



PROPERTY TRANSFER PROCEDURAL PACKET

BOROUGH OF BRENTWOOD



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3735 Brownsville Road
PITTSBURGH, PA 15227-3199
Office 412-884-1500 FAX 412-884-1911
www.brentwoodboro.com

PROPERTY TRANSFER CHECKLIST

Step 1: Provide the Borough with the following information.

Address of Property to be Sold: _____

Name of Current Property Owner: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Name of Agent Representing Seller: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Name of Agent Representing Buyer: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Name of Closing Company/Attorney: _____

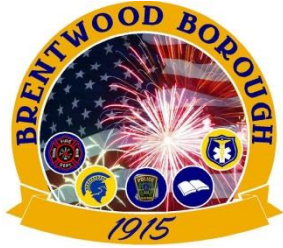
Phone No.: _____ Fax No.: _____

Email Address: _____

Primary Point of Contact: Seller's Agent Buyer's Agent Closing Company

Preferred Method of Contact: Phone Email

Please note that all general questions (i.e., results of the occupancy inspection, results of the dye test/sewer lateral inspection) should be directed to the Borough solely by the primary point of contact. Before inquiring on the status of closing documents, confirm that the items listed on the following pages have been completed:



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APPLICATION FOR OCCUPANCY PERMIT

Step 2: Submission of Occupancy Permit Application and Payment of all Fees. Please see next page for a description of the required fees and who should pay them.

SECTION A: TO BE COMPLETED BY ALL APPLICANTS

DATE OF APPLICATION: _____

TYPE OF OCCUPANCY REQUESTED (check one): TRANSACTION ____ COMMERCIAL LESSEE ____

PROPERTY ADDRESS: _____

SECTION B: FOR PROPERTY TRANSACTIONS ONLY

BUYER NAME: _____

BUYER ADDRESS: _____

BUYER PHONE NUMBER: _____

BUYER EMAIL ADDRESS: _____

Is any portion of the property to be available for rent or lease? (check one): Yes _____ No _____

If YES, then the buyer must make application for a rental license PRIOR TO OFFERING THE UNIT FOR RENT.

SECTION C: FOR COMMERCIAL LESSEES ONLY

BUSINESS NAME: _____

TYPE OF USE: _____

PROPRIETOR NAME: _____

PROPRIETOR PHONE NUMBER: _____

PROPRIETOR EMAIL ADDRESS: _____

FOR OFFICE USE ONLY

DATE OF ISSUANCE: _____ PERMIT NUMBER: _____

FEE: _____ PAYMENT TYPE: CASH/CHECK/MONEY ORDER

BUILDING INSPECTOR SIGNATURE: _____

- Submit the required transfer fees. For all properties, the fee is \$75 for a lien letter, \$75 for a dye test certification, and \$75 for a sewer lateral certification. Additionally, the occupancy permit fees total \$75 per unit for residential buildings and \$125 per unit for commercial structures.

For a single-family home, a total of \$300 must be submitted. For multifamily structures on a single lot, the fee will increase by \$75 per additional unit. A separate dye test certification, sewer lateral certification, and lien letter are required for each individual parcel (i.e., a total of \$375 must be submitted for a duplex that is housed on a single lot, but \$600 must be submitted for a duplex that has been subdivided into two lots).

Permit fees must be paid via check. The check writer may satisfy the entire balance via a single check or may submit multiple checks in accordance with the issuer's accounting policies. Unless the property is being purchased from a bank or via a cash transaction, the permit fees should be issued by the closing company or by the attorney's office serving as the closing company in the transaction.

- Complete the attached occupancy permit application.

UPON COMPLETION OF STEP ONE AND STEP TWO, REMIT THE PROPERTY TRANSFER CHECKLIST, THE OCCUPANCY PERMIT APPLICATION, AND THE REQUISITE FEES, TO:

**Brentwood Borough
ATTN: Code Dept.
3735 Brownsville Road
Pittsburgh, PA 15227**

Please retain a copy of this document for your records.

Step 3: Completion of Dye Test Report and Sewer Lateral Inspection.

- Dye test report and sewer lateral inspection (acceptable formats include DVD, CD, and USB drive/flash drive) must be submitted to the Borough by a plumber. The Borough will review the submitted test within five (5) days of receipt.

The property owner may complete the dye test and sewer lateral inspection up to five (5) years prior to the date of transference of the parcel. However, a new dye test and sewer lateral inspection must be performed prior to each sale of said property.

