

# BOROUGH OF EAST McKEESPORT

## APPLICATION FOR RESIDENTIAL CERTIFICATE OF OCCUPANCY PERMIT

**THIS FORM IS NOT FOR USE BY COMMERCIAL NON-RESIDENTIAL APPLICANTS**

**1. REASON FOR PERMIT**

- \_\_\_\_\_ Change of Occupancy Tenant
- \_\_\_\_\_ Change of Ownership Due to Sale
- \_\_\_\_\_ Change in Use

**2. PROPERTY INFORMATION**

- Owners \_\_\_\_\_
- Phone # \_\_\_\_\_
- Address of Property \_\_\_\_\_
- Lot & Block No. \_\_\_\_\_

2a. Home mailing address of property owner? \_\_\_\_\_

<p><b>3. Name(s) of Occupants over the age of 18</b></p> <p>_____</p> <p>_____</p>	<p><b>Number of occupants 17 &amp; under</b></p>
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<p><b>NEW OWNER/LANDLORD MANAGEMENT AGENT</b></p> <p>Name: _____ Phone: _____</p> <p>Mailing address: _____</p>
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<p><b>TENANT/OCCUPANT</b></p> <p>Full Name: _____ Phone: _____</p> <p>Mailing address: _____</p>
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**4. APPLICATION CHECKLIST**

**YES NO N/A**

- A. Are there any outstanding building code violations or notices of violation?
- If yes, explain \_\_\_\_\_
- B. Do you have a current valid certificate of occupancy? Cert. No. \_\_\_\_\_
- C. Have you done any building permit work within the last 5 years?
- D. If selling or vacant, have you obtained the required Zoning Certificate?
- E. If selling, have you obtained the required Dye Test Certificate?
- F. Have you erected any sheds, fences, decks, driveways, etc. within the last 5 years?
- G. If landlord, have you obtained required current Business Rental License?
- H. Is property address properly displayed for emergency services?
- I. Have you installed smoke alarms in each bedroom, in hall outside each bedroom and on each level of the structure?
- J. Have you installed ground fault circuit interrupter's (GFCI) protection in all outlets within six feet of water source?
- K. Have you received a copy of Ordinance 800 regulating apartment dwellings, landlords, and tenants in the borough?

**5. APPLICABLE RESIDENTIAL OCCUPANCY APPLICATION FEE(S) • Insert fee amount on the line for any applicable fee(s)**

- A. \_\_\_\_\_ Residential Occupancy Application and Inspection Fee \$50.00
- B. \_\_\_\_\_ Zoning Permit Application Fee \$25.00
- C. \_\_\_\_\_ Dye Test Certificate Fee \$20.00
- \_\_\_\_\_ **TOTAL AMOUNT PAID WITH THIS APPLICATION**  Check # \_\_\_\_\_  Cash

6. I, \_\_\_\_\_ **attest that all information provided in this application is true and correct to the best of my knowledge.**

(PRINT NAME)

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

**SEND PAYMENT TO:**  
 Borough of East McKeesport • 907 Florence Avenue • East McKeesport, PA 15035  
 Building Inspector: 412-824-6235 • Borough Administrator/Secretary: 412-824-2531

**NOTICE TO ALL APPLICANTS, LANDLORDS AND PROPERTY OWNERS**

Ordinance No. 881, Section 1. Any person who hereinafter offers for rent, lease, purchase, owns, or otherwise intends to occupy or utilize any apartment, building, space, structure within the Borough of East McKeesport, either residential or non-residential, must apply for an obtain an occupancy permit in conformance with existing ordinances as applicable before occupying or utilizing said apartment, building, space, or structure. An occupancy permit shall be required when any new tenant occupancy begins, changes in use of structure, and or when new ownership of any property occurs.

**FOR INFORMATION REGARDING BUSINESS/MERCANTILE TAX, LST OR WAGE TAX, PLEASE CALL:**

Keystone Municipal Collections • 546 Wendel Road • Irwin, PA 15642 • Phone: 724-978-0300

WHITE COPY - Borough • YELLOW COPY - Applicant