

## **GUIDELINES AND WORKFLOW FOR ABATEMENT APPLICATIONS**

A BUILDING PERMIT MUST ACCOMPANY ANY ABATEMENT APPLICATION. THE PERMIT MUST BE DATED WITHIN 180 DAYS OF THE SUBMISSION OF THE ABATEMENT APPLICATION. NO APPLICATION WILL BE CONSIDERED WITHOUT A PERMIT.

IF YOU ARE APPLYING FOR AN ENHANCED ABATEMENT WITH AFFORDABILITY REQUIREMENTS UNDER CHAPTER 265 OR CHAPTER 267 OF THE PITTSBURGH CITY CODE, A LETTER OF CERTIFICATION FOR AFFORDABILITY FROM H.U.D. IS REQUIRED ANNUALLY FOR THE DURATION OF THE ABATEMENT. FOR ENHANCED ABATEMENT WITH AFFORDABILITY REQUIREMENTS, THE FOLLOWING GUIDELINES SHALL APPLY:

- Tax abatement will only be provided in any year of the abatement period in which all of the affordability requirements set forth in the applicable chapter of the City Code are met.
- The affordability requirement begins when the abatement period begins, which is when construction is complete, and a Certificate of Occupancy has been issued by the Department of Permits, Licenses, and Inspections.
- A housing unit is considered affordable if the household is paying no more than thirty percent (30%) of its income in housing costs (including utilities).

IF YOU ARE APPLYING FOR AN ENHANCED ABATEMENT WITH MINIMUM FULL TIME EMPLOYEE REQUIREMENTS UNDER CHAPTER 267 OF THE PITTSBURGH CITY CODE, A LIST OF WHO YOU ARE DEDUCTING PAYROLL EXPENSE TAX FROM AND AN AFFIDAVIT CERTIFYING THE NUMBER OF NET NEW FULL-TIME EQUIVALENT POSITIONS (AS CALCULATED BELOW) WILL BE REQUIRED ANNUALLY FOR THE DURATION OF THE ABATEMENT. FOR ENHANCED ABATEMENT WITH MINIMUM FULL TIME EMPLOYEE REQUIREMENTS, THE FOLLOWING GUIDELINES SHALL APPLY:

- Tax abatement will only be provided in any year of the abatement period in which you maintain at least fifty (50) net new full-time positions or part-time positions that aggregate to 50 full-time positions.
- The full-time employee requirement begins when the abatement period begins, which is when construction is complete, and a Certificate of Occupancy has been issued by the Department of Permits, License, and Inspections.
- A full-time position is considered 130 hours of service per month.
- To calculate the number of full-time positions, employers should determine the number of full-time employees or full-time equivalent positions (130 hours of service per month) in each month. To qualify for enhanced abatement in a given year during the abatement period, employer must show no less than fifty full-time equivalent employees in each month of such year.

PLEASE SUBMIT ALL REQUIRED DOCUMENTS TO:

**CITY OF PITTSBURGH**

**DEPARTMENT OF FINANCE**

**414 GRANT STREET**

**PITTSBURGH, PA 15219**

**ATTN: DEB GMYS**

ALL DOCUMENTS WILL BE REVIEWED AND A LETTER OF ABATEMENT APPROVAL/DENIAL WILL BE SENT TO THE APPLICANT. THE DENIAL LETTERS WILL INDICATE THE REASON FOR DENIAL.

IF APPROVED, YOUR TAX ACCOUNT WILL BE TAGGED AS "PENDING ABATEMENT" UNTIL CONSTRUCTION IS COMPLETED. PLEASE TAKE OUT AN OCCUPANCY PERMIT UPON COMPLETION.

ONCE CONSTRUCTION IS COMPLETED AND AN OCCUPANCY PERMIT HAS BEEN ISSUED, THE ALLEGHENY COUNTY ASSESSMENT OFFICE WILL ESTABLISH A NEW BUILDING VALUE, TRANSMIT IT TO THE CITY AND THE ABATEMENT WILL BEGIN. YOUR TAX ACCOUNT WILL BE TAGGED "ABATEMENT ACTIVE". A LETTER INDICATING THE YEARS TO BE ABATED WILL BE SENT TO THE APPLICANT. THE ABATEMENT REDUCTION IS ALWAYS REMOVED FROM THE JANUARY ANNUAL BILL.

NOTE: ONCE APPROVED, NON-COMPLIANCE WITH ANY REQUIRED ANNUAL CRITERIA WILL DISQUALIFY YOU FROM RECEIVING ABATEMENT DURING THE TIME OF NON-COMPLIANCE. ANY SUCH DISQUALIFICATION SHALL NOT EXTEND THE APPLICABLE EXEMPTION TIME PERIOD.