

Revised as of August 20, 2018

To Whom It May Concern:

Requests for lien letters and certifications must be submitted in writing to the Borough of Bellevue at 537 Bayne Ave., Bellevue, PA 15202. The fee is \$45.00 per Parcel. This includes Property maintenance liens and three year tax certification.

Pursuant to Ordinance 31-16 and IPMC 2012 SEC 107.6 a Certificate of Occupancy and Use Compliance is required when property is sold. The cost for a dwelling is \$45.00 each unit. The cost for Commercial is \$75.00 1st unit + \$55.00 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 Strom 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 Godkin for fees owed.

This may be paid using one check made payable to Bellevue Borough. Please contact **Jordan Tax @ (412) 835-5243** for current garbage, delinquent garbage, delinquent sewage, current sewage and delinquent borough 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*****