



CITY OF PITTSBURGH
DEPARTMENT OF CITY PLANNING

Certificate of Appropriateness Application Process Guide

1 Review your Historic District requirements.

- » [Historic Nominations and Designations webpage](#)

2 Review this Certificate of Appropriateness Process Guide

- » *Review Application Requirements and the list of required information and documents on page 2.*
- » *Incomplete applications cannot be added to a hearing agenda.*

Documentation **checklist** and project information (see page 2)

- | | | |
|----------------------|----------------------------|------------------------|
| (A) Design narrative | (C) Historical Photographs | (E) Proposed materials |
| (B) Photographs | (D) Drawings & Renderings | (F) Site Plan / survey |

3 Complete a OneStopPGH application

- » Visit [OneStopPGH](#) and create an account.
- » *Create a new Permit Application. If unclear on which type of permit is needed, use the Chat function to request help.*
- » *Upload the required documents for review.*
- » *Pay the applicable Permit review fee. The current fee schedule is available [online](#). Fees are non-refundable.*
- » *Submit the Permit application.*

What will happen after your permit is submitted?

*Upon submission of your OneStopPGH application, a Zoning reviewer and a Historic Preservation reviewer will be assigned. Historic Preservation Staff have been authorized by the Historic Review Commission to approve certain kinds of projects over-the-counter and may therefore be able to issue a Certificate of Appropriateness administratively. The Historic Review Commission must review all applications that Staff are not able to approve over-the-counter. Historic Preservation Staff will contact you to schedule a HRC meeting date once the application has been reviewed and determined to be a Complete Application. **Incomplete applications may delay project review and required hearings.***



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Certificate of Appropriateness Application Requirements

Required Documents for Development Review

All submissions for review shall be to “presentation” level. Staff will review the submitted materials to determine if the application is complete.

A Full Design Review Narrative

A detailed description of all proposed exterior work, including proposed materials, textures, colors, etc. Include a description of areas where materials will be replaced “in kind”, areas that will remain untouched, and areas of new work.

B Photographs

Current photos of existing conditions of the structure, site, and areas of proposed work, including photos of neighboring context. Do not submit screenshots.

C Historical Photographs

If available, provide historical photos of the property.

» Link to [Historic Pittsburgh website](#) » Link to [City Archives website](#)

D Drawings and Renderings

Scaled drawings of all proposed exterior alterations. Design changes include new construction, additions, modified openings, etc. Include dimensions, materials, textures, etc. Drawings for submittal include site plans, floor plans, elevations, building & wall sections, and perspective renderings.

