



CASTLE SHANNON BOROUGH

Lien Letter, Tax Certification, Occupancy, Dye Test Procedure Castle Shannon Borough

3310 McRoberts Road, Castle Shannon, PA 15234

Letter in writing to Castle Shannon Borough requesting a Lien Letter/Tax certification/Occupancy

FEES ARE NON-REFUNDABLE

Cost of Lien Letter is \$30.00.

Cost of Tax Certification is \$30.00.

Cost of Residential Occupancy is \$50.00 and one inspection included.

Cost of Commercial Occupancy is \$100.00 and one inspection included.

Any additional occupancy reinspections will be \$50.00 each thereafter for residential.

Any additional occupancy reinspections will be \$100.00 each thereafter for commercial.

Cost of Dye test will be \$50.00 Residential. \$100.00 for Commercial.

Castle Shannon Public Works will do the Dye Testing. Notify the Borough of Sump Pump

One check written out to Castle Shannon Borough for \$110.00 Lien Letter/Taxes/Occupancy.

Separate Check for Dye Test \$50.00 Residential/\$100.00 Commercial.

The Letter must consist of the following information:

1. Current name of owner
2. Rental property name of the tenant
3. Address
4. Lot and Block No.
5. State sale or refinance
6. Name of the buyer
7. Dye test is required on a sale of property not a refinance
8. Dye test is not required Shannon Heights Condo. & Grenadier Condominiums

Dye Test is required on the property to check to see if anything is connected into the sanitary sewer lines. This is the seller's responsibility.

Occupancy will not be issued until the property is brought up to compliance.

Occupancy walk through has to be performed by the Codes Enforcement Officer. Borough representative must be able to gain entry to the property for occupancy inspection. Call 412-885-9200 Ext. 105 for appointment.

These are a few of the most common violations:

1. Electrical inspection sticker on the electric box within the last five years.
2. Smoke detectors/with operating batteries/One is required on each floor & in each and every bedroom.
3. Windows must open and close.
4. Railing on stairs.
5. Switches and receptacles must have plates.
6. Wiring.
7. GFCI plugs within 6 ft. of water.
8. All bathrooms & Toilet areas must have a window that opens or ventilation to the outside.
9. General condition of the entire structure and grounds surrounding the structure.
10. Habitable living conditions etc.
11. Violation for any other Borough Code.
12. Twenty minute fire-rated door between residence and garage.
13. Under Act 121 you must install a Carbon Monoxide detector.

After the Occupancy has been completed and passed, the lien letter, tax certification and the occupancy permit will be released.