



**CITY OF PITTSBURGH**  
**DEPARTMENT OF PERMITS, LICENSES & INSPECTIONS**

**Rules and Regulations for**  
**The Pittsburgh City Code**  
**Title VII Business Licensing**  
**Article X Rental of Residential Housing**  
**Chapter 781 Residential Housing Rental Permit Program**

**Effective:** December 19, 2024

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## **RULE 1 - APPLICABILITY & GENERAL PROVISIONS**

- A. Regulation and Rule Applicability.** The Pittsburgh City Code (hereinafter referred to as the “PCC,” the “Code,” and/or the “City Code”) requires the Department of Permits, Licenses, and Inspections (hereinafter “PLI”) to publish rules and regulations (hereinafter referred to as “Rules”) necessary to administer and enforce PCC Chapter 781 Residential Housing Rental Permit Program (hereinafter referred to as “Permit Program” or “Permit”).<sup>1</sup> These Rules herein apply to all Residential Housing Rental Permits issued and enforced by PLI within the jurisdiction of the City of Pittsburgh (hereinafter “the City”).
- B. Use and Conflict.** Where a conflict occurs between a general requirement and a specific requirement of these Rules, the specific requirement shall apply. Where, in any specific case, a conflict occurs between requirements of these Rules, the most restrictive requirement shall govern. Where, in any specific case, a conflict occurs between the requirements of these Rules and referenced codes and standards, the most restrictive requirement shall apply.
- C. Referenced Codes and Standards.** These Rules reference the following codes and standards:
1. The Business Licensing Code as adopted by the City.<sup>2</sup>
  2. The Business Licensing Rules and Regulations.<sup>3</sup>
  3. The International Property Maintenance Code as adopted by the City (hereinafter referred to as “Maintenance Code”).<sup>4</sup>
  4. The Zoning Code as adopted by the City.<sup>5</sup>
  5. The Building Code as adopted by the City.<sup>6</sup>
- D. Other Laws.** The provisions of these Rules shall not be deemed to nullify any provisions of local, state, or federal law. If any part or provision of these Rules is held to be illegal or void, this shall not have the effect of making void or illegal any of the other parts or provisions.
- E. Permit Program Administration.** The Director or their designee shall administer and supervise the Permit Program.

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<sup>1</sup> PCC § 781.06(a) for PLI’s legal requirement to promulgate these Rules.

<sup>2</sup> PCC Title 7 – Business Licensing

<sup>3</sup> PCC § 701.03, these rules can be accessed via this webpage: <https://pittsburghpa.gov/pli/licenses>

<sup>4</sup> PCC § 781.04 for the application of this code and PCC § 1004 for the adoption of the Maintenance Code.

<sup>5</sup> PCC § 781.03(a)(5) for the application of this code and PCC § 901 for the adoption of the Zoning Code.

<sup>6</sup> PCC § 781.03(a)(5) for the application of this code and PCC § 1002 for the adoption of the Building Code.

**F. Rules and Regulations Communication and Availability.** PLI shall:

1. Communicate these Rules to the City Council and file these Rules with the City Clerk.<sup>7</sup>
2. Make a copy of these Rules available through the Department's website and at the OneStopPGH Counter during PLI's customer service hours.

**G. Applicant, Landlord, and Owner Responsibility.** Applicants, Landlords, and Owners of Rental Units required to obtain a Permit and subject to these Rules are solely responsible for ensuring that they, and if applicable, all their partners, employees, etc. read, understand, and comply with these Rules, the Code, and the Permit Program.

**H. Non-Discrimination.** The Director and License Officer shall not permit any rules, policy, or action, express or implied, which discriminates on account of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability, or any other classification identified in the Pittsburgh Anti-Discrimination Ordinances.<sup>8</sup>

**I. Reasonable Accommodations.** Anyone subject to these Rules or the Permit Program may request a reasonable accommodation to modify how PLI provides Program services due to a disability as defined by the Americans with Disabilities Act as amended. To request a reasonable accommodation, contact the ADA Coordinator at 412-301-7041.<sup>9</sup>

## **RULE 2 - DEFINITIONS**

As used in these Rules the following terms and words shall have the following meanings, unless the context clearly indicates a different intended meaning.

- A. APPLICANT** means the Owner, Landlord, or their authorized agent who submits a Permit Registration.
- B. CITY** means the City of Pittsburgh. To the extent that this Article requires filings or submissions, the City shall refer to the Department of Permits, Licenses, and Inspections, Department of Finance, City Planning, or other entity that the City has legally designated to perform a function on its behalf.
- C. CONDEMN** has the meaning defined in the Maintenance Code applicable when the Applicant submits their Registration.