The Borough will provide an exception to the above requirement if a dye test and sewer lateral inspection video were submitted as part of a property transfer that occurred within the previous one (1) year. However, the property owner will not be exempted from applying for

the dye test certification and sewer lateral certification, nor will the owner be exempted from paying the requisite administrative fees.

Please review Appendix A for important information on selecting a plumber and ensuring that the sewer lateral video is of an acceptable quality.

- Upon review of the sewer lateral video, the Borough will convey the inspection results directly to the primary point of contact. If defects are discovered, repairs must be completed prior to closing, or an escrow agreement must be executed. A new lateral inspection test (as a DVD, CD, or USB drive/flash drive) must be submitted upon the completion of repairs.

It is the seller's responsibility to ensure that the dye test report and sewer lateral inspection test are submitted to the Borough.

If sewer lateral defects are identified, then the Borough will take no further action beyond this step until the repairs are completed or an escrow agreement is executed. The Borough will not consider a lateral to be in an acceptable condition until a follow-up test is submitted and reviewed.

If the property owner is not able to complete the sewer lateral inspection or repair noted defects prior to closing, the owner may apply for a temporary certification of sewer lateral compliance. Additional information on the associated escrow process is outlined in Appendix B below.

Step 4: Scheduling of the Occupancy Inspection.

- An occupancy inspection must be completed. The Borough will communicate with the primary point of contact to schedule the appointment. The Borough will make every effort to schedule the occupancy inspection for within five (5) days of the date of the call or email to the primary point of contact. *A copy of the property inspection report is included for review.*

Step 5: Receipt of the Occupancy Permit.

- Upon completion of the occupancy inspection, the Borough will convey the results in writing directly to the primary point of contact within five (5) days. If defects are discovered, then they must be repaired prior to closing, or a signature must be received from the buyer confirming that the defects will be repaired after the closing date. The Borough must perform a re-inspection to verify that the repairs have been completed.

Upon verification that the defects noted during the occupancy inspection were rectified, or upon receipt of a signed copy of the occupancy inspection report, the Borough will issue the occupancy permit, dye test certification, sewer lateral certification (or temporary certification document), and lien letter. These items will be transmitted via email or fax directly to the closing company. Any other parties wishing to have copies of these documents must contact the closing company directly to request them: the Borough does not issue copies of these certifications to other parties.

Appendix A: Choosing a Plumber to Perform the Sewer Lateral Inspection

Brentwood Borough does not require plumbers to be separately registered with the municipality to perform dye tests and sewer lateral inspections. The property owner is permitted to contract with any plumber who possesses a valid license issued by the Allegheny County Health Department. The Borough recognizes that some homeowners may have a plumber with whom they have cultivated a strong relationship or, alternatively, may have a licensed plumber within the family; Brentwood does not wish to preclude any property owner from working with a contractor who may be able to perform the requisite inspections at a discounted price. However, the Borough advises any individual who is selecting a plumber to perform services in conjunction with a property transfer to consider the following items:

- Ensure that the selected firm can complete both the dye test and the sewer lateral inspection. Because a base model sewer camera costs in excess of \$4,000, many independent plumbers do not possess such equipment, and they may utilize the services of a subcontractor at significant expense. Conversely, some drain cleaning firms that specialize in providing discount sewer lateral inspection videos cannot perform dye tests because they do not retain a licensed plumber on their staffs.
- Prior to the commencement of the inspection, verify that the plumber will provide a physical copy of the results to the Borough. Plumbers sometimes produce a DVD or CD or store a file on a USB drive and expect the property owner to perform the conversion.
- If possible, remain at the site while the plumber performs the video inspection and view the results on the camera's display. The Borough cannot accept any video in which pipe conditions are obscured due to pixilation, poor light conditions, water in the basin of the lateral, or debris on the camera lens. If the video appears unclear to you, it will likely also appear unclear to us.
- Have the plumber provide a copy of the video results for your records. This copy can serve as a backup of the data in case the original version is not transmitted to the Borough.
- Occasionally, the plumber may conclude that, due to corrosion in the building trap, a camera inspection is not possible. *If the plumber proposes to remove and replace the trap, contact the Borough before proceeding.* Replacement of the trap is not required unless this infrastructure contains a crack or similar defect. Some plumbers possess cameras that are smaller in diameter and thus can more easily negotiate these tightly curved spaces. If the plumber providing the second opinion also concludes that the trap is impassable, the most cost-effective option may be to utilize a commercial-grade company to perform a "lateral launch" inspection from the municipal main line.
- If a property is serviced by a particularly long sewer line, the plumber may state that he is required to install a clean-out vent at 50-foot increments. This stipulation does not apply to existing sewer lines.
- As part of the dye testing requirement, the plumber must verify that there are no freshwater connections into the sanitary sewer. If any junctions are noted within the line, ensure that the plumber investigates to determine the source of the incoming pipe. The status of the pipe can be identified either verbally within the video or in writing on the dye test form. Occasionally, a "gray water" line from a laundry tub or similar facility

may enter the line after the building trap. Although such arrangement is not permissible in new sewers, no alterations are required if such situation is present in an existing sewer.

