

CITY OF BRIDGEPORT  
**OFFICE OF HOUSING & COMMERCIAL CODE ENFORCEMENT**  
 DEPARTMENT OF HEALTH & SOCIAL SERVICES

HOUSING & COMMERCIAL  
 CODE ENFORCEMENT

999 BROAD STREET  
 BRIDGEPORT, CT 06604

TELEPHONE (203) 576-7072  
 FAX (203) 576-7793



**Richard M. Paoletto Jr.**  
*Acting Deputy Director*

## CERTIFICATE OF APARTMENT OCCUPANCY APPLICATION

\* = Required information

\*PROPERTY ADDRESS: \_\_\_\_\_ Bridgeport, CT \_\_\_\_\_ (Zip Code)

\*UNITS TO BE INSPECTED (Please be specific):


\*TOTAL UNITS IN BUILDING: \_\_\_\_\_

\*TOTAL UNITS TO BE INSPECTED: \_\_\_\_\_

\*OWNER (Name & Address):  Mail Notice/CAO here only

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

AGENT (Name & Address):  Mail Notice/CAO here only

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Notes: .....

.....

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\* \_\_\_\_\_  
*Signature of Applicant*

\* \_\_\_\_\_  
*Date:*

*The following to be filled in by office personnel...*

**FEE INFORMATION:**

TOTAL Paid: \_\_\_\_\_

Cash  Check  Money Order

Receipt #: \_\_\_\_\_ Check # \_\_\_\_\_

Received By: \_\_\_\_\_ Date \_\_\_\_\_

**INSPECTION DATE:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Lead Inspection Required  Lead Exempt

Separate Lead Date

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Copy to Lead Paint Date: \_\_\_\_\_

\*\*\*\*\*

Active File w/Inspector \_\_\_\_\_

N/A  No Card \_\_\_\_\_

Assigned Inspector \_\_\_\_\_ Census \_\_\_\_\_

**CAO CANCELLATION INFORMATION:**

Date Cancelled: \_\_\_\_\_

Reason:

Too Old  Never Entered

Other: \_\_\_\_\_

It is the applicant's responsibility to provide access to requested units/property upon the assigned inspection date! The Housing & Commercial Code Enforcement Officer and/or his representative reserve the right to cancel this application at any time. The fee will be forfeited upon cancellation. **Non-compliance with Section 15.12.250 could result in court action.**

## MISSION STATEMENT

To enforce all applicable State statutes and municipal ordinances under Housing and Commercial Code (15.12 and 15.16) to ensure safe, clean and habitable housing, to provide assistance to low and moderately low-income neighborhoods and to prevent blight and slums. Housing Code also issues Certificates of Apartment Occupancy (rental certificates required for most multi-family properties within the City) and yearly rooming house and hotel licenses.

Housing & Commercial Code also provides inspection assistance to City agencies, including but not limited to: Fire Marshal, Police, Building Official, Zoning, Tax Collector, Environmental Health and Lead Paint Poisoning Divisions, OPED and Anti Blight Office, Community Development, City councilpersons and community groups. Outside agencies such as DCF, United Illuminating and Southern CT Gas Company also request inspections from the Housing & Commercial Code Enforcement.

If you have a complaint about infestations (insect and rodent), possible mold, garbage debris and overgrowth around a property and repairs not being made, contact our office.