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<sup>7</sup> PCC § 781.06(b)

<sup>8</sup> PCC Title Six, Article V

<sup>9</sup> Additional information about Pittsburgh's ADA Compliance can be found on this webpage:

<https://pittsburghpa.gov/mayor/ada>

- D. DORMITORY** means the use of a zoning lot for occupancy solely by groups of people who are not defined as a family and who are registered students at a college, university, or other institution of higher learning, on a weekly basis or longer, and is managed by the institution at which the students are registered.
- E. DWELLING UNIT** means a building, or portion thereof, designed for occupancy for residential purposes and having cooking facilities and sanitary facilities.
- F. IMMINENT DANGER** has the meaning defined in the Maintenance Code applicable when the Applicant submits their Registration.
- G. INSPECTOR** means a PLI code enforcement inspector authorized by the PLI Director or PLI Assistant Director of Code Enforcement to perform Permit inspections.
- H. LANDLORD** means any person who owns or controls a dwelling, Dwelling Unit, or Rental Unit and rents such unit, either personally or through a designated agent, to any person.
- I. LICENSE OFFICER** means the PLI Director, PLI Assistant Director of Licensing and Administration, or their designee.
- J. NON-PROVISIONAL PERMIT** means a PLI-issued official document that verifies the subject Rental Unit complies with the City’s housing and property maintenance standards and authorizes the Owner to lease, rent, or otherwise allow occupancy of the subject Rental Unit.
- K. OWNER** means the legal title holder of a Rental Unit or the Premises within which the Rental Unit is situated.
- L. OFF-HOUR INSPECTION** means an inspection provided outside of PLI’s normal work hours.
- M. ONESTOPGH COUNTER** means the counter located on the first floor of 412 Boulevard of the Allies.
- N. ONESTOPGH PORTAL** means PLI’s online customer service portal to apply for, pay for and obtain licenses and permits.<sup>10</sup>
- O. PERSON** means any natural individual, firm, partnership, association, joint stock company, joint venture, public or private corporation or receiver, executor, personal representative, trust, trustee, conservator, or other representative appointed by order of any court.
- P. PROVISIONAL PERMIT** means a PLI-issued official document that verifies the Applicant has met the Permit Registration requirements and paid applicable fees.
- Q. PREMISES** means any lot, plot, or parcel of land, including the buildings or structures thereon,

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<sup>10</sup> The OneStopPGH portal can be accessed here: [onestoppgh.pittsburghpa.gov](http://onestoppgh.pittsburghpa.gov).

which also includes any structure(s) with one or more Dwelling Units.

- R. **RENT** means payments rendered by a tenant to an Owner at regular, agreed-upon intervals in exchange for the ongoing possession and use of the property.
- S. **RENTAL UNIT** means any Dwelling Unit or structure containing Dwelling Units or Sleeping Units, which is leased or rented from the Owner or other person in control of such units, to any tenant for any period of time. Dormitories, certified rehabilitation facilities, and long-term medical care facilities shall be exempt from this Permit Program. Hotels, motels, nursing homes, and other properties which are subject to permitting and inspection by the Allegheny County Health Department's (ACHD) Housing and Community Environment Program are also exempt from this Permit Program. Domiciles used by Owners as short-term homestays and experiences are to be considered Rental Units subject to the provisions of the Permit Program and these Rules.
- T. **SLEEPING UNIT** means a building, or portion thereof, designed for occupancy for residential purposes and can have cooking facilities or sanitary facilities but not both.
- U. **TENANT** means any individual who has the temporary use and occupation of real property owned by another person in subordination to that other person's title and with that other person's consent; for example, a person who rents or leases a dwelling, Dwelling Unit, or Rental Unit from a Landlord.

### **RULE 3 - PERMIT PROGRAM ADMINISTRATION**

- A. **Permit Applicability.** A Landlord or Owner shall obtain a Permit as required by the Permit Program.<sup>11</sup> Failure to obtain a required Permit shall subject the Landlord or Owner to the penalties outlined in these Rules. The following do not require a Permit:
  - 1. Dormitories, certified rehabilitation facilities, and long-term medical care facilities.
  - 2. Hotels, motels, nursing homes, and other properties that are subject to Allegheny County Health Department's (ACHD) Housing and Community Environment Program.
- B. **Permit Program Process.** These are the standard Permit Program process steps:
  - 1. Permit Registration
  - 2. Registration Application Review
  - 3. Provisional Permit Issuance

