



PHONE (724) 745-1800
FAX (724) 745-8850

BOROUGH OF CANONSBURG

"THE FUTURE IS NOW, IT IS HERE IN CANONSBURG"

INCORPORATED 1802

68 EAST PIKE STREET

CANONSBURG, PA 15317

JEFFERSON COLLEGE
FIRST COLLEGE WEST OF THE ALLEGHENYS

Please read this letter as there have been changes effective as of January, 1, 2016 to the Canonsburg Borough's process in handling real estate transfers.

The five-step procedure includes obtaining (1) an approved dye test, (2) a certificate of approved zoning, (3) an occupancy inspection, (4) a municipal lien letter and (5) a sewage lien letter.

We must have a separate letter requesting lien letters for the property

We MUST have:

Parcel number

A contact person/phone number of person(s) who can allow our Code Officer into the home for the safety inspection

Purchaser's current address

If any of the forms are incomplete we will mail them back in the envelopes provided which may result in lost time for the scheduled closing date.

A \$185 check made payable to the "Borough of Canonsburg" includes:

Dye test (\$50.00)

Zoning certificate (\$50.00)

Safety inspection (\$75.00)

Municipal lien letter (\$10.00)

A \$10.00 check made payable to "CHJSA" covers the sewage lien letter and mailed to:

Canonsburg Houston Joint-Sewer Authority (CHJSA)

68 East Pike Street, #103

Canonsburg, PA 15317

To home sellers/buyers: we prefer that the closing company pays for the entire process, please check with your realtor/closing company before completing and paying for this process.

We will not send completed certificates separately, we will send entire packet once completed.

Our Public Works department will the conduct dye test, they do not need access to the inside of the home and are completed while they are out on the road.



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CERTIFICATION OF DYE TEST

PROPERTY ADDRESS _____

CURRENT OWNER _____

BUYER'S NAME _____
(address if rental property)

RESULTS OF DYE TEST

DYE TEST DATE _____

TIME _____

PASSED _____

FAILED _____

COMMENTS _____

I CERTIFY THAT THE ABOVE PROPERTY HAD BEEN DYE TESTED AND ALL STORM WATER GUTTERS AND DRAINS ARE NOT CONNECTED INTO THE SANITARY SEWER SYSTEM OF THE BOROUGH OF CANONSBURG.

(Authorized Signature)

APPLICATION FEE: \$50.00

Borough of Canonsburg

68 East Pike Street

Phone: 724-745-1800

Canonsburg, PA 15317

Fax: 724-745-8850

REAL ESTATE TRANSFER CERTIFICATE OF ZONING APPROVAL APPLICATION

Permit fee – Payable to Canonsburg Borough - \$50.00: Ck # _____

Property Address: _____

Tax Parcel Number: _____

Property Owner: _____ Phone: _____

Owner Address: _____

Purchaser of Property Name: _____

Purchaser Mailing Address: _____

EXISTING USE OF STRUCTURE/PARCEL: _____

PROPOSED USE OF BLDG/STRUCTURE:

- | | |
|------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> single family dwelling | <input type="checkbox"/> multi-family dwelling - number of units _____ |
| <input type="checkbox"/> two-family duplex structure | <input type="checkbox"/> garden apartments - number of units _____ |
| <input type="checkbox"/> commercial - industrial | <input type="checkbox"/> townhouse - number of units _____ |

Application is hereby made for permission to occupy the premises above described for the purpose herein stated. If such use complies with the provisions of all laws and ordinances and certificate of zoning is issued, it is understood by the applicant that the said certificate will authorize only the use stated in the certificate of zoning approval.

Date: _____

Signature of Applicant

Permission is hereby granted for the occupancy of the above described building.

Date: _____

Zoning Officer

Borough of Canonsburg

68 East Pike Street

Phone: 724-745-1800

Canonsburg, PA 15317

Fax: 724-745-8850

REAL ESTATE TRANSFER CERTIFICATE OF INSPECTION APPLICATION

Permit fee – Payable to Canonsburg Borough - \$75.00: Ck # _____

Property Address: _____

Tax Parcel Number: _____

Property Owner: _____ Phone: _____

Owner Address: _____

Purchaser of Property Name: _____

Purchaser Mailing Address: _____

EXISTING USE OF STRUCTURE/PARCEL: _____

PROPOSED USE OF BLDG/STRUCTURE:

- | | |
|------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> single family dwelling | <input type="checkbox"/> multi-family dwelling - number of units _____ |
| <input type="checkbox"/> two-family duplex structure | <input type="checkbox"/> garden apartments - number of units _____ |
| <input type="checkbox"/> commercial - industrial | <input type="checkbox"/> townhouse - number of units _____ |

Application is hereby made for permission to occupy the premises above described for the purpose herein stated in accordance with Ordinance 1315. If such use complies with the provisions of said ordinance and Certificate of Occupancy is issued, it is understood by the applicant that the said certificate will authorize only the Occupancy stated in the Certificate.

Date: _____

Signature of Applicant

Permission is hereby granted for the occupancy of the above described building.

Date: _____

Code Enforcement Officer