

LIEN LETTER POLICY FOR OCCUPANCY PERMITS

Prior to a final Occupancy Inspection by the Code Enforcement Department, the following documentation must be obtained and proof of any payments made for any delinquencies or claims must be provided to Code Enforcement:

1. Make written request and pay the Lien Letter Fee of \$15.00 to:
Municipality of Penn Hills
Attention: Finance Dept. – Lien Letter
12245 Frankstown Road
Pittsburgh, PA 15235
412-798-2112

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 (ask for Theresa Manning) or FAX verifications

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

- 3a. Make a written request and pay the Lien Letter Fee of \$25.00 to
Wilksburg Penn Joint Water Authority
2200 Robinson Boulevard
Pittsburgh, PA 15221
412-473-3482

- 3b. Make a written request and pay the Lien Letter Fee of \$15.00 to:
Oakmont Water Authority
P.O. Box 73
Oakmont, PA 15139
412-828-7220