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<sup>11</sup> PCC § 781.02

4. Inspection
5. Non-provisional Permit Issuance
6. Permit Registration Renewal
7. New Permit Registration

**C. Fees.** The following fee provisions apply to these Rules:<sup>12</sup>

1. Permit Fees. PLI shall set Permit fees per the Code and the Permit Program. PLI shall calculate all Permit fees based on the fee schedule applicable when an Applicant submitted a Permit Registration or Permit Registration Renewal.
2. Required Fees. The following applies to Required Permit fees:
  - i. A registration fee is required for all Permit Registrations and Permit Registration Renewals.
  - ii. Inspection fees are required for all Permit Registrations.
  - iii. Include applicable payment-related fees.
3. Optional Service Fees. PLI may offer optional services per these rules. The Applicant shall pay the fee for optional service in addition to the required Permit fees.
4. Payment Related Fees. The following payment-related fees are considered required fees for these Rules:
  - i. Late fees as applicable per these Rules.
  - ii. A “not sufficient funds (NSF)” fee is applicable for each returned check from the bank due to insufficient funds.
5. Fee Exemptions. The following registration applications shall be exempt from Permit fees:
  - i. Applications for Section 8 Affordable Housing Units that provide required documentation per the Permit Program.<sup>13</sup>
  - ii. An owner-occupied Dwelling or Sleeping Unit within a Rental Unit is exempt from Permit fees as follows:
    1. Only applicable to Owners who are a natural individual.

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<sup>12</sup> PCC § 781.05

<sup>13</sup> PCC § 781.05(c)



2. Only the per-unit inspection fee associated with the owner-occupied unit is exempt. The per-unit inspection fee for all other units within a Rental Unit, the registration, and general inspection fees remain applicable.

**D. Payment Standards.** The following payment standards are applicable per these Rules:

1. General. The payment standards of the Business Licensing Rules and Regulations Section II.3 shall apply unless modified by this section.
2. Timing of Payment. Payment of all required fees is due at the time of registration submission.
3. Electronic Submissions. Acceptable online payments for electronic submissions include e-check, debit card, or credit card.
4. Hard Copy Submissions. Acceptable payments for hard copy submissions include checks, e-checks, money orders, and credit and debit cards.
  - i. Checks and money orders may only be submitted at the OneStopPGH customer counter and must be made payable to “Treasurer - City of Pittsburgh.”
  - ii. No more than five (5) application fees may be included in one check or money order.
5. Unacceptable Payments. PLI shall not accept the following payments and shall return funds to the Owner, Landlord, or Applicant:
  - i. Partial payment(s), payments that exceed the fee(s) due, or otherwise incorrect fees.
  - ii. Payments made over the phone.
  - iii. Cash payments.
  - iv. Payment methods that are otherwise not permitted per these Rules.
  - v. Check payment for Applicants, Landlords, and Owners who have had two (2) returned checks due to insufficient funds. Thereafter these individuals shall provide payment via money order.

**E. Refunds.** The Business Licensing Rules and Regulations Section II.5 refund provisions shall apply unless modified by these rules.

**F. Applications and Processing.** The Business Licensing Rules and Regulations Section III provisions for applications, correspondence, license renewal date, license expiration date, license process, rejection or closure of application, and license closure shall apply unless modified by

these rules.

**G. Record Retention.** PLI shall retain Permit records electronically as follows:

1. Retain all Permit registration application information for seven (7) years. This shall not apply to abandoned applications per these Rules.
2. Retain all Permit inspection reports indicating violations for three (3) years or until the violations are resolved, whichever is longer.
3. Retain all other Permit records until the permit is no longer valid.

**H. Record Release and Data Sharing.** PLI shall release records and share permit data as follows:

1. Release permit registration application information only to the Owner, Landlord, or Applicant except for the information included on the Provisional and Non-provisional permits.
2. Provisional and Non-provisional permits are considered public records. PLI may release these records and publicly share the information contained within these records. These permits contain the following information:
  - i. Rental permit number assigned by the OneStopPGH system.
  - ii. Rental Unit address provided by the Applicant.
  - iii. Owner name and address provided by the Applicant.
  - iv. Number of Sleeping or Dwelling Units provided by the Applicant.
  - v. Permit issued date.
  - vi. Permit registration renewal date.
  - vii. Inspector name (Non-provisional Permit only).
  - viii. Inspection date (Non-provisional Permit only).
  - ix. Permit expiration and re-inspection date (Non-provisional Permit only).
3. Release inspection reports only to the Owner, Landlord, or Applicant.
4. May publicly share Permit data as follows:
  - i. Permit type, i.e. residential housing rental permit.
  - ii. Permit status.
  - iii. Permit process dates including the date Permit Registration accepted, Provisional Permit issued, inspection performed, and Non-provisional Permit issued.
  - iv. The overall inspection outcome, i.e. whether it passed or failed.
  - v. Optional Registration information as aggregate data. Such information shall not

be shared in a manner that associates the data with a specific Rental Unit or Owner.

