



**ALLEGHENY COUNTY  
OFFICE OF PROPERTY ASSESSMENTS  
INTERIM POLICY  
24 P.A. Section 6-677.1**

**For Municipality and School District use ONLY.**

The Allegheny County Office of Property Assessments policy on accepting Interim Assessment Requests from Municipalities and School Districts requires the following:

1. A copy of the current local ordinance of the taxing body allowing interim assessments of buildings or major improvements not in the current tax duplicate must be on file with the Allegheny County Office of Property Assessments.
2. Interim requests made to the Allegheny County Office of Property Assessments (OPA) must be submitted on the approved OPA Interim Request Application Form. All information on the Interim Request Application Form must be complete and correct or the application will be considered incomplete and returned to the taxing body requesting the interim. Incomplete applications will not be processed.

A copy of the builder's permit and occupancy permit must be provided to OPA with the application. If an occupancy permit is not issued for the major improvement, a letter in lieu of the occupancy permit will be accepted.

3. Only applications for "major improvements" will be considered. Major Improvements are defined as new construction and additions.
4. Interim requests must be filed within the calendar year of the improvement or close of the fiscal year of the improvement. Interims received after the close date will be considered an untimely file and will not be processed by the Office of Property Assessments.



**ALLEGHENY COUNTY  
OFFICE OF PROPERTY ASSESSMENTS  
INTERIM ASSESSMENT APPLICATION**

RETURN TO:  
OFFICE OF PROPERTY ASSESSMENTS  
400 NORTH LEXINGTON AVENUE SUITE LL  
PITTSBURGH, PA 15208  
ATTN: ASSESSOR'S DEPARTMENT

**For Municipality and School District use ONLY.**

DATE: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

PARCEL ID#: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

PLAN NAME (If applicable): \_\_\_\_\_ Lot Number: \_\_\_\_\_

BUILDING PERMIT NUMBER: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

OCCUPANCY PERMIT NUMBER: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

BUILDING OR MAJOR IMPROVEMENT COST: \_\_\_\_\_

DESCRIPTION OF MAJOR IMPROVEMENT  
PERMIT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Signature & Date of Requesting Party \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_

*All information must be complete and correct on this application request. Incomplete applications cannot be processed. Any incomplete application will be returned to the requesting party for correction.*

*Form Int 01-03-05*