

Prior to an Occupancy Inspection being conducted by the Code Enforcement Department, the following documentation must be obtained and proof of payments, must be provided to Code Enforcement:

1. Make a written request and pay the Lien Letter Fee of \$15.00 to:
Municipality of Penn Hills
Attention: Finance – Lien Letter
12245 Frankstown Road
Pittsburgh, PA 15235

2. Banks/Settlement Companies make a written request and pay the Lien Letter Fee of \$25.00 to:
Portnoff Law Associates, Ltd. Phone: 866/211-9466
1000 Sandy Hill Road, Suite 150 FAX: 484/690-9305
Norristown, PA 19401

Property owners can call or FAX for verifications.

AND, a letter from **ONE** of the following Water Authorities:

- 3.a. Make a written request and pay the Lien Letter Fee of \$25.00 to:
Wilkinsburg Penn Joint Water Authority
2200 Robinson Boulevard
Pittsburgh, PA 15221

- 3.b. Make a written request and pay the Lien Letter Fee of \$15.00 to:
Oakmont Water Authority
P.O. Box 73
Oakmont, PA 15139