

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

Dear Sir or Madam:

Please be advised that the operation of a rooming house in Allegheny County requires a Health Permit issued by the Allegheny County Health Department, Housing and Community Environment Program.

Prior to the construction or renovation of any rooming house, it is required that plans and fees be submitted to this office for review and approval. This will assure compliance with ACHD regulations and prevent costly delays in the issuance of the required Health Permit. **Plans submitted must include floor plans, elevations and window schedules.**

Upon completion of the work and prior to opening for business, a representative of this office must perform an onsite inspection of the facility to determine compliance with ACHD regulations.

Enclosed is a copy of ACHD Rules and Regulations, Article VI, "Houses and Community Environment," which specifies the design and operational requirements for rooming houses. Compliance with these and any other applicable regulations of this department must be complete before a Health Permit can be issued. Attached is a list of other agencies that may have separate requirements for your facility.

Should you have any further questions regarding the regulations, plan review process, or the required inspections, feel free to contact me at (412) 350-4046.



**ALLEGHENY COUNTY HEALTH DEPARTMENT
HOUSING & COMMUNITY ENVIRONMENT PROGRAM**

3190 SASSAFRAS WAY (NEAR 32ND ST. AT LIBERTY AVE.)
PITTSBURGH, PA 15201-1443

PHONE: 412.350.4046 • FAX: 412.350.2792 • WWW.ACHD.NET



AGENCY

Allegheny County Health Department
Food Safety Program
Clack Health Center, Building 1
3901 Penn Avenue
Pittsburgh, PA 15224
Phone: (412) 578-8044

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Human Services Licensing
Western Regional Office
11 Stanwix St, Rm #230
Pittsburgh, PA 15222
Phone: (412) 565-5614
(Personal Care Homes only)

Commonwealth of Pennsylvania
Department of Health
Division of Nursing Care Facilities
11 Stanwix St Rm #410
Pittsburgh, PA 15222
Phone: (412) 565-2836

Commonwealth of Pennsylvania
Department of Labor and Industry
7th and Forster Streets
Harrisburg, PA 17120
Phone: (717) 787-5279

City of Pittsburgh
Department of Permits, Licenses, and
Inspections
200 Ross Street #320
Pittsburgh, PA 15219
Phone: (412) 255-2175
(City of Pittsburgh only)

Allegheny County Health Department
Plumbing Program
Clack Health Center, Building 5
3901 Penn Avenue
Pittsburgh, PA 15224
412-578-8036

SERVICE PROVIDED

Kitchen plan review and inspection in accordance with ACHD Rules & Regulations, Article III, "Food Safety." A food safety inspection must be passed in order for an ACHD Permit to be issued.

Personal Care Home plan review, inspection, and certification, in accordance with Pennsylvania DPW Regulations.

Nursing Home and Intermediate Care Facility plan review, inspections, and licensure, in accordance with Pennsylvania Department of Health Regulations.

Life Safety plan review, inspections, and permitting, in accordance with Pennsylvania Labor & Industry Regulations.

Building/Zoning/Occupancy/Life Safety Plan Review, inspection, and permitting, in accordance with Pittsburgh City Code.

(Facilities requiring any plumbing work)
Plumbing Permits issued to Registered Plumbers.
Final Inspection Report issued upon completion and inspection of plumbing.

**Application for Health Department Permit
Housing & Community Environment Program
Plan Review Section
3190 Sassafras Way
Pittsburgh PA 15201
(412)-350-4046**

Facility Information

Name of Facility: _____

Facility Address: _____

City/State/Zip: _____

Facility Phone: _____

Municipality: _____

Operator Information

Name of Operator: _____

Operator Contact Person: _____

Operator Mailing Address: _____

City/State/Zip: _____

Operator Phone: _____

Type of Facility: (Circle all that apply)

Rooming House

Hotel/Motel

Boarding Home

Nursing Home

Personal Care Home

Other _____

Capacity: {Number of Rooms: _____ Number of Occupants: _____}

Contact Person _____ Title _____

Address _____

City/State/Zip _____

Phone: _____ Proposed date to Open: _____

Plans Enclosed: Yes No

Fee Enclosed: Yes No

By signing below, I certify all information is true and correct to the best of my knowledge.