**I. Inspection Applicability.**<sup>14</sup> All Permits require inspections except for the following:

1. Rental Units with a valid certificate of occupancy issued within three (3) years of Permit registration.
2. Registration renewals for Rental Units with a Non-provisional Permit.

**J. Optional Services.** PLI may offer optional services, such as Off-hour Inspections, per these rules. PLI does not currently offer optional services. PLI shall update these rules to document procedures for optional services and provide notice that these services are available.

**K. Penalties.** The following penalties apply under these Rules:

1. Application Rejection. The Business Licensing Rules and Regulations Section III.5 provisions for the rejection or closure of application apply unless modified by these rules. Failure to comply with these Rules, including but not limited to the following, shall result in rejection of an application:
  - i. Submissions that include inaccurate or incomplete information.<sup>15</sup>
  - ii. Registration renewals submitted less than thirty (30) days before registration expiration unless a late fee is paid.
  - iii. Registration renewals for Rental Units that did not pass inspection.
  - iv. Registration renewals for Rental Units with outstanding fines or unpaid nuisance abatement fees.
2. Permit Suspension. PLI may suspend a Permit (Provisional and Non-provisional) per the Business Licensing Rules and Regulations Sections V.1 and V.2, and for failure to comply with these rules as follows:
  - i. Including but not limited to failure to comply with new Permit Registration requirements as applicable.
3. Permit Revocation (Cancellation). PLI may revoke or cancel a Permit (Provisional and Non-provisional) per The Business Licensing Rules and Regulations Sections V.1 and V.2, and as follow:
  - i. If during the inspection, the Inspector determines that a condition constitutes an

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<sup>14</sup> PCC § 781.04

<sup>15</sup> PCC § 781.03(b)

Imminent Danger per the Maintenance Code applicable when an Applicant submitted the Permit Registration or Permit Registration Renewal.

- ii. Revoke or cancel a Provisional Permit for a Rental Unit that has not passed inspection before these Rules require Permit Registration Renewal.
4. Late Fees. The Applicant is responsible for paying a late fee, an administrative penalty fee, per these Rules if they fail to renew their Permit Registration or Re-register within the applicable period identified by these Rules.<sup>16</sup>
  5. Reasons for Code Enforcement Action. PLI shall take code enforcement actions for violations of these Rules, the Code, or the Program including but not limited to the following:
    - i. Failure to resolve failed inspection items or deficiencies within the period identified in the inspection report.
    - ii. Failure to obtain a Non-provisional Permit. PLI shall not take code enforcement for this violation until June 1, 2025.
    - iii. Unsafe structures or equipment per the Maintenance Code applicable when the Applicant submitted the Permit Registration or Permit Registration Renewal.
    - iv. Conditions of Imminent Danger per the Maintenance Code applicable when the Applicant submitted the Permit Registration or Permit Registration Renewal.
  6. Code Enforcement Action. PLI shall take code enforcement actions as follows:
    - i. PLI shall provide written notice of violation, or request for compliance, per the Maintenance Code applicable when the Applicant submitted the Permit Registration or Permit Registration Renewal.
    - ii. PLI method of service for the notice of violation, or request for compliance, shall be per the Maintenance Code applicable when the Applicant submitted the Permit Registration or Permit Registration Renewal.
    - iii. Condemn unsafe structures or equipment per the Maintenance Code applicable when the Applicant submitted the Permit Registration or Permit Registration Renewal.
    - iv. Take emergency measures when an Imminent Danger exists per the Maintenance Code applicable when the Applicant submitted the Permit

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<sup>16</sup> PCC § 701.18

Registration or Permit Registration Renewal.

v. PLI may seek penalties per these Rules or the Code including but not limited to the following:

1. Prosecution as a summary offense.
  2. A fine of five hundred dollars (\$500.00) for each Rental Unit that a Rental Unit is leased, rented, or otherwise allowed to be occupied without a Non-provisional Permit.<sup>17</sup> PLI shall not seek this penalty until June 1, 2025.
7. Penalty Rights. These Rules' penalties shall not limit the rights of the City, tenants, or any other person with legal standing to take any lawful action or seek any remedy available to them at law or in equity.

