

CASTLE SHANNON BOROUGH REQUIREMENTS FOR SELLING OR REFINANCING PROPERTY



Please provide the following information in the Lien Letter request (or use a Borough Request Form):

1. Current name of Owner
2. Address with Lot and Block Number
3. Buyer's Name
4. State Sale or *Refinance (Dye Tests are not needed for refinances)
5. Dye test is not required for Shannon Heights Condominiums, Grenadier Condominiums and Ellison Place.
***Refinances require a Tax Certification and a Municipal/Sewage Lien Letter.**

MUNICIPAL/SEWAGE LIEN LETTER – \$25.00 (Municipal lien letters are always required when a property is transferred or refinanced.) **All requirements must be met before the Lien Letter is released.**

Mail request to: Jordan Tax Service, 102 Rahway Road, McMurray, PA 15317

THREE YEAR TAX CERTIFICATION/OCCUPANCY PERMIT/DYE TEST – see Borough Fees below.

Mail request with a check payable to: Castle Shannon Borough
Attn: Planning & Codes
3310 McRoberts Road
Castle Shannon, PA 15234

(Tax Certification and Occupancy Permit payments can be combined into one check; Dye Test check must be separate.)

BOROUGH FEES:

THREE YEAR TAX CERTIFICATION - \$30

OCCUPANCY PERMIT - \$50 (residential) or \$100 (commercial) Both include one (1) re-inspection. Additional Occupancy Re-inspections will be \$50 each thereafter for residential and \$100 for commercial.

DYE TEST - \$50 (residential) or \$100 (commercial)

Jordan Tax Service is also responsible for providing the **Delinquent Real Estate Tax Certifications**. Certification charge is \$10 per Year per Block/Lot per Tax Type.

Delinquent School District Taxes are handled through MBM Collections – 412-242-9615.

Castle Shannon Public Works will perform the Dye Test. Notify Borough of Sump Pump. Dye test is required for a sale of the property. This is to check to see if anything is connected into the sanitary sewer lines. This is the seller's responsibility. Dye Tests are good for one year. **Occupancy will not be issued until the property is brought up to compliance.**

An Occupancy Inspection must be performed by the Codes Enforcement Officer. The Borough representative must be able to gain entry to the property for the inspection. **Call 412-885-9200, ext. 105 for an appointment.**

These are some 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 bedroom.
3. Windows must open and close.
4. Railing on stairs.
5. Switches and receptacles must have plates.
6. Wiring.
7. GFI plugs where required.
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. Twenty-minute fire-rated door between residence and garage.
12. Under Act 121 you must install a Carbon Monoxide detector.
13. Violation of any other Borough Code.