



Borough of Bellevue

Code Enforcement
537 Bayne Avenue
Pittsburgh, PA 15202
412-766-7453

Revised as of January 4, 2016

To Whom It May Concern:

Requests for lien letters and tax certifications must be submitted in writing to the Borough of Bellevue at 537 Bayne Ave., Bellevue, PA 15202. The fee is \$15.00 per Ordinance 34-10. This includes Property maintenance liens. A three year tax certification is \$30.00. The total cost for a lien letter and tax certification would be \$45.00.

FEE CHANGE

Pursuant to Ordinance 34-10 and 92-18 a Certificate of Occupancy and Use Compliance is required when property is sold. The cost for a dwelling is \$40.00 1st unit + \$20.00 each additional unit... The cost for Commercial is \$75.00 1st unit + \$35.00 additional unit. The cost for Group Care Facilities, Group Day Care Facilities, Group Residence Facilities, Hotels, Institutional Facilities, Lodging Houses, Motels, and Nursing Homes is \$100.00. (This includes 2 inspections)

The request letter for a Certificate of Zoning and Occupancy Inspection should be provided to the Borough as soon as possible, but not less than one week prior to the requested inspection date. Repairs needed must be complete prior to the issuance of a Final Occupancy Certificate.

The Borough requires Storm Water Compliance at this time; an application fee of \$25.00 and Certificate of Compliance fee of \$10.00 are required. This request must be made in writing. Please note that the **Certificate of Occupancy and Compliance** will need a phone number of a person to contact for access to the property for inspection, this will speed up the entire process. Please call 412-766-7453 Teri Howells for fees owed.

This may be paid using one check made payable to Bellevue Borough. Please contact **Jordan Tax** for current garbage, delinquent garbage, delinquent sewage, current sewage and delinquent taxes.

With all requests please include the following information:

Number of person to contact for access to property for inspection

Property Address

Current Owner(s)

Indicate Refinance / Foreclose or Sale with New Owner's Name (s)

Lot & Block

Number of Unit(s)

Any of the requests mentioned above along with the fees must be sent to:

**Borough of Bellevue
537 Bayne Ave.
Bellevue, PA 15202**

*****There is a two-week (10 working days) processing period for any requests*****