Signature _____

Date _____

**ALLEGHENY COUNTY HEALTH DEPARTMENT
HOUSING PLAN REVIEW FEE SCHEDULE**

Rooming Houses without Food Service

NUMBER OF ROOMS	FEE
0-9	\$101.50
10-24	\$254.00
25-100	\$381.50
101-200	\$399.00
201-300	\$417.00
301-400	\$434.00
401-500	\$452.00
501-600	\$470.00
601-700	\$487.50
701-800	\$505.50
801-900	\$523.00
901-1000	\$541.00

**Room Houses with Guest Food Service, Personal Care Boarding Homes,
Traditional Boarding Homes, Nursing Homes, Nursing Home/Personal Care
Boarding Home Combinations**

NUMBER OF ROOMS	FEE
0-9	\$167.00
10-24	\$319.50
25-100	\$447.00
101-200	\$464.50
201-300	\$482.50
301-400	\$499.50
401-500	\$517.50
501-600	\$535.50
601-700	\$553.00
701-800	\$571.00
801-900	\$588.50
901-1000	\$606.50

MAKE ALL CHECKS PAYABLE TO ALLEGHENY COUNTY TREASURER

**ALLEGHENY COUNTY
HEALTH DEPARTMENT**

Rules and Regulations

ARTICLE VI. HOUSES AND COMMUNITY ENVIRONMENT

604. DEFINITIONS

ROOMING HOUSE - Any dwelling or part of any dwelling that contains one (1) or more rooming units, which space the operator has let to four (4) or more persons who are not related by blood, marriage or adoption, exclusive of usual servants, including boarding homes, whether or not operated for profit. A dwelling occupied by a group of not more than three (3) persons, who need not be related by blood, marriage or adoption, living together as a single housekeeping unit and sharing common facilities as considered appropriate for a family related by blood, marriage or adoption is not considered a rooming house under this definition.

611. REQUIREMENTS FOR ROOMING HOUSE PERMITS.

- A. No person may operate a rooming house without a valid rooming house permit issued by the Director.**
- B. Application for a rooming house permit shall be made by the operator to the Director on forms furnished by the Department. The application shall include:**
 - 1. The name, address and telephone number of the local operator, and the name, address and telephone number of the owner if the operator is not the owner;**
 - 2. The location of the rooming house including the street and number of each entrance;**
 - 3. The number of rooming units available for occupancy and the number of persons who may be accommodated in accordance with the provisions of this Article; and**
 - 4. Any other information as the Director may require.**
- C. A permit shall be issued by the Director to the operator upon reasonable proof:**
 - 1. That the rooming house complies with the applicable provisions of this Article.**
- D. In the event a permit is denied, the Director shall give prompt written notice to the applicant and inform them of their right to an appeal.**

- E. Each person who applies for a permit shall be required to pay fees applicable to the operation being applied for as set forth in the fee schedule.**
- F. In the event a rooming house is subject to a fee for a food establishment pursuant to Article III, and in the event that the food establishment is used solely by the occupants of the rooming units, the fee required will be only the fee required by this Article.**
- G. All permit, plan review, and inspection fees shall be set forth in a schedule as determined by the Director upon annual consultation with the Board of Health.**
- H. The permit or facsimile shall be posted in a conspicuous place near the main entrance of the rooming house.**
- I. The operator shall promptly notify the Director of any transfer of the premises to a new owner or operator.**
- J. All public service rooming houses shall be fee exempt. Any rooming house seeking exemption pursuant to this Section shall make written application to the Director and shall provide proof of their qualification for exemption.**
- K. All rooming houses which are hereafter constructed or reconstructed shall conform to the requirements of this Article. Properly prepared plans for all rooming houses which are hereafter constructed or reconstructed shall be submitted to the Director for approval.**
- L. All rooming houses which are hereafter constructed or reconstructed shall have a potable water supply which meets at a minimum the standards promulgated under Pennsylvania Safe Drinking Water Act of 1984, as amended, and the regulations adopted thereunder, and comply with required monitoring.**

612. FAILURE OF OPERATOR TO OBTAIN A ROOMING HOUSE PERMIT.

Any person who operates a rooming house without a valid permit issued by the Director, or who continues to operate a rooming house after the Director has revoked a permit, or who violates any other provision of Section 611 is subject to prosecution in accordance with Section 664, without the notice and appeal provided by Sections 607 and 608.

614. REVIEW OF PLANS AND FEES FOR ROOMING HOUSES.

- A. No rooming house shall be constructed or reconstructed, or no existing structure shall be converted to a rooming house, except in accordance with plans and specifications approved by the Director.**
- B. When a rooming house is to be constructed or reconstructed, or when an existing structure is being converted to a rooming house, plans and specifications shall be submitted to the Director prior to such construction, reconstruction or conversion. These plans and specifications shall include:
 - 1. Floor plan(s) and elevations drawn to scale;**
 - 2. Payment of the appropriate fee(s) established by the Director.****

- 3. Any other information as the Director may require.**
- C. When a plan is disapproved or determined to be incomplete, the Director shall notify the applicant and inform them in writing of the deficiency or reason for disapproval.**
- D. Incomplete plans may be resubmitted for review with no additional fees. Disapproved plans may be resubmitted for review once without incurring additional fees.**
- E. When plans are required as described in this section, an inspection by the Department shall be conducted prior to occupancy of any rooming unit. The applicant shall provide the Department at least ten (10) days notice prior to the scheduling of such inspection.**
- F. No refunds of fees will be made for plans which are incomplete or disapproved.**