- *Do not allow the plumber to perform any repairs without first submitting a copy of the inspection reports to the Borough.*
- Although the entirety of the sewer lateral is the responsibility of the affiliated property owner, under certain circumstances, the Borough will assume the cost of repairs to defects found during a required inspection. By ordinance, Brentwood will pay to abate any flaws that are located beneath the surface of a municipally owned street. However, no reimbursement can be issued unless there is video evidence and written confirmation from the plumber that the damaged sections of pipe are located beneath a Borough roadway.
- If the lateral contains multiple defects, consider attaining quotes for the installation of a pipe liner. This process, which encapsulates the existing pipe with polyester or fiberglass resin that hardens in place, can be performed with minimal excavation. Although the material costs are significantly higher than traditional pipe replacement, this method requires substantially less labor. Property owners are not required to install a liner within the entirety of the pipe; spot repairs are encouraged. As part of the sewer lateral inspection process, the Borough has thus far worked with three companies that have the capability to utilize this technique: Mr. Sewer of Bethel Park, Matt Mertz Plumber of West View, and Krupp & Whitney Plumbing of Crafton.
- Ensure that, prior to performing any repair work, the plumber files for a permit from the Allegheny County Health Department. Through the sewer lateral inspection process, the Borough can only verify the internal condition of the pipe. A county inspection is necessary to review exterior conditions, such as the style of couplings that were installed at pipe joints or the type of material that was utilized to line the basin of the trench. Deficiencies in these items may reduce the structural integrity of the pipe.

Appendix B: Sewer Lateral Escrow Process

Due to time or contractual constraints, a property owner may choose to defer the sewer lateral inspection or repair of sewer lateral defects until after the date of conveyance. In such circumstances, the owner must apply for a temporary certification of sewer lateral compliance. There are two distinct types of temporary certification documents:

If the sewer lateral inspection has not yet been completed, the owner may receive a temporary certification upon the submission of 1) security in the amount of \$500.00 and 2) a copy of the attached escrow agreement.

Both the buyer and the seller must sign and consent to the terms of the escrow agreement. A sewer lateral inspection DVD must be submitted to the Borough within fourteen (14) days of the date of the deed transfer. Any noted defects must be remediated within twenty-one (21) days of the date that said test is submitted. The Borough will not consider a lateral to be in an acceptable condition until a physical copy of the follow-up test is submitted and reviewed.

Under the terms of the escrow agreement, **the buyer is fully responsible for the cost of repairing any noted defects.** Because there is significant uncertainty surrounding the conditions of underground infrastructure, **the Borough strongly advises against transferring any property unless a sewer lateral inspection has been completed.**

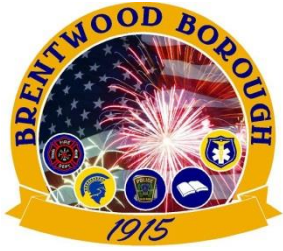
Please be advised that the Borough only accepts this type of escrow at the discretion of Code Enforcement. For the standard transfer of a property from owner to owner, this type of escrow **will not be accepted.**

If defects were revealed during a sewer lateral inspection, but such defects are to be repaired after the date of closing, the owner may receive a temporary certification upon the submission of 1) a written quote from a plumber indicating the cost of repairs, 2) security in an amount equal to the plumber's quote, and 3) a copy of the attached escrow agreement.

The buyer and the seller must sign and consent to the terms of the escrow agreement. The noted defects must be repaired and a follow-up video (by DVD or USB) must be submitted within twenty-one (21) days of the date of the deed transfer.

Upon verification by the Borough that the sewer lateral does not contain any defects, the Borough will issue a sewer lateral certification. The security will be refunded directly to the check writer. It is the responsibility of the check writer to make payment to the plumber.

If the required inspection and/or remedial work are not completed, the security shall be forfeited, and the property owner shall be subject to prosecution. However, if the property owner is working in good faith to complete the inspection and/or remedial work, the Borough shall provide an extension to the time limits listed above.



