



PLI Monthly News & Updates

This issue discusses a modification to the permitting procedure, our April Community forum, job postings and Build Pittsburgh info.

Visit our Website

Make sure to check the [Updated Inspector Ward Assignments](#)

Permit Process Modification

The file room door, which is the half door located in between the Zoning office and the Permits office, will no longer be open to the public.

- When an applicant is applying for a permit requiring both zoning approval and a building permit, the customer will go from the zoning counter to our permit counter without the need to stop at the fileroom.
- All customers with a zoning voucher that have an OCC request, question or needs information on property violations will be assisted by one of the application techs at the permit counter.
- If a customer is not pulling a permit but needs copies of an existing OCC, they will be required to complete a request form. The form will be available at the counter and can be submitted in person, by mail or via email at plirecords@pittsburghpa.gov. You may find a copy of the request form [here](#).
- Our staff will complete an OCC request within 5 business days from the received date. If there are any URGENT or emergency request, the counter staff will note that on the OCC request form and deliver the request immediately to the file room for assistance.

 Department of Permit, Licenses, and Inspections
Administration and Licensing Unit

Request for Occupancy

Title: _____

Requester Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Include full address for each property you are requesting an Occupancy and how many copies you need for each request.

QTY	Property address

Request for Address: _____

Event Number: _____

All projects being reviewed more than 30 records please attach the full property being with this document.

PLI USE ONLY

Received By: _____ Date: _____

Processed By: _____ Date: _____

Mailed on: _____

Requester's name email: YES NO WHEN: _____

All requests are processed in the order they are received by our staff. All requests will be assigned within 1 working hour from the date we received the request. If you have any questions or need a copy of your request please call 412.251.2171 or request via email: plirecords@pittsburghpa.gov

April Community Forum

Our April Community Forum will be held on April 12th, 2017 on the topic of the "Permitting Process". Assistant Director Erik Harless will present the ins and outs of applying for a permit.

This is the same presentation as the March Forum.

[Please RSVP here!](#)



[Build Pittsburgh](#), AIA Pittsburgh's annual continuing education conference and exhibitor show, brings together a community of architects and built industry professionals to engage in institutional learning.

Our Assistant Director, Erik Harless, will be presenting the session "**Code Q&A: Answers to Common and Challenging Code Questions**". This discussion will focus on interpreting the current building code while providing insight into the plan review and permitting process so that solutions can be identified.

[VISIT](#) aiapgh.org to learn more.

[VIEW](#) the presenters & programming.

[REGISTER](#) today! Early bird discounts available until March 15th!

We're hiring!!

We are looking for qualified individuals for electrical inspectors, operations inspectors and plans examiners!

[Submit an application now!](#)

PLI | City of Pittsburgh | 412-255-2175 |

STAY CONNECTED

