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POLICY: PLI EXTERNAL Temporary Operations, June 2021 to move to 412 Blvd of the Allies location	Issued: June 16, 2021 Revised: September 13, 2021
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PURPOSE: The following document outlines PLI’s temporary operating policies as the OneStopPGH shop prepares to move into it’s new location at 412 Blvd of the Allies in Spring 2022. **This policy is intended to provide guidance for property owners, applicants, contractors and trade license holders and is effective June 21, 2021, unless otherwise noted in the policy.**

PLI Temporary Operations Policy Guidelines:

1. **PLI Offices:** PLI’s offices are closed until further notice; PLI staff will continue to work remotely. The following document outlines PLI’s Temporary Operations policies in effect June 16, 2021 until PLI’s move to it’s new location at 412 Blvd of the Allies in Spring 2022. This policy supersedes PLI’s Temporary COVID-19 Operation policies.

Given the networking and physical limitations of the 200 Ross Street location, PLI’s successful remote work, and work scopes required to prepare for the move, the counter at 200 Ross Street will not re-open to customers, except to provide reasonable accommodations for persons with disabilities who request an accommodation related to in-person meetings and/or service.

2. PLI Permitting & Licensing Operations:

a. Permit Process:

- i. Unless otherwise specified in this policy, all standard PLI permitting policies and procedures, and Pennsylvania Uniform Construction Code (UCC) requirements are in effect.
- ii. All PLI permit and licensing work must occur through the online OneStopPGH system. If you do not have a OneStopPGH account, please

create an account. To connect to legacy permit or license information, please contact pliapptech@pittsburghpa.gov to obtain pin number. Customers can create a OneStopPGH portal account using this pin number.

b. Customer Services:

- i. The OneStopPGH counter will remain closed. For requests for accommodations, please contact (412) 565-9929.
- ii. PLI's main line at 412-255-2175 will continue to be staffed Monday through Friday from 8 a.m. to 1:30 p.m., except for holidays and training days.
- iii. PLI's OneStopPGH chat feature will continue to be available online Monday through Friday from 8 a.m. to 1:30 p.m., except holidays and training days.
- iv. Customers may reach out to PLIAppTech@pittsburghpa.gov for general permit and license application assistance.

c. Application Submissions: Permit, license, and appeal applications will continue to be accepted through the OneStopPGH online portal, if you encounter problems with the process, please contact pliapptech@pittsburghpa.gov.

- i. Hard Copy Submissions: As PLI's physical offices are currently closed, PLI will not accept hard copy submissions, including revisions, until the OneStopPGH counter re-opens at 412 Blvd of the Allies.
- ii. All hard-copy applications previously submitted cannot be reviewed for the duration of these temporary procedures. Applicants can create an account on OneStopPGH and connect to the application online to upload electronic documents and drawings.
- iii. Change From Hard Copy To Electronic Permit Submission: If you elect to modify your application to an electronic submission, please contact PLIAppTech@pittsburghpa.gov to be connected to the application record in OneStopPGH. Then, follow these steps:
 1. The electronic submission shall be complete. Please upload and include all drawings and documents previously submitted.
 - a. If the application status is "In Review", you can submit your construction documents as "supplemental documents";
 - b. If the application status is "Applicant Revisions", you can upload your construction documents and submit as revision.

- d. **PLI Plan Review:** PLI will review electronically submitted applications only.
 - i. Hard Copy Submission Review: As PLI's staff does not have access to documents submitted in hard copy format, PLI will not review hard copy submissions until the OneStopPGH counter re-opens. This applies to both existing and new application submissions.
 - ii. Change From Hard Copy To Electronic Submission: If you wish to modify your hard copy application to an electronic submission, see item 2.b above.

3. Inspection Requests:

- a. Request Format: PLI will only accept requests submitted via the OneStopPGH portal, except for applications with an active amendment in review. This ensures request response and allows PLI to manage overall inspection volume. Permits in amendment statuses may directly contact their inspector. Inspector contact information may be found online at <https://pittsburghpa.gov/pli/inspections>.
- b. Performed Inspections: PLI will only perform inspections for the requested permits and associated inspections. PLI will not perform inspections for non-requested inspections, including for non-requested associated permits, and/or non-requested inspection types.

4. Permit Abandonment, Revocation, and Inactivity.

- a. Abandonment of Permit Applications: Abandoned permit applications are those without activity for more than 180 days. PLI will publish a list of permits on September 15, 2021¹ that will be considered abandoned. Starting October 15, 2021,¹ the permits on this list will be voided in the OneStopPGH system, and any physical documentation associated will be destroyed.

For example, any revision request and/approval that occurred prior to April 15, 2021¹ that has not had an applicant response by October 15, 2021¹ will be considered abandoned. Requests for a 6-month extension may be submitted by emailing pliapptech@pittsburghpa.gov no later than October 13, 2021. The request must include the applicable permit number(s) and address(es).¹

- b. Calculation of Permit Inactivity for Revocation: An inactive permit is one where there has been no work associated with the permit in 180 days. Beginning October 1, 2021, PLI will begin to inspect for inactivity and revoke permits where no

¹ Revised 9/13/21

inspections have been recorded since April 1, 2021.

5. Permit Close Out

- a. Close-out Documents/Paperwork: All documents shall be [submitted electronically to the OneStopPGH portal](#). No hard copy documents shall be accepted.

6. Board of Appeals (BOA) and License and Inspection Review (LIR) Board Hearings

- a. All appeal applications to the BOA or LIR boards must be made electronically through OneStopPGH.
 - i. Documentation must be electronically uploaded to the appeal application(s).
- b. All board hearings will continue to be virtual through Zoom. For information on upcoming hearings, please visit:
 - i. LIR: <https://pittsburghpa.gov/pli/lir-hearing-schedule>
 - ii. BOA: <https://pittsburghpa.gov/pli/pli-board-of-appeals>