

## OCCUPANCY APPLICATION INSTRUCTIONS AND PROCEDURES

- 1.) THIS APPLICATION IS TO BE COMPLETED BY OWNER, AGENT AND/OR LESSEE
- 2.) LOCAL CONTACT INFORMATION MUST BE PROVIDED FOR ALL COMPANY, CORPORATION, LLC OR OUT OF STATE OWNED PROPERTIES (NO PO BOX ADDRESSES, PLEASE)
- 3.) APPLICATION FEE MUST BE PAID BEFORE SCHEDULING AN INSPECTION  
We accept Cash, Check or Money Order; Payable to: City of Duquesne
- 4.) FEES FOR OCUPANCY INSPECTIONS ARE:  
\$50.00 – RESIDENTIAL                      \$100.00 – COMMERCIAL  
**1<sup>st</sup> Re-inspection is free; 2<sup>nd</sup> re-inspection and every re-inspection until inspection passes is \$50.00 (See page 4 attached, Ordinance No.2 of 2012 Section 5 Fees, 5.1 & 5.2)**  
**Initial inspection applications and re-inspections are only valid for six months from the application date**
- 5.) CALL CODE ENFORCEMENT AT 412-469-1166 TO SCHEDULE AN APPOINTMENT FOR AN INSPECTION. THE INSPECTIONS ARE SCHEDULED FOR THURSDAY MORNINGS ONLY, UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE AND APPROVED.
- 6.) **NO PERMIT WILL BE ISSUED UNTIL INSPECTION HAS PASSED.**
- 7.) **NO INSPECTION/PERMIT WILL BE ISSUED IF THERE IS A PRIOR BALANCE ON A WATER ACCOUNT AND IF DELIQUENT TAXES ARE OWED**

**EFFECTIVE MAY 1, 2018**

**The City of Duquesne enforces the 2006 International Property Maintenance Code. The following updates are customary to residential occupancy permit requirements (Note that this does not limit the types of violations cited during an occupancy inspection):**

- Exterior maintenance of property
- Smoke detectors in each bedroom and on each floor (battery operated units acceptable)
- GFCI outlets within six feet of water including exterior, unfinished basement, garage, kitchens, bathrooms, laundry tub area, etc.
- Handrails when there are four or more risers present (pertains to interior and exterior stairs)
- Proper venting of hot water tank and furnace
- When a window is not present, mechanical ventilation is required in all bathrooms
- Fire extinguishers (rental properties only)
- Electrical wiring in good condition
- Integral garage ceilings must be completely separated from living space (fire rated 5/8" drywall)
- Must have solid wood/steel door between basement and an integral garage (20 minute minimum rating)

**CITY OF DUQUESNE**  
**12 S. SECOND STREET DUQUESNE, PA. 15110**  
**DEPARTMENT OF BUILDING INSPECTION**  
**OFFICE: 412-469-1166 FAX: 412-469-3795**

**Building Inspector: Building Inspection Underwriters of Pennsylvania, Inc.**

**Residential Fee: \$50.00 Commercial Fee: \$100.00**

**Date of Application:** \_\_\_\_\_  
**PROPERTY ADDRESS** \_\_\_\_\_

**A: APPLICANT:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Is this application being submitted as part of a sale? Yes** \_\_\_ **No** \_\_\_

**B: CURRENT OWNER:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**C: NEW OWNER:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**If new owner is not an individual but a Company, Corporation, LLC, etc, we will also need the information for a local contact person in case of any emergency.**

**PO Boxes are not an acceptable address**

**D: LESSEE:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Alternate: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
# of Minors \_\_\_\_\_  
Lease terms \_\_\_\_\_

**E: RESIDENTIAL PROPERTY INFORMATION (if applicable):**

Use of Property: Owner Occupied \_\_\_\_\_ Rental \_\_\_\_\_  
Number of Stories: \_\_\_\_\_  
Number of Rooms: \_\_\_\_\_  
Number of Intended Occupants: \_\_\_\_\_  
Accessory Structure: Yes \_\_\_\_\_ No \_\_\_\_\_

**F: COMMERCIAL PROPERTY INFORMATION (if applicable):**

Floor Area of Structure: \_\_\_\_\_  
Number of Seats in Places of Assembly: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_  
Number of Company Vehicles: \_\_\_\_\_  
Number of Parking Spaces: \_\_\_\_\_  
Number of Loading Spaces: \_\_\_\_\_  
Is there an Exit Sign proposed?: Yes \_\_\_\_\_ No \_\_\_\_\_

- ( ) **APPLICANT IS THE OWNER OF RECORD OF THE PROPERTY FOR WHICH THIS APPLICATION IS MADE.**
  
- ( ) **APPLICANT IS THE AUTHORIZED AGENT FOR THE OWNER OF RECORD OF THE PROPERTY FOR WHICH THIS APPLICATION IS MADE, AND AS SUCH, HAS EXPRESSED AUTHORITY TO BIND SUCH OWNER TO CALL TERMS AND CONDITIONS OF ANY OCCUPANCY PERMIT ISSUED PURSUANT TO THIS APPLICATION, AND THAT ALL STATEMENTS AND DATA FURNISHED WITH THIS APPLICATION ARE TRUE AND CORRECT.**

*By signing below, application is hereby made from permission to occupy the premises above described for the purpose herein stated. If such use complies with provisions of all laws and ordinances, and there are no liens on this or any other property owned by the property owner within the City of Duquesne, and an occupancy permit will authorize only the use stated within this application and that such use may not be extended or changed without a subsequent application and inspection. If the premises are to be occupied as a dwelling, the applicant understands that the occupancy thereof is to be limited to the number of persons stated in this application. Violations to the requirements for an occupancy permit may be fined up to \$300.00.*

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**(SIGNATURE)**

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**(DATE)**

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**For Office Use Only:**

**Water Account Current:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Amount:** \_\_\_\_\_  
**Unpaid Taxes:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Amount:** \_\_\_\_\_