

THE BOROUGH OF MILLVALE

501 Lincoln Avenue, Millvale, PA 15209

PH 412-821-2777 ~ FAX 412-821-2717

OCCUPANCY PERMIT APPLICATION SALE OF PROPERTY

- 1 **CURRENT OWNERS**, not BUYERS, are responsible for completing the application for an Occupancy Permit.
- 2 Application **MUST** be filed with the Borough **BEFORE** the closing can take place.
- 3 An Occupancy Inspection and Final Water Reading must be completed **BEFORE** the closing can take place.
- 4 The Fee for an Occupancy Permit Application is **\$ 75.00**
- 5 Other paperwork **REQUIRED** before a closing may take place: Tax Certification, No-Lien Letter & Final Water Bill. Total fee for paperwork, including Occupancy Permit, is **\$180.00**
- 6 If a Temporary Occupancy Permit due to code violations is issued, **\$70.00** fee will be due at reinspection. A checklist of current code regulations is available at the Borough Building.

CURRENT OWNERS (or the Agent for the Current Owners) are **REQUIRED** to complete the following:

A ADDRESS OF BUILDING:

B NAME, ADDRESS & TELEPHONE NUMBER OF **CURRENT OWNER**:

C EMERGENCY CONTACT NUMBER REQUIRED: _____

D. EMAIL ADDRESS REQUIRED: _____

E NAME, ADDRESS & TELEPHONE NUMBER OF **BUYER**:

F. EMERGENCY CONTACT NUMBER REQUIRED _____

G EMAIL ADDRESS REQUIRED: _____

H NUMBER OF UNITS IN THE BUILDING _____

I. NUMBER OF BEDROOMS _____

J INTENDED USE OF BUILDING (residence, rental unit, business, etc.)

PASS

FAIL

Current Owner's (Agent for Owner) Signature

Date

Telephone Number

PLEASE NOTE: Owners are responsible for the **APPEARANCE** and **MAINTENANCE** of their properties.
Please get acquainted with our Borough's Ordinances