



**RENTAL REGISTRATION – OCCUPANCY PERMIT ZONING APPLICATION**

**PLEASE COMPLETE ONE PER RENTAL PROPERTY (ON INDIVIDUAL LOT)**

Please complete this form **if you need an occupancy permit** to comply with the City's Rental Registration Program. Please include a **\$25 check** made out to "Treasurer, City of Pittsburgh" and any **survey, plot plan, or site plan** that you have at this time.

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Rental Property Address \_\_\_\_\_

and/or

Rental Property Lot & Block \_\_\_\_\_

**Best Daytime Phone No.** \_\_\_\_\_

**Check any of the following that apply:**

Single family \_\_\_\_\_

Multi-unit \_\_\_\_\_

**Number of units:** \_\_\_\_\_

\*\* Exterior deck \_\_\_\_\_

\*\* On-site parking stalls \_\_\_\_\_

**Number of stalls: Outdoor** \_\_\_\_\_ **Garage** \_\_\_\_\_

**\*\* SURVEY OR PLOT PLAN REQUIRED**

**ALL APPLICATIONS WILL BE REVIEWED AND A ZONING REPRESENTATIVE WILL CONTACT YOU WITHIN 10 BUSINESS DAYS**

***Please remember to include a check for \$25 per rental property. When the Zoning application is approved, a representative will need to return to 200 Ross Street, 3<sup>rd</sup> Floor to sign notarized paperwork and continue on to BBI through the Rental Registration Program process.***

***Please be prepared to pay the BBI Occupancy fee of \$40 per property as well as the \$12 RRP application at that time.***