#### **RULE 4 - PERMIT REGISTRATION**

**A. Manner of Submission.** The License Officer shall prescribe the manner of submission of all registrations, as outlined in the Permit Program and these Rules.<sup>18</sup> The Business Licensing Rules and Regulations Section III.1 provisions for applications apply unless modified by these rules.

1. Number of Submissions: A Permit Registration applies only to Rental Units located on the same Premises. This includes Rental Units in separate structures or buildings located on the same Premises. Owners and Landlords shall submit a separate Permit Registration for each Rental Unit on separate Premises.
2. On-line Submission: Applicants submitting six (6) or more Permit Registrations annually must submit applications electronically through the OneStopPGH Portal ([onestoppgh.pittsburghpa.gov](http://onestoppgh.pittsburghpa.gov)).
3. Hard Copy Submission: Applicants submitting five (5) Permit Registrations or less annually may submit in hard copy (paper) format at the OneStopPGH Counter during normal customer service hours or electronically through the electronically through the OneStopPGH Portal ([onestoppgh.pittsburghpa.gov](http://onestoppgh.pittsburghpa.gov)).

**B. Complete Registration.** PLI shall only accept a complete registration which shall include the following:

1. Submission of a completed registration submitted in a manner as required and/or permitted by these Rules and as follows:

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<sup>17</sup> PCC § 781.09

<sup>18</sup> PCC § 781.03

- i. Electronic submissions shall include entry of all required fields.
  - ii. Hard copy submissions shall include a completed application form signed by the Applicant.
2. Submission of documents and information required by the Code and these Rules, including but not limited to the following:<sup>19</sup>
  - i. The Rental Unit street address and parcel number.
  - ii. The number of Dwelling or Sleeping Units within the Rental Unit.
  - iii. The Owner's contact info as follows:
    1. If the Owner consists of multiple Persons or parties with ownership interest, the contact info for all Persons shall be provided.
    2. If the Owner is a natural individual their name, residence address, telephone number, e-mail address, and mobile telephone number.
    3. If the Owner is not a natural individual the name, residence address, telephone number, e-mail address, and mobile telephone number of the president, general manager, or other chief executive of the organization; and one of the following:
      - a. Pennsylvania registered office name, address, phone number, and PA Department of State file number.
      - b. Pennsylvania commercial registered office provider's name, address, Department of State file number, and phone number.
  - iv. A copy of the current, valid government-issued photo ID for the Applicant, as proof that the Applicant is at least 18 years or older.<sup>20</sup>
  - v. A copy of a current valid certificate of occupancy for the Rental Unit except for the following:
    1. A Rental Unit limited to a single Dwelling Unit with no other uses.
    2. A Rental Unit with an active building and development review application (BDA) that includes approving the use of the Rental Unit. Applicants shall identify the associated BDA number instead of providing a certificate of occupancy.

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<sup>19</sup> PCC § 781.03(a)

<sup>20</sup> PCC § 701.02(a)

3. A Rental Unit with an active or completed BDA that confirms the Rental Unit is exempt from requiring a certificate of occupancy under PCC Title(s) 9 Zoning Code and 10 Building. Applicants shall identify the associated BDA number instead of providing a certificate of occupancy under PCC Title(s) 9 Zoning Code and 10 Building.
  - vi. If the Applicant cannot schedule or allow entry for PLI inspection, they shall provide the name, address, phone number, and email for an authorized agent who can.
  - vii. To confirm fee exception per these rules, applications for units associated with the United States Department of Housing and Urban Development (HUD) Section 8 Affordable Housing program shall include a copy of Part A of the HUD contract.
  - viii. Properties that are subject to Allegheny County Health Department's (ACHD) Housing and Community Environment Program may submit an ACHD operational permit to confirm exemption from the Permit Program.
3. Submission of accurate and complete information. No person shall provide inaccurate information or fail to provide the information required for a Permit registration.
4. Payment of all fees required by the Permit Program and these Rules, unless otherwise exempt.
5. The License Officer may require additional documentation to demonstrate compliance with the Permit Program, Code, these Rules, or codes referenced by these Rules.

**C. Incomplete Registration.** The License Officer shall not accept incomplete Permit Registrations. Applications that fail to meet the requirements of these Rules, including but not limited to the following, shall be considered incomplete:

1. Submissions that fail to provide all documents and information required by the Permit Program and these Rules.
2. Submission of forms other than those published or provided by PLI.
3. Submissions that provide an address for the Applicant, or Owner that is a P.O. Box.
4. Submission of inaccurate and incomplete information.
5. Payment of an incorrect fee amount.

