

# 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 for a **SALE** is **\$45.00**
- 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 **\$135.00**.
- 6 If a Temporary Occupancy Permit due to code violations is issued, a \$30.00 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:

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

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

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E NUMBER OF UNITS IN BUILDING:

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

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Current Owner's (Agent for Owner) Signature

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Date

Telephone Number

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