

1301 12<sup>TH</sup> STREET  
SUITE 104  
ALTOONA, PA 16601



PHONE (814) 949-2456  
FAX (814) 949-2597

**DEPARTMENT OF CODE ENFORCEMENT**

**CONDITIONAL HOUSING PERMIT / RESIDENTIAL RENTAL UNIT LICENSE**

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

**Section 1: Information**

Rental Unit/Building Address: _____	
Facility Name / Designation: _____	
No. of Units Per Building: _____	How are Units Designated: _____
Will This Be Used as Student Housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 2: Owner(s) REQUIRED**

*(Owners refers to Person or Persons with Legal Title)*

Type of Owner: Individual ( ) Sole Proprietorship ( ) Partnership ( ) Corporation ( ) Trust ( ) Other ( )			
Owner's Name: _____			
Owner Address: _____	City: _____	St: _____	Zip: _____
Phone (Home): _____	Phone (Cell): _____		
Fax Number: _____	Emergency Number: _____		

**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 or Contact Person: _____			
Address: _____	City: _____	St: _____	Zip: _____
Phone (Home): _____	Phone (Cell): _____		
Fax Number: _____	Emergency Number: _____		

**OFFICE USE ONLY**

<input type="checkbox"/> CONDITIONAL HOUSING PERMIT	AMOUNT RECEIVED: \$ _____
<input type="checkbox"/> RESIDENTIAL RENTAL UNIT LICENSE	
_____	Payment Type: <input type="checkbox"/> Cash
_____	<input type="checkbox"/> Check _____
Inspector Signature _____	<input type="checkbox"/> Money Order _____
_____	Date _____
	Fees for rental registration are on reverse of this page.

**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. Also give the facility, if applicable. 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, 1, 2, 3 or a, b, c, etc.) Check yes or no if this is rental will be used for Student Housing.

**Section 2.** In this section, begin by checking the area that applies to the owner, whether the owner is an individual, a sole proprietor, a partnership, a corporation, a trust or other. Then list the owner name, address, city, state and zip code. Also list the owner phone numbers, business home and cell.

**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 to the Codes Office with your fee (listed on the form) or return the form in person to the address at the top of the page.

Contact our office if you have any questions.

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### FEES FOR RENTAL REGISTRATION (Due by July 31<sup>st</sup> of EACH YEAR) (Fee increases effective 4/28/10)

**\$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 = \_\_\_\_\_**