**OCCUPANCY AND RENTAL PERMIT FEE FREQUENTLY ASKED QUESTIONS**

What Is the difference between an Occupancy Permit and a Temporary Permit?

An OCCUPANCY PERMIT ($75/residential or $100/commercial) involves the inspection of and issuance of an occupancy permit. If the structure does not pass inspection the first time, you are permitted one additional inspection at no charge. Beginning with the 2nd re-inspection (3rd visit), the fee Is $25/Inspection. An owner would request an OCCUPANCY PERMIT if they will be having the property Inspected and any deficiencies corrected prior to the sale of the structure.

A TEMPORARY OCCUPANCY PERMIT ($100) certifies that the Borough is aware of the property changing hands, certifies that the structure is currently vacant, and provides for an inspection and, if needed, a re-Inspection by the new owner after closing. Many closing companies require a permit before finalizing a sale. Beginning with the 2nd re-Inspection (3rd visit), the fee Is $25/Inspection. TEMPORARY OCCUPANCY PERMITS normally occur with sales that are categorized as "as is".

All Structures must have a valid OCCUPANCY PERMIT issued by the Fire Marshal / Code Enforcement Officer prior to inhabiting the said structure. Permit Applications are available from the Borough website www.eastpittsburghboro.com or from our offices at 813 Linden Ave, East Pittsburgh, PA 15112

**Permits and licenses for RENTAL UNITS**

When a rental unit Is sold, the owner Is responsible for a Residential OCCUPANCY PERMIT for each rental unit (I.e. a building with 4 units would have an Initial fee of $300.00). Additionally, a new OCCUPANCY PERMIT Is required every time a new tenant moves Into a unit. Example - If a tenant stays In a unit for 10 years, the owner would only pay the $75 fee once during that time. If a unit turns over and has 2 separate tenants during the course of a year, the owner would pay $75 for each tenant/lease for a total of $150.00 for the unit.

Separately, there Is a $75/unit rental license fee that must be paid annually regardless of how many times a rental unit turns over. This fee Is used for the tracking of rental units and their respective tenants and vacancies.