**D. Registration Application Review.** The Business Licensing Rules and Regulations Section III.2 correspondence and Section III.4 process provisions apply unless modified by these rules. The

License Officer shall review all registrations for completeness and conformance with the Permit Program and these Rules as follows:

1. Review the provided Owner contact information.
2. Review the submitted certificate of occupancy to confirm that it authorizes the number of Dwelling or Sleeping Units identified by the Applicant.
3. Review the identified building and development review application (BDA) to confirm:
  - i. It authorizes the number of Dwelling or Sleeping Units identified by the Applicant.
  - ii. The BDA has been issued.
4. Review the provided HUD contract to confirm fee exemption. If the License Officer confirms fee exemption, the Applicant is not required to pay Permit fees.
5. Review the provided ACHD operational permit to confirm Permit Program exemption. If the License Officer confirms exemption, they shall update the permit to “exempt” status and the Applicant does not need to take any further action or pay any fees.
6. The License Officer shall take the following actions after review:
  - i. Issue a Provisional Permit if they determine the Permit Registration is complete and compliant with these Rules.
  - ii. Notify the Applicant of information necessary for the Permit Registration to be complete or revisions to comply with these Rules.

**E. Permit Registration Closure.** PLI shall close a Permit Registration as follows:

1. Per the Business Licensing Rules and Regulations Section III.5.C if Applicants fail to provide a required document or requested information three (3) times for the same or related reason.
2. If the Applicant fails to respond within sixty (60) days after the License Officer reviews their application and requests additional information or revisions.
3. After the License Officer closes the Permit Registration, the Applicant forfeits all fees and must submit a new Permit Registration.

**F. Provisional Permit Term.** The Provisional Permit terms are as follows:<sup>21</sup>

1. The renewal and expiration dates of the Business Licensing Rules and Regulations Section III.3 apply unless modified by these Rules.

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<sup>21</sup> PCC § 781.03(d)



2. A Provisional Permit expires one (1) year after PLI issuance.
3. The Applicant shall renew their Permit Registration annually until the Non-provisional Permit expires.

**G. Permit Registration Renewals.** The Applicant shall renew a Permit Registration as follows:

1. Annually until the Non-provisional Permit expires. The Applicant can only renew a Permit Registration if PLI has issued a Non-Provisional Permit.
2. At least thirty (30) calendar days before the Provisional Permit expires. If the Applicant fails to renew within this period, they shall be subject to the penalties of these Rules, including but not limited to paying a late fee when they renew or Permit suspension or revocation.

**H. New Permit Registration.** The Owner shall submit a new Permit Registration as follows:

1. Ownership Change. If the Premises of a registered Rental Unit transfers to a new Owner, the new Owner shall submit a new Permit Registration within sixty (60) calendar days of ownership of the transfer.<sup>22</sup> All Permit Registration requirements, including fees, shall apply in this case. If the new Owner fails to submit a Permit Registration per this provision, they shall be subject to the penalties of these Rules, including but not limited to paying a late fee when they renew.
2. Change in Permit Registration Information. The Applicant shall submit a new Permit Registration within sixty (60) calendar days of Permit Registration information changes.<sup>22</sup> All Permit Registration requirements, including fees, shall apply in this case. If the new Owner fails to submit a Permit Registration per this provision, they shall be subject to the penalties of these Rules, including but not limited to paying a late fee when they renew. Permit Registration information changes include:
  - i. If the number of Dwelling or Sleeping Units within the Rental Unit changes. New Permit Inspections shall be required for this type of change and inspection fees shall apply.
  - ii. If the Rental Unit HUD Section 8 Affordable Housing contract has expired or program status changes. PLI shall confirm if the Rental Unit remains exempt from required Permit fees after this type of change.
  - iii. If the Rental Unit is no longer regulated by ACHD's Housing and Community

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<sup>22</sup> PCC § 781.03(c)

Environment Program. The Applicant shall pay all required Permit fees and the Rental Unit shall be subject to Permit Inspections for this type of change.

3. Non-provisional Permit Expiration. After the Non-provisional Permit expires, the Owner shall submit a new Permit Registration. In this instance, all required Permit fees apply and Permit inspections are required.

**I. Permit Registration Amendments.** PLI shall accept Permit Registration amendments to correct errors per the Business Licensing Rules and Regulations Section 111.6.

