



**HOMESTEAD BOROUGH**  
**221 East Seventh Avenue**  
**Homestead, PA 15120**  
**Phone: (412) 461-1340 Fax: (412) 461-4057**

**APPLICATION FOR TEMPORARY OCCUPANCY PERMIT**

**PLEASE PRINT- APPLICANT TO COMPLETE THIS SIDE OF APPLICATION ONLY.**

**PROPERTY & OWNER INFORMATION**

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 Space Number: \_\_\_\_\_ Parcel ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ward: \_\_\_\_\_  
 Owners Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**TENANT / LESSEE / BUSINESS INFORMATION**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ 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: \_\_\_\_\_ 20\_\_\_\_\_ EXTERIOR WORK: \_\_\_\_\_ 20\_\_\_\_\_  
 LANDSCAPING AND PARKING AREA IMPROVEMENTS: \_\_\_\_\_ 20\_\_\_\_\_  
 TOTAL WORK COMPLETED AS ORIGINALLY APPLIED FOR: \_\_\_\_\_ 20\_\_\_\_\_

**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)

**NOTICE**

**THIS IS NOT A PERMIT. 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 HOMESTEAD BOROUGH BUILDING INSPECTION DEPARTMENT.**

**THE APPROVAL OF THIS APPLICATION BY THE HOMESTEAD BOROUGH ZONING OFFICER DOES NOT MEAN THE PROPOSED USE COMPLIES WITH ANY ORDINANCE, BUILDING CODE OR LAW; OTHER THAN THE HOMESTEAD BOROUGH ZONING ORDINANCE.**

**BOROUGH USE ONLY**

**ZONING**

Zoning District: \_\_\_\_\_

Occupancy or Building Permit No.: \_\_\_\_\_ Date: \_\_\_\_\_

Temporary Certificate of Occupancy to be issued for:

\_\_\_\_\_  
\_\_\_\_\_

for a period of \_\_\_\_\_ months or \_\_\_\_\_ days.

Conditions for issuance (if any exist):

\_\_\_\_\_  
\_\_\_\_\_

This application is **APPROVED FOR ZONING** by: \_\_\_\_\_ Date: \_\_\_\_\_  
Homestead Borough Zoning Officer

**BUILDING INSPECTION**

Is this a valid request?  Yes  No, explain below:

\_\_\_\_\_  
\_\_\_\_\_

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

- Electrical  Yes  No
- Mechanical (HVAC)  Yes  No
- Sprinkler  Yes  No
- Fire Alarm  Yes  No
- Plumbing  Yes  No
- Kitchen Exhaust Hood  Yes  No
- Occupancy Placard  Yes  No
- Sign  Yes  No
- Energy  Yes  No
- Accessibility  Yes  No
- Site Plan (parking, landscaping, etc.)  Yes  No

Permit Number: \_\_\_\_\_

Permit Fee: \$ 75.00

Expiration Date: \_\_\_\_\_

Scanning Fee: \$ 4.00

Check Number: \_\_\_\_\_

Document Storage: \$ 3.00

Invoice Number: \_\_\_\_\_

Grand Total: \$ 82.00

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Code Official/