

# Residential

## Building & Zoning Permit Packet



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## WHY DO I NEED A PERMIT?

The purpose of requiring a Building Permit is to verify code compliance in construction through the use of National established code standards that exist for safety reasons. In order to help you easily decide which permit process is correct for you, we have identified two (2) different types of Permits. The building permit guidelines are for when a Residential Building Permit is required. The 2006 International Residential Code and the Uniform Construction Code (State of Pennsylvania regulations) require that Building Permits be required for certain structures or improvements. The information on the upper half of the page titled “**When Do I Need A Permit**” identifies which structures require a **Building Permit**. If a building permit is not required for your project, please look at the list of items at the bottom of the page titled “When Do I Need A Permit” that identifies if a **Zoning Permit** is necessary. The purpose of the **Zoning Permit** is to verify compliance with the Township Zoning Ordinance. The items of interest that pertain to the Zoning Ordinance are; setbacks of the structure from property lines, height of structures, use of structures and distance from other structures.

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- NOTE: If a building permit and zoning permit are both required you only have to obtain a building permit.

# WHEN DO I NEED A PERMIT?

Only one (1) of the two (2) types of permits is necessary depending on what is being constructed.

**\*Please check with your Homeowner's Association for any additional requirements or approvals needed prior to applying for a building or zoning permit.\***

## BUILDING PERMIT

A Building Permit is required prior to the construction of the following:

1. **New Homes**
2. **Additions** to homes
3. **Detached Garages** (greater than 1000 square feet)
4. **Garages** - Attached or Integral
5. **Decks**, (if any part of the deck is greater than 30" from grade level) (See pages 10 & 11 for construction drawing samples)
6. **Deck roof, Porch roof**
7. **Porches** - with or without roof structure
8. **Chimneys**
9. **Remodeling** - Any remodeling or alterations of the house which involves structural work, such as creating new window, door openings, replacing a foundation, replacing supporting beam or wall or replacing floor joists or roof rafters, as opposed to replacing existing windows, doors, siding or roof shingles.
10. **Sheds** - Utility sheds (greater than 1000 square feet)
11. **Swimming pools** - (in-ground, above-ground, portable or temporary and inflatable pools that are capable of being filled with greater than 24" of water) (See pages 12 & 13 for pool submittal information)
12. **Spas/Hot tubs** - Indoors and outdoors (See pages 12 & 13 for spa/hot tub submittal information)
13. **Finished basements** – when structural work is performed such as creating a new door or window opening in the exterior wall.
14. **Manufactured and Modular Homes**

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## ZONING PERMIT

A Zoning Permit is required for the following:

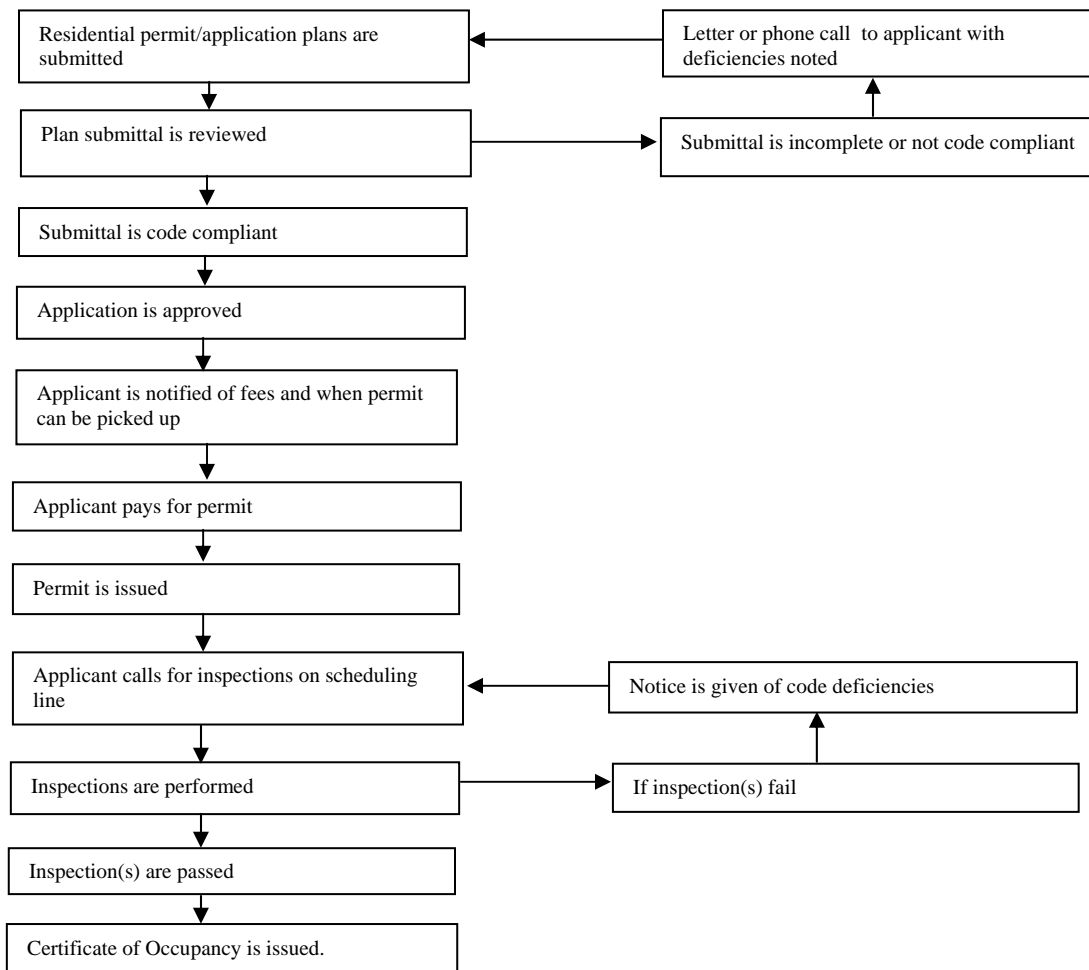
1. **Detached Garages** (less than 1000 square feet)
2. **Sheds** (less than 1000 square feet)
3. **Decks** (when entire deck is less than 30" from grade level)
4. **Car ports**
5. **Greenhouses**
6. **Agriculture Buildings**

