



ROSS TOWNSHIP
1000 Ross Municipal Drive
Pittsburgh, PA 15237

Phone: (412) 931-7055 Fax: (412) 931-3508

APPLICATION FOR TEMPORARY OCCUPANCY PERMIT

PROPERTY INFORMATION

Property Address: _____ Zoning District: _____ Ward: _____
 Location of Work / Tenant: _____ Parcel #: _____ - _____ - _____
 Owner's Name: _____ Email: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____ Fax: _____

TENANT / LESSEE / BUSINESS INFORMATION

Name: _____ Email: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____ Fax: _____

TEMPORARY OCCUPANCY REQUESTED (Describe in detail)

Partial Occupancy as follows: _____

REASON FOR REQUEST

REMAINING WORK TO BE COMPLETED

Describe in detail the remaining work to be completed including all interior, exterior, outside parking, landscaping, or any other work. (Attach separate page if necessary) _____

ESTIMATED DATES OF COMPLETION

INTERIOR WORK: _____ EXTERIOR WORK: _____
 LANDSCAPING / PARKING AREA IMPROVEMENTS: _____
 TOTAL WORK COMPLETED AS ORIGINALLY APPLIED FOR: _____

STATEMENT OF TRUTH

COMMONWEALTH OF PENNSYLVANIA COUNTY OF ALLEGHENY

Deponent, being duly sworn, says they are the:

- Owner of record of the property for which this application is made, and that all the statements and data furnished with this application are true and correct.
- Authorized agent for the owner of record of the property for which this application is made and as such has express authority to bind such owner to all 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.

Sworn to and subscribed before me this _____ day of _____, 20_____.

 Notary Public

 Applicant Signature

 Applicant Printed Name

NOTICE

BEFORE THE SUBJECT PROPERTY CAN BE USED AS APPLIED FOR, A TEMPORARY CERTIFICATE OF OCCUPANCY (VALID FOR THE INTERIM PERIOD APPROVED) AND/OR A FINAL OCCUPANCY PERMIT (UPON EXPIRATION OF THE TEMPORARY CERTIFICATE) MUST BE SECURED FROM THE ROSS TOWNSHIP COMMUNITY DEVELOPMENT DEPT. APPROVAL OF THIS APPLICATION BY THE ROSS TOWNSHIP ZONING OFFICER DOES NOT MEAN THE PROPOSED USE COMPLIES WITH ANY ORDINANCE, BUILDING CODE OR LAW; OTHER THAN THE ZONING ORDINANCE.

ZONING

Zoning District: _____

Occupancy or Building Permit #: _____ Date: _____

Temporary Certificate of Occupancy is to be used for:

for a period of _____ months or _____ days.

Conditions of issuance (if any exist):

This application is **APPROVED FOR ZONING:** _____ **Date:** _____

Ross Township Zoning Officer

BUILDING INSPECTION

Is this a valid request? YES NO, explain below:

Are the following inspections required for **Final Occupancy Permit** approval?

- | | | |
|--|------------------------------|-----------------------------|
| Electrical | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Mechanical (HVAC) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Sprinkler | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Fire Alarm | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Plumbing | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Kitchen Exhaust Hood | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Occupancy Placard | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Sign | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Energy | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Accessibility | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Site Plan (parking, landscaping, etc.) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Expiration Date: _____

Temporary Occupancy **APPROVED:** _____ **Date:** _____

Building Code Official

Temporary Occupancy Permit #: _____

Invoice #: _____

Check #: _____

Permit Fee: **\$50.00**

Scanning Fee: **\$4.00**

Document Storage: **\$3.00**

Grand Total: **\$57.00**

Approved by: _____ Date: _____

BUILDING CODE OFFICIAL