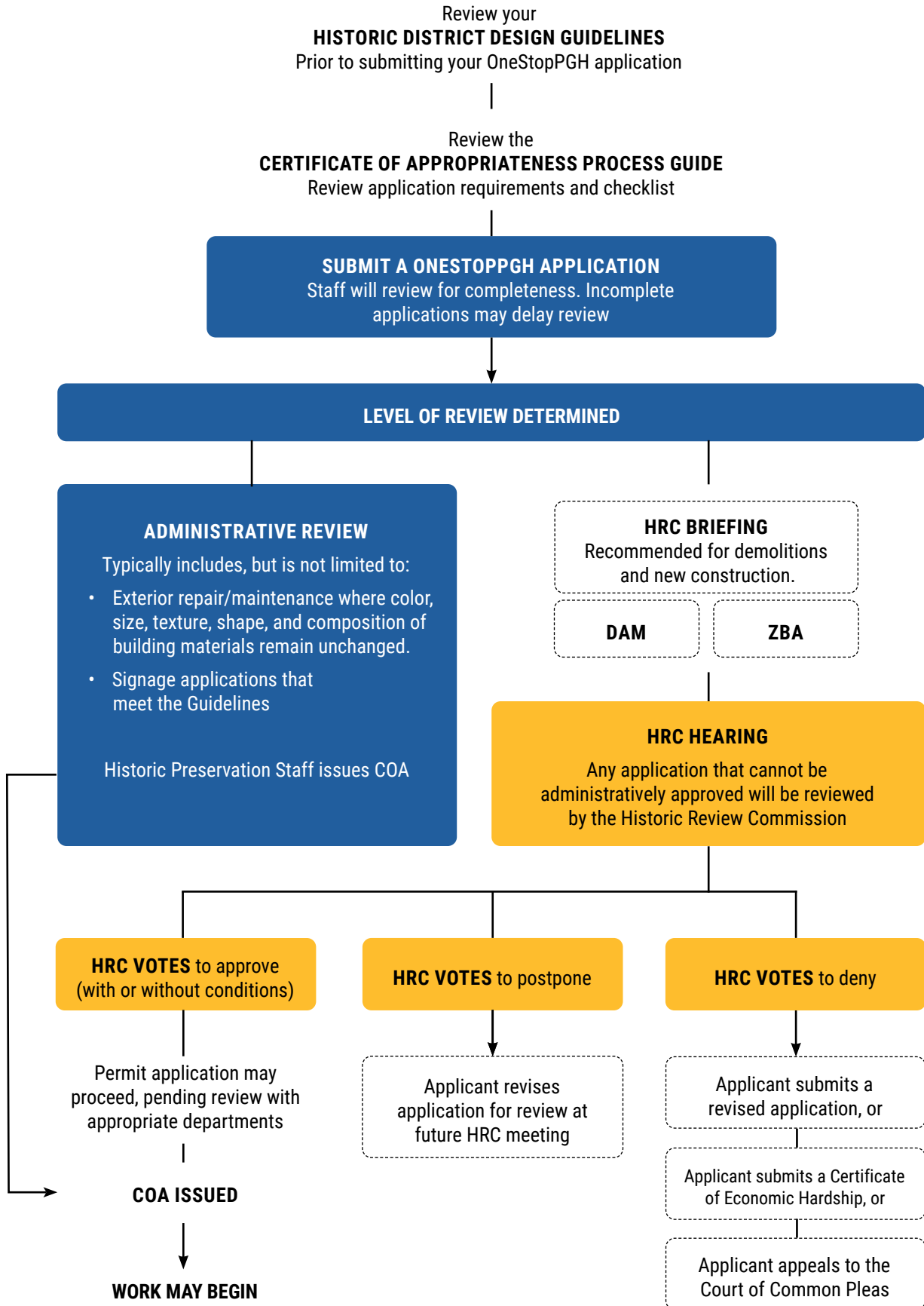
E Proposed Material and Specification Sheets

Cut sheets or product catalog descriptions illustrating the proposed materials and building elements, to include, but not limited to brick type, windows, fences, balusters, doors, paint colors, etc. Clearly circle or highlight materials.

F Site Plan or Survey

Provide a scaled site plan if the proposed project scope includes external site work (paving, fences, decks, stairs, etc.), building additions, or new construction.

Certificate of Appropriateness Review Flowchart





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Definitions and Terminology

Additional definitions are provided in the Historic Preservation Ordinance Chapter 1101.02 Definitions

- » **Building Development Application (BDA):** A BDA is the OneStopPGH permit type.
- » **Certificate of Appropriateness (COA):** A COA is issued by the Commission for approval of any new construction, demolition, exterior alterations or change of location of a Historic Structure, structure located within a Historic District, or a Historic Site or Object. A COA is required prior to issuing a demolition, building, or sign permit.
- » **Complete Application:** An application is deemed complete when required documents are submitted in a full and legible format to allow all reviews to be executed. Incomplete applications may delay project review and required hearings.
- » **Historic Review Commission (HRC):** HRC reviews and approves proposed exterior alterations for buildings located in City-designated Historic Districts. Also referred to as "The Commission".
- » **OneStopPGH:** Pittsburgh's online permitting platform. All City issued permits are applied for through this online portal. Tutorials can be founded here: <https://pittsburghpa.gov/onestoppgh/tutorials>
- » **Over-the-Counter (OTC):** The Commission may authorize OTC issuance of a COA for certain routine reviews without formal review and approval by the Commission itself.
- » **Specifications:** Detailed descriptions of proposed exterior materials and products and are provided by the manufacturer. Also known as "cut sheets."
- » **Site Plan:** A plan of the entire property, drawn to a known architectural or engineering scale, showing the location and dimensions of all property lines, existing and proposed structures, accessory uses, paving, and landscaping. also known as a plot plan or survey.