

## INSTRUCTIONS – Application for Residential Visitability Design Tax Credit Program

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Governor Edward Rendell signed Act 132 into law on October 28, 2006, and Allegheny County Council amended the County Code of Ordinances, Division 4, by adding Article XI, entitled “Residential Visitability Design Tax Credit Program” on November 29, 2006.

This program offers tax credits as incentives to new construction or renovation projects that build access for disabled individuals into residential housing. The total amount of the tax credit granted shall be the lesser of \$2,500 (over a period of 5 years), or the total amount of all increases in property taxes levied by Allegheny County / City of Pittsburgh as a result of the construction/renovation that is eligible for the Residential Visitability Design Tax Credit.

Application for the Residential Visitability Design Tax Credit Program shall be filed by an eligible property owner with the Office of Property Assessments no later than 90 days from the issuance of the occupancy permit. **Note: Application must include a copy of the occupancy permit and a completed Visitability Design Inspection Report.** Design standards and definitions may be found in the Allegheny County Council Legislative File ID 2840-06, Ordinance Enactment No. 39-06-OR dated 11/29/2006. See <http://legistar.county.allegheny.pa.us/detailreport/matter.aspx?mode=print&key=3579>.

1. Fill in the parcel number (lot & block number) and municipality of the property for which you are seeking a visitability design tax credit. See your real property tax bill, or call the Office of Property Assessments (412-350-4600), or see [www2.county.allegheny.pa.us/RealEstate/](http://www2.county.allegheny.pa.us/RealEstate/).
2. Complete the address of the property for which you are seeking the visitability design tax credit.
3. Fill in your name and the name(s) of other owners of record, such as your spouse or co-owner of the property. You must be recorded owners to apply for the visitability design tax credit.
4. If your mailing address differs from the address of the property for which you are seeking the visitability design tax credit, fill in your mailing address.
5. List the telephone number where you can be reached during the day and your email address as well.
6. Is this property a new construction or a renovation of an existing structure? Check the appropriate choice. Write in the date that construction was completed.
7. Fill in the building permit number and the date it was issued for construction or renovation for which the tax credit is requested on this property.
8. Fill in the occupancy permit or certificate of completion number and the date it was issued for which the tax credit is requested on this property.
9. If known, indicate the name and address of the individual(s) or firm(s) that performed the construction or renovation work. Feel free to use additional sheets if there are multiple contractors.
10. By signing and dating this form, the applicant is affirming that all information contained in the application is true and correct. Applications must be filed within 90 days of issuance of the occupancy permit. Please return the application to:

**Office of Property Assessments – 400 North Lexington Avenue, Suite LL, Pittsburgh, PA 15208  
ATTENTION: Assessor’s Department**

For questions on the Act 132, Residential Visitability Design Tax Credit Program, contact the Office of Property Assessments at 412-350-4600, Monday-Friday, from 8:30 to 4:30.

You will receive written notice of the decision on your application no later than 90 days after the date you filed, and this notice will be sent to the mailing address provided in your application.

If the application is denied, the written decision from the Office of Property Assessments will include a statement of the reason(s) for the denial. In the event of a denial, the applicant shall have the right to appeal this decision to the Board of Property Assessment Appeals and Review within 30 days of receipt of the denial. Any appeals of Board decisions pursuant to the requirements of this Article to the Court of Common Pleas shall be made in accordance with applicable law governing such appeals.