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REPORT OF DYE TEST & SEWER LATERAL INSPECTION

Property Address _____

Property Owner Name _____

Date of Test _____

PART A: Dye Test Results

	Satisfactory Compliance	Violation
• Roof leaders	<input type="checkbox"/>	<input type="checkbox"/>
• Area drains	<input type="checkbox"/>	<input type="checkbox"/>
• Fresh air vent	<input type="checkbox"/>	<input type="checkbox"/>

Manhole Location: _____

Explain the circumstances of any violations: _____

PART B: Video Camera Inspection

Brentwood Borough requires a video camera to be inserted into and travel throughout the sewer lateral between the building trap and the connection with the municipal main sewer line. The plumber must denote any defects in the private lateral, including cracks, root intrusion, or open joints that may allow water to enter the sanitary sewer system. ***The plumber must provide a DVD, CD, OR USB/FLASH DRIVE copy of the inspection results. All final decisions related to repair requirements will be made by the Borough.***

Defects sighted? Yes No

If yes, explain: _____

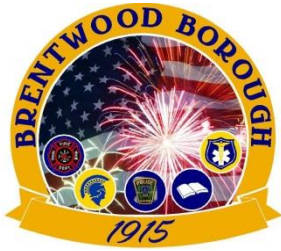
I hereby certify that the information contained in this report is true and correct:

Signature of Plumber

Registration Number

Printed Name of Plumber

Phone Number



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PROPERTY INSPECTION REPORT

Date: _____

Property Owner: _____

Address of Property: _____

***PLEASE NOTE:** If the noted defects will be corrected before closing, the seller or another designated party must make appropriate repairs or remediations and submit photographic evidence to rcosta@brentwoodboro.com for review and approval. Under certain circumstances at the Borough's discretion to be approved or denied according to conditions of the property, see the last page of this report for a sign-off page to request deferment of corrections.

UNSAFE STRUCTURES

IPMC 108.1.1

An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible. (Door between basement and garage is required to be steel or solid wood per building code and is NOT REQUIRED to be a specific fire-rated door.)

Pass Fail

Reason: _____

EXTERIOR PROPERTY AREA

IPMC 302.1

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. (Grass, weeds, and trees must be trimmed and well-kept throughout the property. Debris and garbage must be cleared away and cleaned up.)

Pass Fail

Reason: _____

IPMC 302.7

All accessory structures, including detached garages, fences, and walls, shall be maintained structurally sound and in good repair.

Pass **Fail**

Reason: _____

EXTERIOR STRUCTURE

IPMC 304.10

Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

Pass **Fail**

Reason: _____

INTERIOR STRUCTURE

IPMC 307.1

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Pass **Fail**

Reason: _____

REQUIRED PLUMBING FACILITIES

IPMC 504.3

Where it is found that a plumbing system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, back siphonage, improper installation, deterioration, or damage or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

Pass **Fail**

Reason: _____

IPMC 507.1

Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance (This pertains, but is not necessarily limited, to gutters and downspouts.)

Pass **Fail**

Reason: _____

MECHANICAL EQUIPMENT

IPMC 603.1

All mechanical appliances, solid fuel-burning appliances, cooking appliances, and water heating appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function. (Verification of the furnace heat exchanger with a mandatory carbon monoxide test and any reverse-drafting of the hot water heater.)

Pass **Fail**

Reason: _____

ELECTRICAL FACILTIES

IPMC 604.3

Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration, or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard. (This includes GFCI outlets installed in all kitchens, bathrooms, and laundry areas, and the code official may require an electrical inspection of the property’s panel box or other electrical facilities by a third-party electrical inspector.)

Pass **Fail**

Reason: _____

FIRE SAFETY

IPMC 704.2

Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of occupant load at all the following locations: 1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms. 2. In each room used for sleeping purposes. 3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. (One smoke alarm on each level, including the basement, and one in each bedroom.)

Pass **Fail**

Reason: _____

OTHER VIOLATIONS AT THE PROPERTY:

- _____
- _____
- _____

AGREEMENT TO RECTIFY VIOLATIONS

For an as-is sale or with agreement from the Buyer, the above-noted corrections can be made after the transfer of the property. By signing below, Buyer agrees to rectify all noted violations within thirty (30) days of the transfer of the property. Extensions to this time will be provided on a case-by-case basis. Upon the completion of the necessary repairs, Buyer shall contact the Borough to schedule a re-inspection.

Buyer's signature _____ Date _____

Buyer's name (printed) _____

Address _____

City, State, Zip _____

Phone Number _____

**ATTEST: Ralph Costa
Building Code Official**