

**Borough of Braddock Hills**  
**1300 Brinton Road      Pittsburgh, PA 15221**

**Occupancy Permit Application**

**Rental Property Application**

**Date:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Contact Numbers – Home: \_\_\_\_\_ Cellular: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address Usage: Commercial ☐ Residential ☐ Mixed ☐      Number of Units: \_\_\_\_\_

Owner Lives at the Address: Yes ☐ No ☐

Emergency or Management Contact: \_\_\_\_\_

Contact Phone Number (Day): \_\_\_\_\_ Contact Phone Number (Evening): \_\_\_\_\_

**Note: For rental units there must be a tenant registration short form turned in with the occupancy permit application. No occupancy permit will be issued without the tenant registration short form.**

Permit Fees – Residential: \$30.00 per unit    Commercial: \$125.00 per unit

Applicant's Signature: \_\_\_\_\_

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**Sale of Property Application**

**Date:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Buyer's Name & Address: \_\_\_\_\_

Buyer's Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Note: If the property is to be used as a rental property then both sections of this application is to be filled out and a tenant registration short form must be filled out with the occupancy permit application. No occupancy permit will be issued without all forms filled out completely.**

Permit Fees – Residential: \$30.00 per unit    Commercial: \$125.00 per unit

Applicant's Signature: \_\_\_\_\_

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**Office Use Only**

Permit Issued On: \_\_\_\_\_

Payment Received: Yes ☐ No ☐

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

David J. Miller, Code Enforcement Officer / BCO