



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*

Starting on January 1st, 2020, if you or your agency submits more than ten (10) Property Certifications per year, you must submit entirely online at OneStopPGH at <http://pittsburghpa.gov/onestoppgh/>. Applications accepted by mail will be limited to agencies or customers submitting ten (10) per year or less. Any application beyond the tenth will be returned. Due to the additional staff time necessary to process applications by mail, the City's projected processing time when mailed will be twenty (20) business days, while Property Certifications filed online will remain at ten (10) business days.

**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.