## **RULE 5 - PERMIT INSPECTION<sup>23</sup>**

**A. Inspection Standards.** The purpose of PLI's Permit inspections is to confirm the Rental Unit complies with the City's housing and property maintenance standards PLI shall perform Permit inspections based on the codes and standards of these Rules, including the Maintenance Code, applicable when Permit Registration was submitted and as follows:

1. PLI shall establish a standard inspection checklist for use by all Inspectors.
1. PLI shall ensure that a copy of the inspection checklist is available through the Department's website and at the OneStopPGH Counter during PLI's customer service hours.

**B. Applicant Inspection Requests.** The Applicant shall request inspections as follows:

1. Deadline to Request Inspection. The Applicant shall request an inspection within ninety (90) calendar days after PLI issues a Provisional Permit. If the Applicant fails to request the inspection, PLI shall contact the Applicant to schedule an inspection. Further, the Applicant shall submit an inspection request at least five (5) calendar days before their intended inspection date, excluding the date they submit the request. For example, if an inspection request is submitted on a Monday, the earliest inspection date the Applicant may select is the following Monday.
2. Method of Inspection Requests. Applicants shall request inspections as follows:
  - i. Applicants with an OneStopPGH user account shall request inspections via the OneStopPGH portal.
  - ii. Applicants without an OneStopPGH user account shall request inspections by contacting the Inspector directly or visiting the OneStopPGH Counter during

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<sup>23</sup> PCC § 781.04

normal customer service hours. Please refer to the code enforcement inspector assignments on PLI's webpage for Inspector contact info.<sup>24</sup> The Applicant shall provide the:

1. Permit number(s).
  2. The name and contact info of the individual(s) who will provide inspection access.
  3. Requested date and time per the following:
    - a. AM for an inspection between 8:00 am and 12:00 pm.
    - b. PM for an inspection between 12:00 pm and 3:30 pm.
3. Scheduled Inspection Date and Time Confirmation. The Inspector shall confirm the scheduled inspection date and time as follows:
- i. They shall make reasonable effort to schedule the inspection on a date and time that is convenient to the applicant.
  - ii. Confirm the scheduled inspection date and time so the OneStopPGH system sends Applicants with an OneStopPGH user account an email identifying the scheduled date, time, and Inspector contact info.
  - iii. Contact Applicants without an OneStopPGH user account if they cannot accommodate the requested date or if they need to cancel a scheduled inspection.

**C. PLI Initiated Inspections.** After issuing a Provisional Permit, PLI may initiate inspections of the Rental Unit as follows:

1. If the Applicant fails to request an inspection within ninety (90) calendar days.
2. After receiving a City 311 Complaint identifying a potential violation of the Code or these Rules.
3. After receiving a referral from a City Public Safety Bureau or other public agency about a potential violation of the Code or these Rules.
4. Based on Inspector evidence of Maintenance Code violations.

**D. Inspection Access.** The Inspector requires access to all areas of the Rental Unit and Premises to perform Permit Inspections. These provisions apply to inspection access:

1. The Inspector shall seek consent from the Applicant, Owner, Landlord, or Tenant (if 18 years or older) to access the Rental Unit and Premises.

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<sup>24</sup> <https://pittsburghpa.gov/pli/pli-contacts>

2. If the Inspector is denied access, the License Officer shall seek an administrative warrant per the requirements of the Maintenance Code applicable when the Applicant submitted the Permit Registration. If exigent circumstances, such as an imminent and urgent threat to safety and/or health are present, the PLI Director may authorize the Inspector to attempt access without consent.

**E. Inspection Outcomes.** Inspectors shall record the outcomes of their inspections as follows:

1. Checklist Item Outcomes: The Inspector shall identify one of the following outcomes for each inspection checklist item:
  - i. Passed. If the Inspector determines the Rental Unit complies with the checklist item requirements, they shall identify an outcome of “Passed.”
  - ii. Failed. If the Inspector determines the Rental Unit does not comply with the checklist item requirements, they shall identify an outcome of “Failed.”
  - iii. Not Applicable. If the Inspector determines that the requirements of a checklist item do not apply to the specific Rental Unit, they shall identify an outcome of “Not Applicable.”
2. Overall Inspection Outcome. The Inspector shall identify one of the following outcomes for the overall inspection:
  - i. Passed. If all checklist item outcomes are either “Passed” or “Not Applicable”, the Inspector shall identify an outcome of “Passed.”
  - ii. Failed. If one or more checklist items’ outcomes are “Failed”, the Inspector shall identify an outcome of “Failed.”

