



CLOSING FORMS INSTRUCTIONS

ATTACHED ARE THE FOLLOWING APPLICATIONS FOR CLOSING:

- APPLICATION FOR BOROUGH LIEN LETTER
- APPLICATION FOR SANITARY SEWER CERTIFICATE
- APPLICATION FOR REPORT OF TEST AND INSPECTION –**MUST BE FILLED OUT BY ANY ALLEGHENY PLUMBER AND RETURNED TO MUNICIPAL BUILDING**
- APPLICATION FOR OCCUPANCY INSPECTION

PLEASE NOTE: FEES ARE LISTED ON THE APPLICATION / **SEPARATE CHECKS REQUIRED**

ALL REQUESTS FOR LIEN LETTERS, SANITARY SEWER CERTIFICATES, AND OCCUPANCY INSPECTION, IF THE ATTACHED APPLICATION ARE NOT USED, THE REQUEST WILL BE SENT BACK TO YOUR OFFICE. A PLUMBER WHO IS CERTIFIED BY ALLEGHENY COUNTY MUST FILL OUT THE ATTACHED REPORT OF TEST AND INSPECTION.

The Borough of Baldwin requires seven (7) Days to process the attached forms. **PROCESSING WILL ONLY BEGIN WHEN ALL FORMS ARE RECEIVED.** For your Information, a Sanitary Sewer Certificate is valid for a period of five (5) years. If you are not sure that the property has a valid Sanitary Sewer Certificate, please contact the Sewer Billing Office.

ALL PROPERTIES THAT ARE SOLD, REFINANCED, TRANSFERRED, ASSIGNED, OR MORTGAGED MUST HAVE A VALID SANITARY SEWER CERTIFICATE. PLEASE NOTE; EVEN IF THE BOROUGH OF BALDWIN HASE TESTED THE PROPERTY AS ORDERED BY THE DEP, A TEST STILL MUST BE DONE BY A CERTIFIED ALLEGHENY PLUMBER WHO ATTESTS TO THE FACE THAT ALL STORM WATER ENTERS INTO A STORM SEWER AND NOT A SANITARY SEWER, AND THERE ARE NO CRAKES OR ROOT INTRUSIONS IN THE SANITARY SEWER LINE.

SHOULD YOU HAVE ANY QUESTIONS

BOROUGH OF BALDWIN
412-882-9600 EXT. 1715



APPLICATION FOR BOROUGH LIEN LETTER

The lien letter will not be issued until payment has been received. The \$10 fee is payable by mail with check or money order, or in person at the Borough Building by cash, check, debit, or credit card. **Allow seven (7) days to process.** If the lien letter is needed sooner than seven (7) business days, an additional \$10 rush fee will be charged.

Submission options:

- mail or in person to the Borough Building (3344 Churchview Ave, Pittsburgh, PA 15227)
- fax to 412-882-9743
- scan and email to smatus@baldwinborough.org
- an online fillable version of this form is available at baldwinborough.org

Date: _____ REQUEST FOR LIEN LETTER REFINANCE

Present Titled Owner (Seller) _____

Address of Property _____

Lot and block/Parcel ID _____

Seller's Forwarding Address & Phone (MANDATORY) _____

Buyer _____

Buyer's Current Address (MANDATORY) _____

Requesting Agent _____ Phone _____
Mailing Address _____ Fax _____

Closing Agent _____ Phone _____
Closing Date / Comments _____ Fax _____

Application Form completed by:

Printed Name

Signature



SANTIARY SEWER CERTIFICATE APPLICATION

Please Type or Print Clearly – Incomplete Application will be Returned

Submission options:

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- fax to 412-882-9743
- scan and email to smatus@baldwinborough.org
- an online fillable version of this form is available at baldwinborough.org

Applicants Name

Fowarding Address

Address of Property to be Certified

House Number

Street

Lot & Block ID/Parcel ID

Purchaser's Name

Address

Applicant is to provide the attached form (Report of Test and Inspection) to a registered licensed Allegheny plumber, who shall perform the test indicated thereon and fill in both sides of the reporting form. Applicant shall return the completed test and inspection report together with a fee of \$25 and this application to receive a sanitary sewer certificate. The check should be made payable to the Borough of Baldwin.

