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JOHN P. ROBIN CIVIC BUILDING

Operating Policies

Policy: Department of Permits, Licenses and Inspections (PLI) License Simplification	Effective Date: May 14, 2022
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PURPOSE: This policy establishes guidance to close and discontinue issuance of legacy licenses from Pittsburgh City Code, Title VII, per [City Council Ordinance 2022-0290](#), effective May 14, 2022.

PROCESS AND REFUNDS:

I. **Eliminated Licenses.** City Council Ordinance 2022-0290 eliminates the following licenses administered and enforced by PLI:

1. *Transient Merchant License.* Defined as “Any person who occupies a room, apartment, store, shop or building for the exhibition or sale of goods, wares or merchandise with the intention of remaining less than one hundred (100) days. This definition does not apply to farmers selling their own produce (PCC Chapter 721).”
2. *Trade Fair License.* Defined as “Any exhibition at which goods, merchandise or services are sold and in which at least ten persons participate who deal in the type of goods, merchandise or service exhibited. The term does not include any exhibition at which there is extended an offer to buy goods, merchandise or services from the public at large, nor any exhibition where there are no direct sales and where orders are taken for future delivery of goods and merchandise to wholesale or retail dealers (PCC Chapter 723).”
3. *Amusement Places and Producers License.* Defined as “Any place, indoors or outdoors within the City where the general public or a limited or selected number thereof may, upon payment of an established price, attend or engage in any amusement as herein defined, and other like places.” and “Any person who conducts, stages or produces an amusement at any place of amusement where the general public or a limited or selected number thereof may attend or engage in any amusement (PCC Chapter 771).”

4. *Mechanical Amusement Devices*. Defined as "No proprietor shall set up, allow to be set-up, establish or cause to be set up or established, exhibit, display or maintain on the premises of a business establishment within the city, for the purpose of gaining advantage or profit, any mechanical or electronic device, machine or apparatus of any kind for the playing of games or otherwise used for the purpose of amusement or entertainment by the insertion therein of any currency or a coin or any other metal disc, slug or token or other form of payment to operate the machine, without first obtaining a license from the License Officer. This Chapter is not applicable to devices, machines or apparatus where the cost, price or consideration for playing one (1) game is less than five cents (\$0.05) (PCC Chapter 777)."

5. *Sign Maintenance Certifications*. Defined as a certification required by "The owner or user of any sign requiring a permit as defined in the applicable building codes enforced by PLI shall pay an annual fee for maintenance and inspection. The fee for maintenance and inspection shall cover a period of three hundred sixty-five (365) days from the date of issuance of the maintenance certificate (PCC 1004.02 (103.5.1))."

II. Pending Applications and Issued Licenses

1. **Intake.** PLI will cease intake of eliminated licenses types on May 20, 2022.
2. **Pending Applications.** Eliminated license applications that are in "draft" status or in PLI's license review process will be closed and refunded.
3. **Issued Licenses.** Eliminated licenses issued before the effective date of this policy will be closed. Refunds will not be provided to any licenses issued before the effective date of this policy.

III. Sign Permits

1. **New Applications.** New sign permit applications will no longer require the issuance of a Certificate of Occupancy following the effective date of this policy.
2. **Issued Sign Permits.** PLI will cease issuing certificates of occupancy following the completion of a sign permit after September 1, 2022. Sign permits issued and completed after the September 1, 2022, deadline, which have not been completed, will not be eligible for a certificate of occupancy refund.

IV. Requirements

1. **Certificate of Occupancy required.** The use of a building, structure, or facility for a use or occupancy described under the former Trade Fair, Transient Merchant, and/or Amusement Places and Producers licenses shall require a validly issued Certificate of Occupancy for that use.

2. **Mechanical Amusement Devices Licensees.** Former Mechanical Amusement Device holders shall ensure that establishments serving alcohol and containing games of chance and/or skill games obtain the appropriate Pennsylvania Department of Revenue and/or Liquor Control Board Licenses as required.

3. **Sign Maintenance.** Owners are responsible for maintaining signs on their premises. Signs shall be in good condition and meet the requirements of the City of Pittsburgh's property maintenance, building and zoning codes.