CODE ENFORCEMENT AGENCY
1633 Route 51, Suite 100, Jefferson Hills, PA 15025
1-866-410-4952   www.cea-code.com

BRADDOCK HILLS BOROUGH
RESIDNTIAL / COMMERCIAL
OCCUPANCY CONDITIONAL USE PERMIT

Property Name: _____

Address: _____

Lot / Block# _____

Responsible Party Name on Conditional Permit:_____

Contact # (   ) _____   Email: _____

On behalf of Braddock Hills Borough, a real estate transfer or rental inspection has been performed and conditionally approved for temporary occupancy purposes. This conditional use permit has deficiencies of the minimum code requirement necessary for a full occupancy to be approved.

The timeframe for completion of this conditional use permit is **60-days** from the date of this letter to fully comply with the repairs necessary as described in the notarized affidavit on file.

Further time may be granted in writing and approved only by the Building Code Official. Progress of repairs and completion must be progressive to apply for an extension.

Failure to comply with the **60-days** for full Certificate of Occupancy shall result in a notice of violation, potential citations for each code violation as presented and suspension of the conditional occupancy permit.

** Please NOTE: Any unsafe conditions or structures deemed appropriate by the Code Enforcement Officer or Building Code Official may result in an issuance of violation AND the immediate posting of an unsafe structure which shall prohibit any occupancy until such unsafe conditions are properly repaired and inspected by the jurisdiction.

_____   _____
Signed by Buyer or Permit Holder   Building Code Official

_____   _____
Date   (Attach the Notarized Affidavit)

Property Maintenance Affidavit

On behalf of the community which you seek to purchase or transfer real estate, you may be asked for an affidavit to be signed and notarized to attach to the application. Whenever a property, structure or occupied area may have violations of the property maintenance code, jurisdictional ordinances or perhaps the fire code, it may not be possible to abate all the known or unknown violations prior to a real estate closing date and time.

What is the Affidavit for?

The affidavit is a legal form which requires the "buyer" of a perspective new structure to sign before a Pennsylvania Notary Public for the protection of community of violations which may exist or be present during a real estate transfer.

Why is a PA Notary Required?

This is also a legal protection that provides the community an understanding of who is signing for the violations. The violations will transfer to the new buyer upon the real estate transfer, so having the proper legal person sign in front of a notary is best.

Can I still close on my property with violations?

In most circumstances, yes. The final decision is up to the Building Code Official or the Code Enforcement Officer (Property Maintenance), but most communities will allow a transfer to take place if the "buyer" assumes responsibility and complies with the violations upon purchase.

How much time do I have after the affidavit?

Once the transfer has taken place, the new "buyer" should present plans to the building department to rectify the violations and move toward a full occupancy or use certificate. Most conditional permits for transfer are valid for up to six months, but extended time may be granted if progress of code compliance are being made.

Do I need a Building permit?

Check with the local Building Code Official, depending on the level of alterations, you may not need a permit. The BCO will help interpret this with you.

Can I live in the building without an occupancy? (Including rent to someone?)

NO. It is never safe or assumed by the local community to be legal to occupy a structure of dwelling without a valid certificate of occupancy or valid use certificate.

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REAL ESTATE TRANSFER INSPECTION AFFIDAVIT

Based upon the local Ordinance established by the jurisdiction named below, this affidavit is signed and notarized as a "where is / as is" point of sale and transaction. The status and inspection of the property designated below has determined it does not meet or exceed the minimum code requirement for occupancy according to the Commonwealth of Pennsylvania Uniform Construction Code. The Buyer and Jurisdiction recognize that the Buyer is required to comply with all local codes and standards as described in the International Property Maintenance Code (IPMC), the International Building Code (IBC), National Electrical Code (NEC) and the Commonwealth of Pennsylvania Unform Construction Code (PA UCC) prior to receiving an Occupancy Permit.

The Buyer understands and agrees that neither this inspection agency, nor the Jurisdiction have made or shall make any assumptions, corrections, or changes to any language specifically to the word "Occupancy" until such time as all required codes specified above have been satisfied to the minimum standard.

UPON CLOSING ON THIS PROPERTY, THE NEW PROPERTY OWNER(S) OF RECORD NOTED HEREIN ACKNOWLEDGES AND ACCEPTS FULL RESPONSIBILITY FOR THE ABATEMENT OF ALL ACTIVE INTERIOR AND EXTERIOR PROPERTY MAINTENANCE AND/OR ZONING CODE VIOLATIONS ON THE PROPERTY ADDRESS OUTLINED HEREIN AND ENUMERATED ON THE ATTACHED NOTICE OF VIOLATION OR PROPERTY MAINTENANCE & TENANT REPORT. EXTERIOR PROPERTY MAINTENANCE VIOLATION WILL BE SUBJECT TO A TIME-LIMIT FOR ABATEMENT DETERMINED BY THE CODE OFFICIAL. IT WILL BE THE RESPONSIBILITY OF THE NEW OWNER(S) OF RECORD TO CONTACT THE CODE OFFICIAL AND REQUEST THEIR UPDATED NOTICE OF VIOLATION.

Municipality/ Jurisdiction: _____ Lot & Block (Tax map) #: _____

Address: _____

_____

Name of Buyer: _____

Signature of Buyer: _____

State of _____   County of _____

The foregoing document was acknowledged before me on this _____ day of _____, 20 ___ by (name) _____ who personally appeared or made known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that they executed the same for the purpose wherein contained.

_____   _____
Notary Signature   Date
Notary Stamp/ Seal:

_____
Signature of Code Official