



CITY OF PITTSBURGH
DEPARTMENT OF CITY PLANNING
TEMPORARY OCCUPANCY APPLICATION

Accela # _____

A. PROJECT INFORMATION

1. APPLICATION IS: Partial Occupancy of an Existing Development Temporary Event

2. SITE INFORMATION

Development Address: _____

Parcel ID(s)/Lot-and-Block Number(s): _____

Describe the proposed occupancy in detail. (Partial Occupancy shall include which portion of the building is to be occupied; Temporary Events shall include the event description any accessory structures and uses, such as tents, storage, etc.):

3. TIMING (Note: Temporary Occupancy will only be granted for up to 6 months at a time)

Partial Occupancy

Existing Permit Number: _____

Reason for Request: _____

Expected Date of Full Occupancy: _____

Temporary Event

Dates and Times (including set-up and tear-down): _____

B. CONTACT INFORMATION

Owner Name: _____

Owner Address: _____

Owner Contact (phone and email): _____

Is the owner also the applicant? Yes No

If No, complete applicant info below:

Applicant Name: _____

Applicant Address: _____

Applicant Contact (phone and email): _____



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My signature (below) certifies that all information provided as part of this application is correct and that I am authorized by the legal property owner to make this application.

Applicant or Owner Signature: _____ Date: _____

C. TEMPORARY EVENTS

Prior to submitting this application to the Division of Zoning & Development Review, the applicant must receive approval from the Special Events Office (414 Grant St, 4th Floor, Department of Parks and Recreation) for Temporary Events:

SPECIAL EVENTS OFFICE:
PERMIT REQUIRED? **YES (COPY OF APPROVED PERMIT ATTACHED)** **NO**

SPECIAL EVENTS STAFF SIGNATURE

D. ZONING ACTION

DIVISION OF ZONING AND DEVELOPMENT REVIEW:
 APPROVED **DISAPPROVED**

EXPIRATION DATE

ZONING ADMINISTRATOR SIGNATURE