

**ALLEGHENY COUNTY OCCUPANCY
& ZONING GUIDELINES**



Your KEY to Superior Settlement Services

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***All information contained in this document is subject to change.
Please contact the municipality to verify.***

***Lien letters will not be sent to the closing company until all municipal
requirements are complete and satisfied. If they are not done in a
timely manner, it could delay closing.***

ALLEGHENY COUNTY OCCUPANCY & ZONING GUIDELINES

Aleppo Township – New owner is responsible for completing the application for occupancy within 15 days of occupying the property. For more information, call twp 412-741-6555

Aspinwall Borough - Keymax will send a check for \$35. Listing agent to contact boro to schedule occupancy inspection and final water. For more information and to schedule, call boro at 412-781-0213

Avalon Borough – Keymax will send a check for \$45. Agent to call boro for an appointment – *the boro requires at least 48 hours notice*. For more information and to schedule, call boro 412-761-5820

Baldwin Borough – Seller or listing agent must call boro and pay \$60. For more information and to schedule, call boro 412-882-9600 ext 264

Baldwin Township – Not required at this time. To verify, call twp 412-341-9597

Bell Acres Borough – New construction only. For more information, call boro 412-741-5448

Bellevue Borough – Keymax will send a check for \$45 for single family (\$5 each additional unit). Seller to call boro to schedule. For more information and to schedule, call boro 412-766-7453

Ben Avon Borough - Occupancy permit is only required if the buyer is NOT going to reside in the property and it is going to be a rental. \$50/house or \$50/unit. Seller to pay directly if two units or more. For more information, call boro 412-766-7714

Ben Avon Heights Borough – Not required at this time. To verify, call boro 412-766-1561

Bethel Park Municipality – Only required on new construction or commercial. For more information, call 412-831-6800

Blawnox Borough – Not required at this time. To verify, call boro 412-828-4141

Brackenridge Borough – Seller must send a check for \$65 (occupancy). Inspection and permit required before sale. For more information and to schedule, call boro 724-224-0800

Braddock Borough – Keymax will send a check for \$30 (occupancy). Listing agent to call to schedule an appointment. For more information and to schedule, call boro 412-271-1018

Braddock Hills Borough – Keymax will send a check for \$20 (occupancy). Seller or listing agent to call boro to schedule an inspection. For more information and to schedule, call boro 412-241-1018

Bradford Woods Borough – Only needed on commercial properties. For more information, call boro 724-935-2990

Brentwood Borough – Keymax will send a check for \$50. No action required. For more information, call boro 412-884-2002

Bridgeville Borough – Not required for residential property. Keymax will send a check for \$25 if commercial property; \$10 for rental unit. For more information, call boro 412-221-6012

Carnegie Borough – Keymax will send a check for \$50 (single family); \$100 for multi-family or commercial (seller to pay). Seller or listing agent will need to make an appointment with boro. Site Plan or Survey is required unless commercial. For more information and to schedule, call boro 412-279-3787

Castle Shannon Borough – Keymax will send a check for \$50. Seller or listing agent must call to schedule inspection. If it's a commercial property, the seller will have to pay \$100. For more information and to schedule, call boro 412-885-9200 x105

Chalfont Borough – Keymax will send a check for \$50. Listing agent or seller must call to schedule inspection. For more information and to schedule, call boro 412-823-0202

Cheswick Borough – Seller must send a check for \$65. Seller has to call to schedule inspection. For more information and to schedule, call boro 724-448-6798

Churchill Borough – Keymax will send a check for \$45. Seller must call to schedule. For more information and to schedule, call boro 412-241-7113

Collier Township – Not required at this time. To verify, call twp 412-279-4941

Coraopolis Borough – Only required if residence has 3 or more apartments. For more information, call boro 412-264-3002.

