

## Obtaining Duplicate or Revised Occupancy Permits/Certificates

Under the Fire and Panic Act and the Pennsylvania Construction Code Act (Uniform Construction Code), the Department of Labor & Industry has issued occupancy permits and certificates of occupancy that allow for the legal occupancy of buildings.

Over time, these permits/certificates may be lost. Likewise, the building name or the address of these approved buildings may change.

Assuming that no changes have been made to the previously approved building **and** no change has been made in the approved use of the building, the Department will issue duplicates or revisions of these previously issued permits/certificates.

To obtain a duplicate or revised permit/certificate, one copy of the Department's **REQUEST FOR DUPLICATE/REVISED OCCUPANCY PERMIT OR CERTIFICATE OF OCCUPANCY** (form UCC-27) must be submitted, along with the appropriate payment. [Click here to access a copy of this form.](#)

On this form, please supply L&I File or MA Numbers assigned to this building. If you do not have these numbers, fax a request for this information to 717-783-5002. The request should indicate the building name and address, and the county and political subdivision in which it is located.

Typically, payment in amount of **\$5.00** (via check or money order made payable to **Commonwealth of Pennsylvania**) must be provided. However, if an address change is involved, you must purchase copies of all permits (if more than one was issued). Upon receiving your request, we will notify you if multiple permits must be obtained and if additional funds must be paid, before we can issue the requested documentation.

In the case where the address of a building has been changed, the Department requires that the applicant also submit documentation from either the United States Postal Service (USPS) or the local "911" emergency call center, indicating that the new address is officially recognized.

It is imperative that applicants include their daytime phone number (on the request form), so that we may contact you concerning your request, if necessary.

Mail the completed request form, your payment and (if applicable) the USPS or "911" center documentation to:

Bureau of Occupational & Industrial Safety  
PA Department of Labor & Industry  
Room 1600, Labor & Industry Building  
7th & Forster Streets  
Harrisburg, PA 17120

Please note that the issuance of a duplicate or revised permit/certificate in no way indicates that the building is currently in compliance with the Fire and Panic Act or UCC requirements. Rather, it indicates that the building was in compliance at the time that it passed its final inspection (which allowed the issuance of the original permit/certificate

File No.	_____
Date:	_____
<b>BG1</b>	

**REQUEST FOR DUPLICATE/REVISED OCCUPANCY PERMIT OR CERTIFICATE OF OCCUPANCY**

<b>Type of Request</b>	<input type="checkbox"/> Duplicate: No change in Building Name or Address <input type="checkbox"/> Revision: Change in Building Name or Address  <p>A request for a change of address must be accompanied by an address form supplied by the U.S. Postal Service or the local "911" call center.</p>
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<b>Building Information</b>	<p>Facility Name (e.g., university, mall, company, institution): _____</p> <p>Building/Tenant Name (or Building Number): _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Political Subdivision: _____ County: _____</p> <p>Previous L&amp;I File or MA Number(s): _____</p> <p><b>Please be certain that the building name and address information is correct, since it will appear on the revised permit/certificate exactly as written here.</b></p>
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<b>Applicant Information</b>	<p>Applicant Name: _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Daytime Phone Number: _____ ( ) _____</p> <p><b>Check applicable box and sign.</b></p> <p><input type="checkbox"/> I am the owner of record. (My name appears on the occupancy permit(s) or certificate(s) of occupancy issued by the department.)</p> <p style="text-align: center;"><b>Signature</b> _____</p> <p><input type="checkbox"/> I am the new owner. By signing this form, I certify that ownership of this building has been legally transferred to myself and that I am entitled to possess occupancy permit(s) or certificate(s) of occupancy for the building listed above.</p> <p style="text-align: center;"><b>Signature</b> _____</p> <p><input type="checkbox"/> I am the lessee of this building. (Signature of owner <u>must</u> also be included.)</p> <p style="text-align: center;"><b>Signature of Lessee</b> _____</p> <p style="text-align: center;"><b>Signature of Owner</b> _____</p>
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<i>FOR L&amp;I USE ONLY</i>	<p>Check #: _____ Amount: _____ Bates #: _____</p>
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