

**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** – Keymax will send a check for \$45. 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 \$55. 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 \$150. Reinspection fee is \$75 paid by seller or listing agent. 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** – 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 \$50 (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. If commercial property, Keymax will send a check for \$25; \$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

**Chalfant Borough** – Keymax will send a check for \$75. For more information, 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 \$75. 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** – Keymax will send a check for \$60. For more information, call boro 412-264-3002.

**Clairton, City of** – Keymax will send a check for \$45. Seller must go to the municipal building to complete occupancy permit between 9am and 5pm and 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 \$75 for residential / \$150 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 pay \$50/occupancy and \$25/zoning. For more information, call boro 412-824-2531

**East Pittsburgh Borough** – Keymax will send a check for \$40 if residential. If commercial, seller to pay \$100. 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 \$65/residential or \$70/commercial. Seller has to call boro to schedule inspection. For more information, call boro 412-384-7771

**Elizabeth Township** – Seller has to pay \$75 (if commercial, contact the twp for amount) and call twp to schedule inspection. For more information, call twp 412-751-2880

**Emsworth Borough** – Keymax will 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. *Requires at least 2 weeks notice.* 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 \$82/occupancy and \$38.50/zoning. Seller or listing agent to call to schedule inspection with zoning officer. 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** – Not required at this time. To verify, call twp 412-761-3945

**Leet Township** – Keymax will send a check for \$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** – Keymax will send a check for \$5. For more information, call boro 724-926-8711

**McKees Rocks Borough** – Keymax will send a check for \$50. 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. 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** – Keymax will send a check for \$75. Seller to call and 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** – Seller or listing agent to pay \$100 and contact boro to schedule. For more information and to schedule, call boro 412-431-8107

**Munhall Borough** – Keymax will send a check for \$75. Seller or listing agent must pick up required form at boro office and 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). \$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** – Keymax will send a check for \$60. For more information, 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 and carbon form from seller. 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 \$75. 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 \$100.50 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 with inspector. 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** – Keymax will send a check for \$50. For more information, 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/\$75 for commercial. For more information, call boro 412-781-0546

**South Fayette Township** – Keymax will send a check for \$30. 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 \$75. 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** – Keymax will 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** – Not required until occupancy. Buyer needs to apply prior to occupying and pay \$75. 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** – Keymax will send a check for \$75. Listing agent must call to set up appointment. For more information and to schedule, call boro 412-751-3922

**Wall Borough** – Seller will need to send \$80. 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. Twp does a drive by inspection. For more information, call twp 412-265-3680

**West Elizabeth Borough** – Not required at this time. To verify, call boro 412-384-8200

**West Homestead Borough** – Seller will need to send \$85. Boro will not set up inspection until the completed application is returned. For more information, call boro 412-461-1844

**West Mifflin Borough** – Keymax will send a check for \$75. 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 \$50. 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. For more information and to schedule, call twp 412-824-6650

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

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