

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 September 2018 to the Canonsburg Borough's process in handling Real Estate Transfers.**

The five-step procedure includes (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.

\*You must provide letter requesting the lien letters for the property, there is not a specific form\*

### **Please ensure the following information is filled in on the application:**

Parcel Number

A contact person and phone number of the person(s) who can allow our Fire Inspector into the home  
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. Please ensure everything on the forms are filled in.

A \$260 check made payable to the "Borough of Canonsburg" includes:

Dye Test (\$75), Zoning Certificate (\$75), Safety Inspection (\$75) and Municipal Lien Letter (\$35)

**If the property is a multi-unit residence, the cost will be \$75 for each unit.**

**If the property is commercial, the cost of the inspection is \$100.**

A separate \$10 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

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

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

Our public works department will conduct the dye test, they do not need access to the interior of the home and will be completed while they are out on the job and they do not need scheduled.



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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: \$75.00

# Borough of Canonsburg

68 East Pike Street

Phone: 724-745-1800

Canonsburg, PA 15317

Fax: 724-745-8850

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## **REAL ESTATE TRANSFER CERTIFICATE OF ZONING APPROVAL APPLICATION**

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

Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Purchaser of Property Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Purchaser Mailing Address: \_\_\_\_\_

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**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 _____             |

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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.

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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

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## 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: \_\_\_\_\_ Phone: \_\_\_\_\_

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 _____             |

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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

**BOROUGH OF CANONSBURG**  
Occupancy Inspection Checklist

Internal Use Only  
 Code Enforcement Requested

Property Address: FOR REFERENCE ONLY

Description of Property  Single Family Dwelling  Duplex  Other: Explain \_\_\_\_\_

ITEM	P	F	N/A	RE	ITEM	P	F	N/A	RE
<b>Kitchen</b>					<b>Electric</b>				
Sink - working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No temporary wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot water pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric panel in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold water pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No visible bare or faulty wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical receptacles (G.F.I.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Heating</b>				
Gas appliances properly connected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visible gas/electric connections appear adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical appliances and receptacles properly connected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flue connections vented as nec.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls, ceilings and floors intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Stairs/Porches/Decks</b>				
1-A Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inside/outside stairs functional and structurally safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarms - functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visible support and flooring appears sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bathroom Upstairs</b>					<b>Exterior</b>				
Plumbing properly connected and in proper working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Free of debris, garbage materials, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical receptacles (G.F.I.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper storage of flammable liquids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls, ceiling and floor intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks, driveways, parking areas in proper condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bathroom Downstairs</b>					Structure address identified properly (4 in minimum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing properly connected and in proper working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Roof and Foundations</b>				
Electrical receptacles (G.F.I.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visible areas appear to be sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls, ceiling and floor intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Downspouts and gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bedrooms</b>					<b>Swimming Pool</b>				
Smoke detectors in each bedroom and in hallway outside bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintained in clean and sanitary condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarms properly functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fence/Barrier not less than 48" above ground level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Basement</b>					Self-closing and self-latching gates/doors functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors and walls watertight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retractable locking ladder-functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls and ceiling intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical GFI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarm within 10ft of furnace & hot water tank-functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Electrical GFI <input type="checkbox"/> Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Flue connections in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
General Clean Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

**Comments:** \_\_\_\_\_

**Reinspection Comments:** \_\_\_\_\_

The above items have been visually inspected as a safety function only. No attempt to physically inspect, test or verify the performance or capability of any of the items in this facility are included.

Passed  Failed

Re-inspection  Pass  
 Fail

Date \_\_\_\_\_

Inspection performed by: FOR REFERENCE ONLY  
Fire Inspector / Code Enforcement Officer

Date \_\_\_\_\_

724-745-1800 ext. 2 [codesecretary@canonsburgboro.com](mailto:codesecretary@canonsburgboro.com)

Notes: (1) Passing inspection reports only valid for 30 calendar days.

Re-inspection  Pass  
 Fail

(2) Please contact the Inspection Personnel listed above for a re-inspection of all failed items.

Date \_\_\_\_\_