



Borough of Bellevue

Incorporated 1867

537 Bayne Avenue
Bellevue, Pennsylvania 15202

www.bellevuepa.org

412/766.6164 x 2316

Office of Code Enforcement

Application for Occupancy Permit- Required at Sale of Property

Pursuant to Ordinance #1337 & 06-08 as amended by Ordinance #11-03 of the Borough of Bellevue, the undersigned submits the following application for change of occupancy/ownership at:

Address: _____ in the Borough of Bellevue.

An occupancy permit is required for the sale of property. The fee is **\$55 for each residential unit. \$100 for each commercial unit.** Payable to the Borough of Bellevue.

An occupancy inspection is required and included in the fees.

Single Family _____ Multi-Family _____ Commercial Property _____

Number of residential units _____ Number of Business Units: _____

Application fee \$ _____ Date of sale: _____

Name of current owner: _____ Phone: _____

Address _____

Name of buyer: _____ Phone: _____

Address _____

Property owner occupied: _____

Listing Agent: _____ Phone: _____

Purchase Agent: _____ Phone: _____

Prior to the issuance of a certificate of occupancy a physical inspection must be made of the property. Inspections must be arranged at least seventy two (72) hours in advance.

Specifically, Prior to each and every change of ownership, use, tenancy, occupancy of any existing structure or portion thereof, the owner, agent or other person in charge of the structure or portion thereof shall be occupied or used prior to the issuance of said certificate.

Per Ordinance 06-08, all property owners must report change in occupancy. Owner must complete and return a census form, to the Bellevue Code Office, when a new tenant moves into a rental unit.

The occupancy permit on rental properties expires after three years. The property owner is required to apply for a rental occupancy permit 30 days prior to expiration.

Failure to adhere to the requirements contained herein will subject those persons responsible to legal actions. Legal actions can include but not be limited to, fines, penalties and court costs.