

THE BOROUGH OF ETNA

437 Butler Street, Pittsburgh, PA 15223
PH 412-781-0569 ~ FAX 412-782-5302

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.
(FINAL WATER READINGS CONTACT: H.S.W.A. AT 412-486-4867)
- 4 Additional paperwork **REQUIRED** before a closing can take place: Tax Certification, No-Lien Letter & Final Sewer Bill. Fee for paperwork, including Occupancy Permit, is **\$55.00. (Payable to the Borough of Etna)** Fee for Tax Certification is **\$25.00. (Payable to: Germaine Pfeifer, Tax Collector)**
- 5 If a Temporary Occupancy Permit due to code violations is issued, a **\$30.00 Fee will be due at re-inspection.**
A reference of current code regulations is available at the Borough Office or on Website: www.etnaborough.com
CURRENT OWNERS (or the Agent for the Owners) are **REQUIRED to complete the following:**

A ADDRESS OF BUILDING:

B NAME, ADDRESS & TELEPHONE NUMBER OF CURRENT OWNER:

D NAME, AGE & SSN (if possible) OF EACH RESIDENT LIVING IN BUILDING:

E NUMBER OF UNITS IN BUILDING:

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

Current Owner's 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

BOROUGH OF ETNA

DEPARTMENT OF CODE ENFORCEMENT APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

Application is hereby made for permission for use of the property herein described for the purpose stated. If such use complies with the provisions of all laws and ordinances and certificate of occupancy is issued, it is understood by the applicant that the said certificate will authorize only the use stated in this application, and that such use may not legally be extended or changed without the authorization by a new certificate of occupancy.

Date of Application: _____ Phone: _____

Present Owner: _____

Address of Present Owner: _____

City & State: _____ / _____ Zip: _____

Address of Property being sold: _____

City & State: _____ / _____ Zip: _____

Swimming Pool? Yes / No Lot & Block No. _____

Present Use of Property: _____

Proposed Purchaser Name: _____

Address of Proposed Purchaser: _____

City & State: _____ / _____ Zip: _____

Signature of Applicant: _____

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

(For Office Use Only)

ZONING CERT. #: _____ DATE ISSUED: _____

FEE PAID: _____ REC#: _____