

**CITY OF PITTSBURGH**

**Department of Permits, Licenses and Inspections (PLI)**

*Rules and Regulations pursuant to the Pittsburgh City Code, Title VII Business Licensing*

*Effective November 15, 2018,*

*~~Amendments, effective~~ Amended April 1, 2019, May, 29, 2022*

## I. Applicability

The City of Pittsburgh Department of Permits, Licenses and Inspections (hereinafter "PLI") enforces Title Seven, Title Ten, and Title Nine of the Pittsburgh City Code (hereinafter referred to as the "PCC," the "Code," and/or the "City Code"), as amended. PLI's License Officer is required to promulgate and enforce reasonable rules and regulations necessary to the operation and enforcement of Title Seven, Business Licensing (PCC § 701.03(a)(1))<sup>1</sup>. The *Rules and Regulations* herein apply to all business and trade licensing within the jurisdiction of the City of Pittsburgh (also referred to herein as "the City") that are issued and enforced by PLI. Policies and the like not outlined in the PCC, Title Seven and the *Rules and Regulations* herein shall be at the discretion of the License Officer.

### 1. Availability of Rules and Regulations

The License Officer shall ensure that a copy of the *Rules and Regulations* is kept at PLI's office at all times and is available as reference for employees and the public. Licensees are solely responsible for ensuring that they and, if applicable, all of their partners, employees, subcontractors, etc., read, understand, and comply with the *Rules and Regulations* herein.

### 2. Definitions and Abbreviations

Applicant. A person applying for a license issued by PLI.

Business. The name of the business and, where applicable, the address where the licensed business activity shall take place. Applicants and licensees will also provide the type of business—online applicants will be prompted to select the type of business from a list.

Contractor license. A license provided to a business as defined by the *Rules and Regulations* for the purpose of obtaining building permits issued by PLI that do not require a trade license.

Effective Date(s) of Rules and Regulations. The date(s) on which these *Rules and Regulations* and amendments go into force and effect.

Effective Date of License. The first date on which the business license is in effect and licensed business can occur.

Expiration Date. The date on which a license or certification is no longer valid and connected business must cease unless the license is renewed.

Grace Period. A time frame after the expiration date in which a licensee seeking renewal may be delinquent in their license fees and requirements, but may apply to renew their current license following satisfactory completion of all renewal

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<sup>1</sup> Citations to the City of Pittsburgh Code of Ordinance will be denoted by the prefix "PCC" followed by the numeric reference.

requirements. The amount of time of the grace period varies depending on the type of license as defined in the *Rules and Regulations*.

Issuance Date. The date that the license requirements were initially satisfied and the license ready to be printed.

Lapse. A license which has expired and surpassed its allotted grace period. All licensees that allowed their license(s) to lapse are required to apply for a new license and meet all new license requirements at the time of new application.

Legal Entity. The legal name that is connected to a business or person and their associated City of Pittsburgh tax identification number.

License. A permit from PLI granting authority to carry on a trade or to perform an applicable, corresponding business operation.

Licensee. A license holder for any use or period of time of any special privilege granted relevant to any provision of Title Seven. The person(s), business(es), or legal entity(ies) actually performing and/or immediately and directly supervising the work for which a license is required must possess and maintain a license in accordance with the *Rules and Regulations* and the PCC.

License Officer. The Director of PLI who is empowered by the PCC to delegate authority to any other PLI officer or employee.

Most Recent Issue Date: The date that the license was most recently issued as recorded on the official license document.

“PLI.” Abbreviation for the City of Pittsburgh Department of Permits, Licenses and Inspections

“PCC.” Abbreviation for and reference to the City of Pittsburgh Code of Ordinances (also referred to herein as the “Code” and the “City Code”). This Code of Ordinances is free and available to the public at [www.municode.com](http://www.municode.com).

Revocation. The act of cancelling and closing a license. Revocation of a license is determined by the License Officer.

Lead Renovation, Repair and Painting Certification. A certification provided to contractor firms or individuals who are trained by Environmental Protection Agency (EPA) -approved training providers and follow lead-safe work practices.

Suspension. A temporary hold on a license, during which a Licensee may not resume business activity related to the license, including but not necessarily limited to work on permits, until the terms connected to the suspension are satisfied, if applicable. Suspension periods are determined by the License Officer.

Trade License. A license provided to an individual based on satisfactory education and experience in a given trade as determined by the License Officer.

### 3. **Non-Discrimination & Reasonable Accommodations**

The License Officer shall not permit any rules, policy, or action, express or implied, which discriminates on account of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability, or any other classification identified in the Pittsburgh Anti-Discrimination Ordinances (PCC Title Six, Article V).

For all rules and regulations articulated herein and all services provided by PLI, applicants and licensees may request reasonable accommodations due to a disability as defined by the Americans with Disabilities Act, as amended, by communicating the need for the accommodation to the License Officer in writing. The License Officer shall respond to the request within three (3) business days. For purposes of making a reasonable accommodation request, the Licenses Officer can be contacted at: 412-255-2979.

## 2. General Contractor Licensing

- A. **Applicability:** This section applies to individuals, proprietorships, partnerships and/or corporations engaging in, advertising or otherwise representing to engage in any activity regulated by Title Ten of the PCC (PCC § 751); such individuals/entities must have a general contractor license.
- B. **Exemptions:** Contractors with current and valid Pennsylvania Home Improvement Contractor (“HIC”) registration may provide their HIC registration/license information in lieu of obtaining a general contractor license. In addition, the following work that does not require a permit under Title Ten, also does not require a general contractor license to complete:
  - a. Owner(s) of single-or two-family dwellings who personally perform work, provided that the owner(s) occupy or, upon completion of the work, will occupy the dwelling.
  - b. A governmental entity performing work upon premises owned by that governmental entity.
- C. **Fees:** General contractor license fees are established per the PLI fee schedule. General contractor licenses are subject to late fees per Rule VI(1)(H).
- D. **Expiration:** General contractor licenses expire 365 days from the license start date. If those licenses not renewed on time, additional fee(s) will apply.
- E. **Application Requirements:** Unless otherwise exempted, general contractor applicants and licensees must conform to the minimum qualification of all applicants (Rule VI(1)(A)).
  - a. **Effective May 29, 2022, applicants must provide a copy of a valid and current Lead Renovation, Repair, and Painting certification associated with the contractor license and responsible for work related to lead safety protocols during renovation, repair, and painting.**
- F. **Inspections:** Licensees must carry a copy of their PLI-issued general contractor license at all times while performing work under permits issued by PLI to be made available for inspection (PCC§ 701.09 (b), Rule II (7)).
- G. **Waste Disposal:** Any and all licensed contractor(s) shall maintain records of the location(s) at which waste generated in the course of their activities is disposed of and, upon request of the License Officer or the Officer’s representative, shall make such records available for inspection.
- H. **Suspension for Non-Abatement:** A license may be suspended if a notice of violation of the Building Code has not been abated within the time specified.
- I. **Restrictions:** None.
- J. **Testing:** None