



Borough of Braddock

415 Sixth Street • Braddock, Pennsylvania 15104 • Telephone: 412-271-1018 • Fax: 412-271-7414

Residential & Commercial Occupancy Permit Procedure

- ❖ Get an application from the following places:

Borough of Braddock Municipal Building located at:
415 Sixth Street, Braddock, PA 15104

- or -

The borough website www.braddockborough.com

- ❖ Complete the application and pay the associated fees for the Occupancy Permit. The application fees are listed below:

\$55 – Apartment Unit
\$75 – Single Family Unit
\$125 – Commercial Unit

- ❖ Once the application and fees have been received, someone from the code enforcement department will get in contact with you. If you have any questions or concerns please contact North Braddock Code Enforcement at (412) 271-1306 x204 or by emailing easternregional.codes@gmail.com. If the property fails the initial inspection, the code enforcement department will be in contact with the person listed on the application.

Occupancy Permit Application

Fees: \$55 Apartment Unit \$75 Residential Unit \$125 Commercial

Property Address:_____ **Unit #:**_____

Building Type: ☐ Apartment ☐ Residential ☐ Commercial

Contact Person:_____

Phone:_____ **Email:**_____

Owner/Seller Name:_____

Address:_____

City/State/ZIP Code:_____

Phone:_____ **Email:**_____

Buyer Name:_____

Address:_____

City/State/ZIP Code:_____

Phone:_____ **Email:**_____

Common violations include but are not limited to:

- Trash ●Gutters ●Garages ●Roof-Drainage ●Glazing ●Sidewalks ●Stairs ●Weeds ●Storage
- Extermination ●Plumbing ●Chimneys ●Handrails ●Windows

Fire Separation and Smoke/CO Detectors:

Detectors must be on every level including inside of bedrooms. Integral garages require a minimum of 1-hour fire separation. Ceiling must be fire rated and solid wood 1 3/8" with door between structures.

Violations discovered during a requested Occupancy Permit Inspection will disqualify the unit from occupancy consideration and will result in a Violation Notice being issued to the owner and further follow-up to ensure corrections have been made. Any and all re-inspections will result in an additional fee of \$25 for each inspection until corrections have been completed

This portion shall be completed by the Buyer / Tenant:

All Buyers/tenants shall sign below acknowledging that they shall register with Keystone Collection Group for current Earned Income Tax and Local Services Tax Collection at 724.978.0300. Commercial property Owners must contact Berkheimer Tax Collection to register for Business Privilege Tax at 610.599.3140. Applicant understands that failure to pay such taxes when due may result in revocation of this permit. Applicant acknowledges that the Borough will transmit a copy of this application to Keystone Collections Group and Berkheimer to assure compliance.

Date: _____ Buyer/ Tenant Signature: _____

*The Buyer shall agree to comply with the provisions of the Borough ordinances, codes, and regulations, and all other applicable laws of the County, Commonwealth of Pennsylvania, and whether specified in this application.

*The Buyer shall agree that if a Temporary Occupancy Inspection Permit is issued, the Permit may be revoked by administrative action of the Borough, if compliance with the inspection report is not completed within the given time. The property will be condemned, and all parties shall vacate the above address, until all inspections are completed. "No notice will be given to the Occupant when the house will be condemned."

Buyer Name: _____ Phone: _____

Email: _____

OFFICE USE ONLY BELOW

Fee Paid: YES NO:\$._____ Cash/Check No: _____ Date Paid: _____

Received by: _____

First Inspection: PASS FAIL Date: _____

Second Inspection: PASS FAIL Date: _____