

## VISITABILITY TAX CREDIT CHECKLIST

- Get the Visitability Application at <https://www.alleghenycounty.us/real-estate/abatements-exemptions/act-132.aspx>. If you do not have access to a computer or the Internet, you can obtain application materials by calling Hillary Roman, City of Pittsburgh ADA Coordinator, at 412-255-2102. *This should be done by homeowner or design professional.*
- Go over the requirements for the Tax Credit. *This should be done by homeowner, design professional, and architect if one is used.*
- Get a Building Permit from your municipal office and let your municipal office know of your interest in the Visitability Tax Credit. *This should be done by homeowner or design professional.*
- Appropriate Building Inspector is informed of the request for Tax Credit. *This should be done by municipal officer; homeowner should assure that it was done.*
- Arrange for final inspection by municipal Building Inspector and be sure Inspector completes the Visitability Inspection Form and returns it to homeowner or design professional. *This should be done by homeowner or design professional.*
- Submit 1-page Application for Visitability Tax Credit and 3-page Building Inspector's Report to the Office of Property Assessment, 400 N. Lexington Ave., Suite LL, Pittsburgh, PA 15208, Attn: Assessor's Department. **THIS MUST BE DONE WITHIN 90 DAYS OF ISSUANCE OF OCCUPANCY PERMIT OR COMPLETION OF BUILDING INSPECTION. BE SURE TO SIGN AND DATE APPLICATION. KEEP A COPY OF ALL DOCUMENTS.** *This should be done by homeowner or design professional.*
- Office of Property Assessment notifies homeowner of their decision in writing by mail within 90 days of receipt of Inspector's Report and Application for Visitability Tax Credit. Revised assessment should be reflected in next property tax bill sent to property owner at beginning of calendar year.

For more information, contact Hillary Roman, ADA Coordinator, at 412-255-2102 or [Hillary.Roman@pittsburghpa.gov](mailto:Hillary.Roman@pittsburghpa.gov).