IF VOLATIONS ARE INDICATED ON THE TEST AND INSPECTION REPORT FORM, THEY MUST BE CORRECTED PRIOR TO A SANITARY SEWER CERTIFICATE BEING ISSUED.

Date

Signature of Applicant



REPORT OF SEWER TEST & INSPECTION

The undersigned plumber, who is registered and licensed by the Allegheny County Health Department, has performed or supervised a dye test of the following property:

Property Address: _____

This test was conducted on: _____

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS REPORT IS TRUE AND CORRECT.

_____ DATE	_____ SIGNATURE OF PLUMBER
_____ PHONE NUMBER	_____ PRINTED NAME OF PLUMBER & REGISTRATION NUMBER

THE RESULTS OF THE TEST ARE AS FOLLOWS:

Video Camera Inspection:

Any commonly accepted method of testing whereby a video camera is inserted into and travels throughout the private lateral sewer line of real property to determine if any illegal storm water, ground water, or surface water is entering the sanitary sewer system. Are there any defects in the private lateral, such as cracks, root intrusion, or open joints that may allow ground water to enter the sanitary sewer system that require repair?

Yes _____ No _____

If yes, please explain: _____

DVD or VHS available if needed? Yes _____ No _____

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REPORT OF SEWER TEST & INSPECTION

Dye Test Inspection:

	SATISFACTORY COMPLIANCE	VIOLATION
DOWNSPOUTS AND ROOF LEADER:	<input type="checkbox"/>	<input type="checkbox"/>
AREA DRAINS RECEIVING STORM OR SURFACE WATER (DRIVEWAY, ETC.)	<input type="checkbox"/>	<input type="checkbox"/>
FRESH AIR VENT (Must be of such Height and Location as to prevent entry of storm or surface water)	<input type="checkbox"/>	<input type="checkbox"/>
Location of Manhole Observed	<input type="checkbox"/>	

Explain below where the storm water presently drains and the location and circumstances of any violation. Use the space below for a sketch and for additional comments.

SKETCH: Please show street, driveway, and location of downspouts and drains with arrow(s). Location of manhole if possible.

REAR PROPERTY LINE

FRONT OF BUILDING LINE

COMMENTS:



CERTIFICATE OF OCCUPANCY APPLICATION

Types of Registration: Change of Tenant **OR** Change of Ownership

Property Address _____

Current Owner Name _____ Phone Number _____

Owner Address (If different from Property Address) _____

Phone Number (Home) _____ Phone Number (Mobile) _____

E-mail Address _____

Prospective Tenant(s) or Owner(s) Information

Name _____ Primary Phone Number _____

Current Address _____

Baldwin enforces the 2009 Property Maintenance Code. The following updates are customary to residential occupancy permit requirements (this does not limit the types of violations cited during an occupancy inspection):

- Exterior maintenance of property
- Smoke detectors in each bedroom and on each floor (battery operated units acceptable)
- GFCI outlets within six feet of water including exterior, unfinished basement, garage, kitchens, bathrooms, laundry tub area, etc.
- Handrails when there are four or more risers present (pertains to interior and exterior stairs)
- Proper venting of hot water tank and furnace
- When a window is not present, mechanical ventilation is required in all bathrooms
- Fire extinguishers (rental properties only)
- Electrical wiring in good condition
- Plumbing must be in compliance with the International Plumbing Code
- Integral garage ceilings must be completely separated from living space (fire rated 5/8" drywall)
- Must have solid wood/steel door between basement and an integral garage (20 minute minimum rating)

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment of \$150.00 per occupancy for inspection. Each Subsequent Recall or Re-Inspection \$ 75.00. Check, cash, and money orders are accepted and made payable to Baldwin Borough. No inspection will be scheduled without payment.

Violations discovered during a requested Occupancy Permit inspection may not disqualify the unit from occupancy consideration but could result in a Temporary Occupancy Permit being issued with follow up re-inspection to ensure that deficiencies were corrected.

Signature of Applicant/Date: _____