Clairton, City of – Keymax will send a check for \$35. Seller must go to the municipal building to complete occupancy permit between 9am and 5pm. Seller must schedule. For more information, call 412-233-8113 ext 3030

Crafton Borough – Keymax will send a check for \$45/occupancy and \$35/zoning – required on both residential and commercial. For more information, call boro 412-921-0752

Crescent Township – Only needed on multi-unit, new construction or major renovation. Not required on sale of an existing property. For more information, call twp 724-457-8100

Dormont Borough– Only needed if 2 units or more. Also needed on commercial property. Seller to pay \$100. For more information, call boro 412-561-8900

Dravosburg Borough – Keymax will send a check for \$35 (residential) / \$70 (for commercial and seller will need to pay). Seller to contact boro to schedule inspection. For more information and to schedule, call boro 412-466-5200

Duquesne City of – Keymax will send a check for \$50 (if one unit). If more than one unit, seller has to pay - \$50/unit. Seller to call Code Enforcement to schedule inspection and get required form. For more information and to schedule, call 412-466-4746

East Deer Township – Seller must schedule occupancy inspection prior to closing and pay \$55. Contact Code Enforcement Office at 724-224-3434

East McKeesport Borough – The seller or listing agent is responsible for picking up required form at boro office, completing form and paying \$50/occupancy and \$25/zoning. For more information, call boro 412-824-2531

East Pittsburgh Borough – Seller or listing agent must go to the boro office to complete required forms and pay for \$40/residential (\$100 commercial). For more information, call boro 412-823-7124

East Washington Borough – Not required at this time. To verify, call boro 724-222-2929

Edgewood Borough – Keymax will send a check for \$45. Seller or listing agent to call the boro to schedule with the building inspector. For more information and to schedule, call boro 412-242-4824

Edgeworth Borough – Not required at this time. To verify, call boro 412-741-2866

Elizabeth Borough – Keymax will send a check for \$50/residential (if commercial, seller to pay \$70 to boro). For more information, call boro 412-384-7771

Elizabeth Township – Keymax will send a check for \$50 (if commercial, contact the twp for amount). No action required. For more information, call twp 412-751-2880

Emsworth Borough – Call to see if property needs dye test. If one is needed, seller must send a check for \$55. For more information, call boro 412-761-1161

Etna Borough – Keymax will send a check for \$30. Boro handles dye test. For more information, call boro 412-781-0569 ext 18

Fawn Township – Keymax will send a check for \$15/occupancy and \$15/zoning. For more information, call twp 724-226-0008

Findlay Township – Only required on new construction. Keymax will send a check for \$25. For more information, call twp 724-695-0500

Forest Hills Borough – Not required at this time. To verify, call boro 412-351-7330

Forward Township – Not required at this time. To verify, call twp 412-384-1761

Fox Chapel Borough – Not required at this time. To verify, call boro 412-963-1100

Franklin Park Borough – Not required at this time. To verify, call boro 412-364-4115

Frazer Township – Keymax will send a check for \$35. Seller or listing agent responsible for calling the twp to schedule. For more information and to schedule, call twp 724-226-2188

Glassport Borough – Keymax will send a check for \$35. For more information, call boro 412-672-7400

Glen Osborne Borough – Not required at this time. To verify, call boro 412-741-3775

Greentree Borough – Keymax will send a check for \$10. No action required. For more information, call boro 412-921-1110

Hampton Township – Keymax will send a check for \$25. For more information, call twp 412-486-0400

Harmar Township – Seller must send a check for \$60. No action required. For more information, call twp 724-274-4550

Harrison Township – Not required at this time. To verify, call twp 412-226-1393

Haysville Borough – Not required at this time. To verify, call boro 412-741-5038

Heidelberg Borough – Keymax will send a check for \$50. Seller or listing agent to call boro and schedule inspection with zoning officer. Occupancy is only done on Tuesdays. For more information and to schedule, call boro 412-276-0363

Homestead Borough – Seller must send a check for \$75/occupancy and \$35/zoning (if commercial \$150). Seller or listing agent to call to schedule inspection. For more information and to schedule, call boro 412-464-1135

Indiana Township – Not required at this time. To verify, call twp 412-767-5333

Ingram Borough – Inspection needed on all properties **EXCEPT** single family homes. Seller or listing agent to call boro office. For more information, call boro 412-922-5877

Jefferson Hills Borough – Buyer is responsible for paying \$30 directly to the boro and complete required form. For more information, call boro 412-655-7735

Kennedy Township – Only required on new construction/\$10 (Keymax will send check). If commercial property, seller to pay \$100. For more information, call twp 412-771-2321

Kilbuck Township – Keymax will send a check for \$50. Seller to call twp to schedule. For more information and to schedule, call twp 412-761-3945

Leet Township – Seller or listing agent to contact twp to send request with contact information so that the inspector can contact seller/listing agent and pay \$55. For more information, call twp 724-266-2280

Leetsdale Borough – Keymax will send a check for \$45. Seller or listing agent to call to schedule with boro's inspection company. For more information and to schedule, call boro 412-766-2565

