

## **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.

1000 Sandy Hill Road, Suite 150

Norristown, PA 19401

Phone: 866-211-9466

FAX: 484-690-9305

**Property owners can call 1-866-211-9466 and ask for a payoff statement free of charge.**