

Information needed to process a Use & Occupancy permit on ePermits

- I. Property address
- II. Name, address, and phone number of the **legal** owner of the property
 - a. If the owner information entered in the permit application does not match the State Department of Assessment and Taxation (SDAT) records you will need to do one of the following:
 - i. Upload a deed docketed with City land records (showing liber/folio), OR
 - ii. Upload a notarized letter from the title company stating they sent the deed to be recorded. The notarized letter must include the name of the owner of the property and the property address
 - b. If the owner is a business entity in addition to entering the name, address, and phone number of the **legal** owner you will need the name, address, and phone number of a contact person for the business
- III. Existing and proposed use of the property
- IV. Number of existing and proposed dwelling units, rooming house units, or efficiency units is applicable
- V. You will need to know if the property is a multi-family dwelling (more than 2 dwelling units; 2 dwelling units and any other residential/commercial use); or any combination of 3 or more rooming units and dwelling units
- VI. You will need to know if the property is a rooming house (not a multiple family dwelling and contains more than 2 rooming units for individuals who do not form a single housekeeping unit and do not provide compensation under a single lease for occupancy of the rooming house)
- VII. A description of the use of the property
- VIII. Lessee name, address, and phone number if applicable