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Department of Permits, Licenses, and Inspections Bulletin

Policy: Partial Occupancy Applications of a Structure
prior to completion of an issued permit.

Date: May 22, 2016

Purpose of this Bulletin:

To outline the procedure for requests to use or occupy of a portion of a new building under construction, or existing buildings undergoing renovations, prior to completion of all work under permit.

Permit Application Process:

Applications for partial occupancy of a structure prior to completion of all work under permit requires submission to the City of Pittsburgh under a new Temporary Occupancy permit application. See Application Requirements Below.

All Applications follow the standard permit submission process, requiring Dept. of City Planning, Zoning approval prior to submission of documents to PLI for review.

Complete applications to PLI will be accepted and entered into the queue for review for code compliance by a Plans Examiner.

When the application has been approved, and all permit fees paid, the permit will be issued and required inspections specific to the partial occupancy will then be conducted. All required inspections specific to the requested area must be conducted and approved before a Certificate of Occupancy will be issued.

Application Requirements for Partial Occupancy permit:

- An approved City of Pittsburgh Zoning voucher, specific for the occupancy permit.
- Copies of all variances, or conditions of approval from other Departments.
- A site plan approved by Zoning, if required.
- A completed PLI Permit Application form for the permit type.
- Site plan showing required accessibility features (including, but not limited to, location of parking spaces (where provided), accessible site arrival points, and accessible entrance(s)), public way improvements and site access.
- Third Party Agency and Special Inspection reports, where applicable.
- Documentation showing compliance with the Energy Code.
- (2) sets of construction documents – drawings and specifications specific for the area of the building requested, in context of the entire building and site.
- The drawings must be signed, sealed, and dated by the licensed design professional of record.

Code Compliance:

In addition to the specific portion of the building requested for occupancy, plans must clearly indicate that the building fully complies with the UCC and City Code as required for those portions of the building requested for occupancy. For example, public way improvements, site access, building fire-resistant rated assemblies, means of egress, fire protection, mechanical, electrical, and plumbing systems, accessibility, and energy code compliance must be complete for the building as necessary for the requested partial occupancy.

Requests for partial occupancy of a structure that does not comply with the requirements of the UCC and City Code will not be approved. Applicants may seek variances for alternative compliance through the appropriate agencies, such as the City of Pittsburgh Board of Appeals, Allegheny County Health Department, or the Dept. of Labor and Industry Accessibility Board for accessibility-related issues.

Certificate of Occupancy Required:

Permission to use or occupy a portion of a building, structure or facility is granted only by a Certificate of Occupancy issued by the code official. No other forms of communication, verbal or written, will be deemed as granting permission to occupy.