Liberty Borough – Keymax will send a check for \$30. For more information, call boro 412-678-3287

Lincoln Borough – Not required at this time. To verify, call boro 412-751-2655

Marshall Township – Not required at this time. To verify, call twp 724-935-3090

McCandless Township – Only needed if new construction or if extensive renovations on property. For more information, call twp 412-364-0616

McDonald Borough – Not required at this time. To verify, call boro 724-926-8711

McKees Rocks Borough – Boro will send Keymax a form for the buyer to complete at closing. No action required prior to closing. For more information, call boro 412-331-2498

McKeesport, City of – Buyer’s agent or buyer to pick up required form, complete and pay for inspection at municipal building Room 204. Seller can do this but will need all of the buyer’s info for the form. Must be done prior to closing. For more information, call 412-675-5060 ext 626

Millvale Borough – Keymax will send a check for \$35 (1 parcel). If more than 2 parcels, seller will need to send check to boro office. Keymax will give listing agent’s name and phone number on required form for inspection. For more information, call boro 412-821-2777

Monroeville Municipality – Seller must pay \$75 and call to schedule inspection. For more information and to schedule, call 412-856-3340

Moon Township – Not required at this time. To verify, call twp 412-262-1700

Mount Lebanon Municipality – Not required at this time. To verify, call 412-343-3400

Mount Oliver Borough – Keymax will send a check for \$50. Listing agent to contact boro to schedule. For more information and to schedule, call boro 412-431-8107

Munhall Borough – Seller must send a check for \$75. Seller or listing agent must pick up required form at boro office to schedule. For more information, call boro 412-464-7310

Neville Township – Keymax will send a check for \$45 if one unit. Seller to pay if more than one unit (\$45/unit). For more information, call twp 412-765-2265

North Braddock Borough – Keymax will send a check for \$50 for first occupancy inspection (on single family). Seller to pay \$25 for each follow up inspection needed. Inspection must be completed prior to new owner moving in or will be fined \$100/day without proper permit. For more information, call boro 412-271-0832

North Fayette Township – Not required at this time. To verify, call twp 412-788-4888

North Versailles Township – Occupancy only required on new construction or change in property use (Keymax will send a check for \$50). Zoning Cert required for all changes in property ownership or occupancy (Keymax will send a check for \$50). For more information, call twp 412-823-6700

Oakdale Borough – Not required at this time. To verify, call boro 724-693-9740

Oakmont Borough – Buyer and seller are required to sign boro's form in front of a notary. They will not release the lien letter until they have this and need 2 weeks to process. For more information, call boro 412-828-3232

O'Hara Township – Not required at this time. To verify, call twp 412-782-1400

Ohio Township – Not required at this time. To verify, call twp 412-364-6321

Osborne/Glen Osborne Borough – Not required at this time. To verify, call boro 412-741-3775

Penn Hills Municipality – *SELLERS responsibility* to pay \$50 for single and multi-family (\$100 for commercial per tenant), set up inspection and have photo ID on all permits. Municipal office will not fax information until they receive check from seller and carbon form. Not needed on new construction. For more information, call 412-798-2132.

Pennsbury Village Borough – Not required at this time. To verify, call boro 412-279-7876

Pine Township – Not required at this time. To verify, call twp 724-625-1591

Pitcairn Borough – Keymax will send a check for \$50. Code Enforcement Officer only in on Mon, Wed and Fri and must schedule with him. For more information, call boro 412-372-6500

Pittsburgh, City of – Keymax will send a check for \$100 for zoning with required form. Each parcel needs its own form and fee. For more information, call 412-255-2241

Pleasant Hills Borough – Not required at this time. To verify, call boro 412-655-3300

Plum Borough – Seller or listing agent responsible for paying \$100 and scheduling occupancy. For more information and to schedule, call boro 412-795-6800

Port Vue Boro – Seller to go to the boro, pay \$25 for occupancy, fill out a form and make an appointment for inspection. For more information and to schedule, call boro 412-664-9323

Rankin Borough – Keymax will send a check for \$50 if one unit. If more than one unit, seller to pay (\$50/unit). For more information, call boro 412-271-1027

Reserve Township – Not required at this time. To verify, call twp 412-322-1551

Richland Township – Keymax will send a check for \$30. Zoning cert is needed on sale of property and on vacant land. For more information, call twp 724-443-5921

