

Borough of East Pittsburgh

Occupancy Permit Application

Rental Property Application

Date: _____

Property Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Contact Numbers – Home: _____ Cellular: _____

Owner's E-Mail Address: _____

Address Usage: Commercial ☐ Residential ☐ Mixed ☐ Number of Units: _____

Owner Lives at the Address: Yes ☐ No ☐

Emergency or Management Name: _____

Management Company Address: _____

Management Contact E-Mail: _____

Contact Phone Number (Day): _____ Contact Phone Number (Evening): _____

Note: For rental units there must be a tenant registration short form turned in with the occupancy permit application. No occupancy permit will be issued without the tenant registration short form.

Permit Fees – Residential: \$75.00 per unit Commercial: \$100.00 per unit

Applicant's Signature: _____

Sale of Property Application

Date: _____

Property Address: _____

Seller's Name: _____

Seller's Phone Number – Home: _____ Cellular: _____

Buyer's Name: _____

Buyer's Address: _____

Buyer's Contact Numbers – Home: _____ Cellular: _____

Buyer's E-Mail Address: _____

Note: If the property is to be used as a rental property then both sections of this application are to be filled out and a tenant registration short form must be filled out with the occupancy permit application. No occupancy permit will be issued without all forms filled out completely.

Permit Fees – Residential: \$75.00 per unit Commercial: \$100.00 per unit Temporary: \$100.00 per unit

Applicant's Signature: _____

(For Sale of a property, please complete the information on the next page.)

ZONING AND CODE SUPPLEMENTAL INFORMATION

Buyer's Intended use for the premises: _____

Buyer's intended timeline for use of the property: _____

NOTICE FOR PROSPECTIVE BUYER

Please note that the use of the premises must follow all rules and regulations of the Borough, including, but not limited to the Zoning Ordinance, Universal Construction Code, the International Property Maintenance Code, and the Quality-of-Life Ordinance. For questions regarding appeals or variances to Zoning, please contact the Borough Office at 412-823-7124, Option 1.