



CITY OF CLARKSBURG

222 WEST MAIN STREET • CLARKSBURG, WV 26301 • PH. (304) 624-1633 • FAX (304) 624-6135

OFFICE OF
CODE ENFORCEMENT

APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY

Pursuant To Article 1712.06
(City of Clarksburg Codified Ordinance)

Application must be completely filled out and signed by the City Official and Property Owner or Authorized agent before your certificate will be issued.

Date: _____ Address: _____ Apt. #: _____
 Map/ Parcel: _____ Property Manager/ Agent _____ Contact Number: _____
 Property Owner: _____ Owner Address: _____

Zone District: _____ Sq. Footage: _____ #Stories: _____ # Rooms: _____ # Baths: _____
 Basement: _____ Existing off Street Parking: _____
 P- Pass NA- Not Applicable R-Repairs Needed N- See Notes

Interior	Interior continued	Exterior
Smoke Detector	Gas appliances vented	House Number
Carbon Monoxide Detector	Gas line drip legs	Roof
2 Means of Egress	Gas line Shut off valves with	Downspouts
Means of Egress unobstructed	in 6ft	Gutters
Dead Bolts	Hot water heater	Soffit
Exterior doors weather tight	Relief valve hot water tank	Fascia
Windows open/close	Paint	Siding
Windows weather tight	Flooring	Chimney
Window cracks/broken	Handrails	Grass/ Weeds
Window Screens (food prep areas)	GFCI Outlets	Vermin/Pest infestation
Windows lockable (ground level)	Outlet/switch Covers	Swimming pool
	Outlets 2 each room 1 in Bath	Active Waste Account
Lighting in Halls Stairway Laundry Room Furnace Room	Bathroom Fan or Window	(Owner/ Manager initial's)
	Toilets	
	Taps Hot and Cold	
Globes/ Diffusers/ Cover on all Light fixtures		

Notes: _____

Owner/Manager: _____ Date: _____
 Code Enforcement Officer: _____ Date: _____
 City Fire Marshall: _____ Date: _____

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.