Robinson Township – Keymax will send a check for \$20. Also needed for vacant land. For more information, call twp 412-788-8120

Ross Township – New construction only. Keymax will send a check for \$50. Occupancy Permit required if property type is changing, i.e. residential to commercial and vice versa. For more information, call twp 412-931-7055

Rosslyn Farms Borough – Not required at this time. To verify, call boro 412-429-0253

Scott Township – Not required at this time. To verify, call twp 412-276-5300

Sewickley Borough – Not required at this time. To verify, call boro 412-741-4015

Sewickley Heights Borough – Not required at this time. To verify, call boro 412-741-5119

Sewickley Hills Borough – Only required on new construction. For more information, call boro 412-741-4891

Shaler Township – Keymax will send a check for \$25. No action required. For more information, call twp 412-486-9700

Sharpsburg Borough – Keymax will send a check for \$25 for residential. If property is commercial, seller must pay \$75. For more information, call boro 412-781-0546

South Fayette Township – Keymax will send a check for \$25. No action required. For more information, call twp 412-221-8700

South Park Township – Only required on new construction. Seller to contact twp to pay and schedule inspection. For more information and to schedule, call twp 412-831-7000

South Versailles Township – Keymax will send a check for \$50. For more information, call twp 412-466-7377

Springdale Borough – Seller or listing agent needs to send boro \$65 and schedule inspection. For more information and to schedule inspection, call boro 724-274-6800

Springdale Township – Buyer is responsible for going into twp office, paying \$5 and filling out required form. The buyer will also need to pay \$50 for water service fee. For more information, call twp 724-274-4034

Stowe Township – Keymax will send a check for \$20. For more information, call twp 412-331-4050

Swissvale Borough – Seller must send a check for \$60 (residential). If commercial property, seller to pay boro \$100. Seller and listing agent to call to set up appointment for inspection. Inspector will bring occupancy form to the property. For more information and to schedule inspection, call boro 412-271-3940

Tarentum Borough – Keymax will send a check for \$45 and will give boro listing agent's info to schedule an appointment. For more information, call boro 724-224-1818

Thornburg Borough – Not required at this time. To verify, call boro 412-921-9713

Trafford Borough – Seller must send a check for \$60 and call the boro inspector to schedule. For more information and to schedule, call boro 412-372-7652

Turtle Creek Municipality – Buyers to complete municipality's form and mail back to municipality with fee. For more information, call 412-824-2500

Upper St. Clair Township – Not required at this time. To verify, call twp 412-831-9000

Verona Borough – Keymax will send a check for \$50 (if 2 units or more, seller to pay directly). Listing agent will need to coordinate with the boro to have occupancy completed. For more information and to schedule, call boro 412-828-8080

Versailles Borough – Seller must send a check for \$75 for occupancy if residential property/\$100 if commercial. For more information and to schedule, call boro 412-751-3922

Wall Borough – Seller will need to send \$80 for occupancy and \$30 for zoning. Seller or listing agent to call to set up inspection. For more information and to schedule, call boro 412-824-3333

West Deer Township – Keymax will send a check for \$25 for inspection. Twp does a drive by inspection. For more information, call twp 412-265-3680

West Elizabeth Borough - Keymax will send a check for \$10. For more information, call boro 412-384-8200

West Homestead Borough – Seller must send a check for \$75/single family. If two units or more, seller will need to send a check to boro - \$75/unit. Boro will not set up inspection until the completed application is returned. Lien letters will not be released until this is done. For more information, call boro 412-461-1844

West Mifflin Borough – Seller must send a check for \$75 – needed on residential and commercial. For more information, call boro 412-466-8174

West View Borough – Not required at this time. To verify, call boro 412-931-2800

Whitaker Borough – Keymax will send a check for \$50. Seller or listing agent to contact the boro to schedule inspection. For more information and to schedule, call boro 412-462-8940

White Oak Borough – Keymax will send a check for \$40. Seller to call to schedule inspection. For more information and to schedule, call boro 412-672-9727

Whitehall Borough – Not required at this time. To verify, call boro 412-884-1368

Wilkins Township – Keymax will send a check for \$50. Seller to call twp to schedule. For more information and to schedule, call twp 412-824-6650

Wilkesburg Borough – Seller must send a check for \$60. For more information, call boro 412-244-2923

Wilmerding Borough – Seller must send a check for \$55. For more information, call boro 412-823-0420