

**OFFICE OF CODE ENFORCEMENT & FIRE MARSHAL**

BOROUGH OF BELLEVUE  
537 Bayne Avenue Pittsburgh, PA 15202  
Phone: (412) 766-7453  
Fax: (412) 766-5930

**APPLICATION FOR CERTIFICATE OF CHANGE IN OCCUPANCY**

Pursuant to Ordinance No. 1337 & 06-08 as amended by Ordinance No. 11-03 of the Borough of Bellevue, the undersigned submits the following application for occupancy change for dwelling **unit** located at:

**Address:** \_\_\_\_\_ in the Borough of Bellevue.

\$45.00 Residential per unit

\$100.00 Commercial unit

Date of Occupancy \_\_\_\_\_ Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Name of current Occupant: \_\_\_\_\_ Employed By: \_\_\_\_\_

Name of current Occupant \_\_\_\_\_ Employed By: \_\_\_\_\_

Name of current Occupant: \_\_\_\_\_ Employed By: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Other \_\_\_\_\_

Agent/Manager \_\_\_\_\_ Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Specifically, prior to each and every change in 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. Prior to the issuance of a Certificate of Occupancy a physical inspection must be made of the property.

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

We are sure you understand the need for these procedures if Bellevue is to continue to develop, to redevelop, and remain a viable and desirable community. Therefore, we look forward to receiving your cooperation with our efforts.

Inspections must be arranged at least (72) hrs. in advance.