



BUILDING DEPARTMENT

APPLICATION FOR ANNUAL CERTIFICATE OF MULTIPLE DWELLING REGISTRATION

Wherever applicable this form must be filled out in its entirety. Also, there must be an application form filled out for each building possessing a separate legal address. Subsequent Certificates of Annual Registration will be issued and displayed at each address.

The application for a certificate of annual registration shall be accompanied by a nonrefundable annual fee for mixed use buildings and apartment buildings containing one (1) to four (4) suites including those suites occupied by the owner, custodian or resident manager, or those used as model suites of seventy-five dollars (\$75.00).

The fee for properties consisting of five (5) to fifty (50) suites shall be fifteen dollars (\$15.00) per suite.

The fee for properties consisting of fifty-one (51) or more suites shall be fifteen dollars (\$15.00) per suite for the first fifty suites and thirteen dollars (\$13.00) per suite for all suites in excess of fifty (50) and will not exceed the amount of one thousand dollars (\$1,000.00).

Building Name _____ Address _____ Use _____	Number of RESIDENTIAL SUITES this address _____
Owners Name _____ Address _____ Phone _____	Number of SUITE TYPES this address EFFICIENCIES _____ 1 Bedroom _____ 2 Bedroom _____ 3 Bedroom _____ 4 Bedroom _____
Resident Agent _____ Name _____ Suite _____ Phone _____	1 Bedroom _____ 2 Bedroom _____ 3 Bedroom _____ 4 Bedroom _____
Non-Resident Agent _____ Name _____ Address _____ Phone _____	Number of COMMERCIAL SUITES this address _____ Stores _____ Offices _____ Other _____
Manager or Custodian _____ Name _____ Suite _____ Phone _____	Stores _____ Offices _____ Other _____

TO BE COMPLETED BY APPLICANTS:

Please mail our Certificate of Multiple Dwelling Registration for 20_____, to the address listed below:

NAME _____

ADDRESS _____ CITY _____

Check
One

- We are enclosing our check in the amount of \$75.00 for one (1) to four (4) suites.
- We are enclosing our check in the amount of \$_____ which totals fifteen dollars (\$15.00) per suite for the first fifty (50) suites and thirteen dollars (\$13.00) per suite for all suites in excess of fifty (50) and will not exceed the amount of one thousand dollars (\$1,000.00). This computation is based on our information submitted above.

NOTE: #1. The issuance of any Certificate of Multiple Dwelling Registration is provisional and its validity will be based on a general inspection by the Building Inspector.
 #2. Return White and Yellow copies with your check.

Authorized Signature _____

Date _____