



Received Date: _____

DIRECTIONS

This application form is for: CERTIFICATE OF ZONING CLASSIFICATION & LEGALITY OF USE, CERTIFICATE OF CITY HISTORIC DESIGNATION, CERTIFICATE OF CODE VIOLATIONS AND/OR UNSAFE CONDITIONS

In accordance with Act of Assembly #652, approved September 20, 1961

NEW! This form is no longer required if you are filing online! For the most efficient service, visit OneStopPGH at <http://pittsburghpa.gov/onestoppgh/> where you can create an account and file online, including paying fees.

NEW! Express Filing. No return envelope needed. Completed Certificates will be returned by email.

Directions: Applicant must complete all information accurately and completely for processing

- A separate application is required for each Block & Lot # (including Vacant Land)
- **The application fee is \$100 per application due with the application form.** Check or money order accepted, payable to "Treasurer City of Pittsburgh". Fees are not refundable.
- Send applications to:

Attn: Property Certificate
Dept. of Permits, Licenses, and Inspections
200 Ross St, Suite 320
Pittsburgh, PA 15219-2014
- **Provide the email address below. Completed Property Certificate will be returned by email.**
- Allow **10 BUSINESS DAYS FOR PROCESSING**

PROPERTY INFORMATION

Property Address: _____

Parcel ID/Lot-and-Block Number: _____

Current Use of the Property: Residential Non-Residential Vacant

Current Use Description: _____

Proposed Use of the Property: Same as Current Other

Proposed Use Description: _____

Residential Units Current Number: _____ Proposed Number: _____

CONTACT INFORMATION

Property Owner's Name: _____

Applicant Name: _____

Applicant Address: _____

Applicant Contact (**EMAIL**): _____

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: _____

DISCLAIMER

NOTICE! This does not certify that these premises are legally occupied or that the structure meets all Zoning Code and Building Code requirements unless a Certificate of Occupancy has been issued for the actual use of the property by the Dept. of Permits, Licenses & Inspections.