18 of the Pennsylvania Crimes Codes, constitutes a misdemeanor of the third degree offense, punishable by a fine and imprisonment of not more than one year.

INSTRUCTIONS FOR COMPLETING THIS FORM ON REVERSE SIDE

INSTRUCTIONS

Section 1. Complete this section by giving the address of the Rental Unit or the address of the building that contains multiple units. An application must be filled out for each separate building. List the number of units per building and explain how the units are designated (example, 1st floor, 2nd floor, or a, b, c, etc.) Check yes or no if the rental will be used for Student Housing (approval by Zoning Hearing Board required).

Section 2. In this section, list the owner name, address, city, state and zip code. Also list the owner phone numbers, home, cell and/or alternate, and email.

Section 3. Complete this section if the owner uses a contact person responsible for managing and maintenance of the facility. If the owner lives outside of Blair County, a contact person/firm must be designated. This person/firm shall be responsible for receipt of notices and scheduling of inspections.

Sign and date the bottom of the form. Mail the form with your fee or return the form in person to the address at the top of the page. Checks are made payable to the City of Altoona.

Contact our office if you have any questions.

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FEES FOR RENTAL REGISTRATION (Due by July 31st of EACH YEAR)

\$50.00 per unit for first 4 units per building
\$15.00 each additional unit per building thereafter

HOW TO CALCULATE YOUR FEE(S)

Units Per Building = _____

1 through 4 units/building at \$50.00 per unit

_____ (# of units) x \$50.00 = _____

OR

Number of units greater than 4 per building = _____

_____ (# greater than 4) x \$15.00 = _____