**F. Inspection Report Standards**

1. For failed inspections, the Inspector shall identify the following on the Inspection Report:
  - i. The applicable provision of the Code, the Maintenance Code, or these Rules that the Rental Unit does not comply.
  - ii. The deficient Rental Unit or Premises areas, components, or systems.
  - iii. The work, repairs, or other necessary actions to correct the deficiency and comply with the Code, the Maintenance Code, or these Rules.
  - iv. The period deemed reasonable to correct the deficiencies.
2. PLI shall provide inspection reports as follows:
  - i. PLI shall provide the Applicant a hard copy of a failed inspection report via first-

class mail within ten (10) business days of the inspection.<sup>25</sup>

- ii. Applicants with an OneStopPGH user account can access the inspection report through the OneStopPGH portal.
- iii. Applicants without an OneStopPGH user account may request a hard copy of the inspection report at the OneStopPGH Counter during normal customer service hours.

**G. Failed Inspections.** The Applicant is responsible for obtaining all necessary permits and approvals to correct deficiencies and request an inspection per these Rules after they have corrected all deficiencies. The Inspector shall re-inspect a Rental Unit until they determine the Rental Unit complies with the City's housing and property maintenance standards.<sup>26</sup>

**H. Passed Inspections.** After the Inspector passes the Permit Inspection, PLI shall issue a Non-provisional Permit.<sup>26</sup> The Non-provisional Permit shall serve as the inspection report for a passed inspection and are available as follows:

1. Applicants with an OneStopPGH user account can access the inspection report through the OneStopPGH portal.
2. Applicants without an OneStopPGH user account may request a hard copy of the inspection report at the OneStopPGH Counter during normal customer service hours.

**I. Non-provisional Permit Terms.** A Non-provisional Permit is valid for three (3) years after issuance<sup>27</sup> and the following apply during this period:

1. Permit Registration renewals are required annually per these Rules.
2. No inspections are required while the Non-provisional Permit is valid.

**J. Inspector Safety.** The PLI Director authorizes Inspectors to cancel a scheduled inspection if they have reasonable cause that performing the inspection poses a hazard to their personal safety. In this case, the Inspector shall leave the Premises immediately, notify the Applicant, and notify the PLI Code Enforcement Assistant Director or their direct supervisor. This is a list of examples of hazards to an Inspectors personal safety:

1. Presence of major health violation(s) that pose a threat to Inspector's safety (e.g. severe insect or rodent infestation, severe sewage backup).
2. Evidence of structural deficiencies that pose an Imminent Danger per the Maintenance

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<sup>25</sup> PCC § 781.03(5)

<sup>26</sup> PCC § 781.04

<sup>27</sup> PCC § 781.03(6)

Code applicable when the Applicant submitted their Permit Registration.

3. Presence of threatening individuals.
4. Presence of unrestrained and threatening animals.
5. Noncompliance with Center of Disease Control (CDC) safety protocols, where applicable and per the effective CDC rules on the date of the inspection.

## **RULE 6 - RIGHT TO APPEAL**

- A. General.** Any person aggrieved by any action of the License Officer shall have the right to appeal such action.<sup>28</sup> This includes but is not limited to registration rejection, revocation or cancellation of the permit, permit issuance actions, inspection actions, renewal actions, and penalties associated with the Code, the Permit Program, and these Rules.
- B. Appeal Process.** The submission of appeals, consideration of appeals, and appeals records shall comply with the standards established in PCC Title 7 – Business Licensing and the PLI’s current Business Licensing Rules and Regulations Sections V.3 and V.4 including but not limited to submitting an appeal within thirty (30) calendar days of a PLI action.<sup>29</sup> The Board of License and Inspection Review has the legal authority to consider appeals of the Code, the Permit Program, and these Rules.
- C. PLI Action Pending Appeal.** After an appeal is submitted, PLI shall pause action until the Board of License and Inspection Review renders a decision except for the following:
1. Conditions PLI determine constitute an Imminent Danger per the Maintenance Code applicable when the Applicant submitted their Permit Registration.<sup>30</sup>
  2. Unsafe structures or equipment Condemned by PLI per the Maintenance Code applicable when the Applicant submitted their Permit Registration.<sup>30</sup>

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<sup>28</sup> PCC § 781.08 which identifies the right to appeal in accordance with PCC § 701.16

<sup>29</sup> PCC § 781.08 which identifies the right to appeal and PCC § 701.16 that identifies the standards for appeals under Title 7 – Business Licensing

<sup>30</sup> PCC § 701.17