

# **BOROUGH OF SWISSVALE**

7400 IRVINE STREET • SWISSVALE, PA 15218  
412-271-0448 FAX: 412-271-8415

# **OCCUPANCY PERMIT APPLICATION**

## **SECTION I. – APPLICATION TYPE**

- SALE       RENTAL       OWNER OCCUPIED  
 RESIDENTIAL - \$60.00       COMMERCIAL - \$100.00       TEMPORARY - \$125.00

## **SECTION II. – PROPERTY INFORMATION**

PROPERTY ADDRESS: \_\_\_\_\_ UNIT # \_\_\_\_\_  
PROPERTY TYPE:       RESIDENTIAL       COMMERCIAL       MIXED USE  
NUMBER OF UNITS:      RESIDENTIAL DWELLINGS: \_\_\_\_\_ COMMERCIAL UNITS: \_\_\_\_\_

## **SECTION III. – APPLICANT INFORMATION**

APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
APPLICANT'S CONTACT INFO:      E-MAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_  
EMERGENCY OR MANAGEMENT CONTACT: \_\_\_\_\_  
PHONE: (DAY) \_\_\_\_\_ (NIGHT) \_\_\_\_\_  
 APPLICANT IS PROPERTY OWNER (IF CHECKED, SKIP SECTION IV)  
 APPLICANT IS A PROPERTY MANAGER AND/OR AUTHORIZED AGENT OF OWNER (IF CHECKED, COMPLETE SECTION IV)

## **SECTION IV. – OWNER INFORMATION (COMPLETE IF APPLICANT IS NOT PROPERTY OWNER)**

OWNER'S NAME: \_\_\_\_\_  
OWNER'S ADDRESS: \_\_\_\_\_  
OWNER'S CONTACT INFO:      E-MAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

## **SECTION V. – BUYER INFORMATION (COMPLETE ONLY FOR SALE APPLICATIONS)**

BUYER'S NAME: \_\_\_\_\_  
BUYER'S ADDRESS: \_\_\_\_\_  
BUYER'S CONTACT INFO:      E-MAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

## **APPLICANT MUST REVIEW AND SIGN THE REVERSE SIDE OF THIS APPLICATION**

### OFFICE USE ONLY

INITIAL INSPECTION DATE: \_\_\_\_\_ APPLICATION FEE PAID:       YES       NO  
FOLLOW-UP INSPECTION DATE: \_\_\_\_\_ ADDITIONAL FEES PAID       YES       NO  
ADDITIONAL INSPECTION DATE: \_\_\_\_\_ PERMIT ISSUED ON: \_\_\_\_\_  
ADDITIONAL INSPECTION FEES: \$ \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_  
TENANT REGISTRATION FORM COMPLETED AND SUBMITTED WITH APPLICATION?       YES       NO

## **IMPORTANT INFORMATION – PLEASE READ!**

### **OCCUPANCY PERMITS REQUIRED**

Borough Ordinance 89-6 requires that all dwelling units and commercial premises obtain an occupancy permit prior to being occupied. A separate permit must be obtained for each dwelling unit and commercial premises.

The purpose of this ordinance is to protect the health, safety and welfare of residents, in particular, to guarantee that dwelling units are in a safe, livable and habitable condition. This is accomplished by ensuring that these units and their structures are in compliance with current building, property maintenance and life-safety codes.

Any change in occupancy of any dwelling unit or commercial premises shall be reported by the property owner to the borough within ten (10) days after such change.

**FAILURE TO COMPLY WITH THIS ORDINANCE MAY RESULT IN PROSECUTION WITH PENALTIES UP TO \$1000.00 PER DAY OR 30 DAYS IMPRISONMENT PLUS COSTS.**

### **TEMPORARY OCCUPANCY PERMITS**

Temporary Occupancy Permits are issued for property sales only. These permits do not permit the dwelling or commercial property to be occupied. When a temporary permit is issued, the new owner must contact the borough to schedule an inspection prior to allowing any person or persons to occupy the structure.

### **OCCUPANCY PERMIT PROCESS**

In order to obtain an occupancy permit, a completed application along with the appropriate fee must be submitted to the borough. ***A TENANT REGISTRATION FORM MUST BE COMPLETED AND ACCOMPANY THIS APPLICATION FOR ALL RENTAL UNITS.***

Upon receipt of the application, an inspector will contact the applicant to schedule an initial inspection of the property. After this inspection is completed, a list of code deficiencies, if any, will be forwarded to the applicant. It will be the applicant's (or owner's) responsibility to correct any of the non-compliant deficiencies noted in the inspection report. Upon correcting those deficiencies, the applicant must notify the inspector to arrange a re-inspection to ensure the deficiencies have been corrected. Once this is verified, the Certificate of Occupancy will be issued.

The initial application fee includes two (2) inspection visits: one (1) for the initial inspection and one (1) for the follow-up inspection. If the follow-up inspection reveals that items on the initial inspection report were not corrected and the inspector needs to make a third or subsequent inspection(s), each additional inspection shall result in an additional fee. No occupancy permit will be issued until all applicable and outstanding fees are paid in full. ***Re-inspection fees are as follows: Residential: \$30.00, Commercial: \$50.00***

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### **APPLICANT ACKNOWLEDGEMENT and CERTIFICATION**

***By signing below, I acknowledge and certify the following:***

- That I have read the aforementioned information and hereby acknowledge that I must notify the Borough of Swissvale of any change in occupancy to the property indicated in this application.
- I am the owner or lawful authorized agent of the owner and hereby grant permission to any authorized representatives of the Borough of Swissvale to enter upon said property for the purpose of inspections and enforcement of this ordinance.
- That all information provided on this application is true and correct to the best of my knowledge.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_