# HOW DO I GET A PERMIT?

The **permitting process** is as follows;

- Applicant submits a completed application and required information to the Township
- Township reviews the submittal for code compliance (**usually within 2-5 business days**)
- Applicant is contacted for further information, if necessary
- Upon review and approval applicant is notified of the permit fee amount
- Applicant submits permit fee and obtains permit
- Applicant contacts the Township for required inspection(s)
- A Certificate of Occupancy is issued by Township after **all** inspections are successfully completed

## Permit Application Flow Chart



# Permit Type Guidelines/Requirements

## **Building Permit Application:**

The review process consists of two (2) parts; zoning regulations and building code compliance, and the following information is required to be provided in order for the Township to determine compliance with each part.

### **Part 1 - ZONING REGULATIONS / COMPLIANCE**

#### **Zoning Permit Application:**

The purpose of the Zoning Permit is to verify compliance with the Township Zoning Ordinance. The items of interest that pertain to the Zoning Ordinance are; setbacks of the structure from property lines, height of structures, use of structures and distance from other structures.

The review process consists of four (4) items and the following information is required to be provided in order for the Township to determine compliance with each part.

- A. Completed permit application.
- B. Provide a copy of the existing property survey and indicate the location of the structure on the lot. Identify the number of feet from all property lines to the proposed structure. If the proposed construction is within an existing structure, the survey is not needed. \*Note: It is the responsibility of the applicant to provide the property survey when making application for a Building or Zoning Permit.\*
- C. Provide basic construction details of what is to be installed or constructed. (Example: a brochure or picture of what is to be constructed.)
- D. Only a Final inspection is required for a zoning permit.

### **Part 2 - BUILDING CODE/COMPLIANCE**

#### **BUILDING CONSTRUCTION REQUIREMENTS AND DETAILS**

- A. **PROVIDE TWO (2) SETS OF CONSTRUCTION DRAWINGS** with the Residential Building Permit application in conformance with Section 403.62a, Permit Application of the PA State Bldg. Code (as adopted by Township Ordinance 356). Plans shall be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed and conformance to the provisions of this code.
  - 1. Drawings may not need to be prepared by an architect or engineer, but must be drawn clearly, accurately to scale, and with sufficient detail. Sketches or pictures will not be accepted.
  - 2. For stressed concrete deck/floor (not supported by the ground) or any construction method which is outside the scope of the building code, drawings and design must be prepared by a Pennsylvania registered Architect or Engineer.

**3. Details that must be shown:**

- a. Footer - size of the footer which must be below the frost line of thirty-six (36") inches; reinforcing size and spacing as required.
- b. Foundation wall - size of block or poured wall thickness, course height, reinforcing as required, anchor bolts/straps size and spacing.
- c. Floor joists - size and spacing of floor joists; floor sheathing - type & thickness.
- d. Walls - Type of construction of walls, such as 2" x 4" wood stud spacing; interior finish, such as 5/8" gypsum board.
- e. Exterior wall coverings - Exterior covering of walls, such as brick or siding
- f. Floor or wall beams - size and material of any beam supporting floors or walls
- g. Doors, windows (headers or lintels) - size and type of header or lintel over any opening such as doors and windows
- h. Ceiling joists - size and spacing of ceiling joists
- i. Rafters - size, space of rafters, and type of wood
- j. Roof or floor trusses - size and spacing of roof or floor trusses; pre-manufactured truss details. Roof pitch or slope of the roof and type of sheathing and shingle covering etc.
- k. Elevations - front, side & rear elevations (if applicable)
- l. Energy requirements (Res-Check calculations – see <[www.energycodes.gov](http://www.energycodes.gov)> on-line or provide required energy specifications in accordance with the PA Alternative or International Energy Conservation Code.)

**4. Details that must be shown for decks (See sample drawing on pages 10 & 11):**

- a. Ledger board – size and attachment to house.
- b. Beams – size, span between posts and attachment to posts.
- c. Floor Joists – size, spacing, span and attachment to ledger and beams.
- d. Stair details – treads, risers and handrail information.
- e. Guardrail details – height and size of openings.
- f. Materials – type of fasteners (i.e., Galvanized) and sizes.

**5. Details that must be shown for swimming pools:**

- a. See swimming pool guide on pages 12-14
- b. Must provide a copy of the contractors Worker's Compensation or complete Affidavit of Exemption form on page 15.
- c. Provide sewer tap application and fee if new construction. (Available on the website or office)

# SPECIFIC TOWNSHIP REQUIREMENTS FOR BUILDING AND ZONING PERMITS

#1. **CERTIFICATE OF OCCUPANCY** - A Certificate of Occupancy is required for all building and zoning permits. There is a \$20 fee for an Occupancy Permit for a new Residential Structure. The signed **Certificate of Occupancy** is the Township authorization enabling someone to use a newly constructed structure or other item (such as a swimming pool or deck) covered by a Building and/or Zoning Permit.

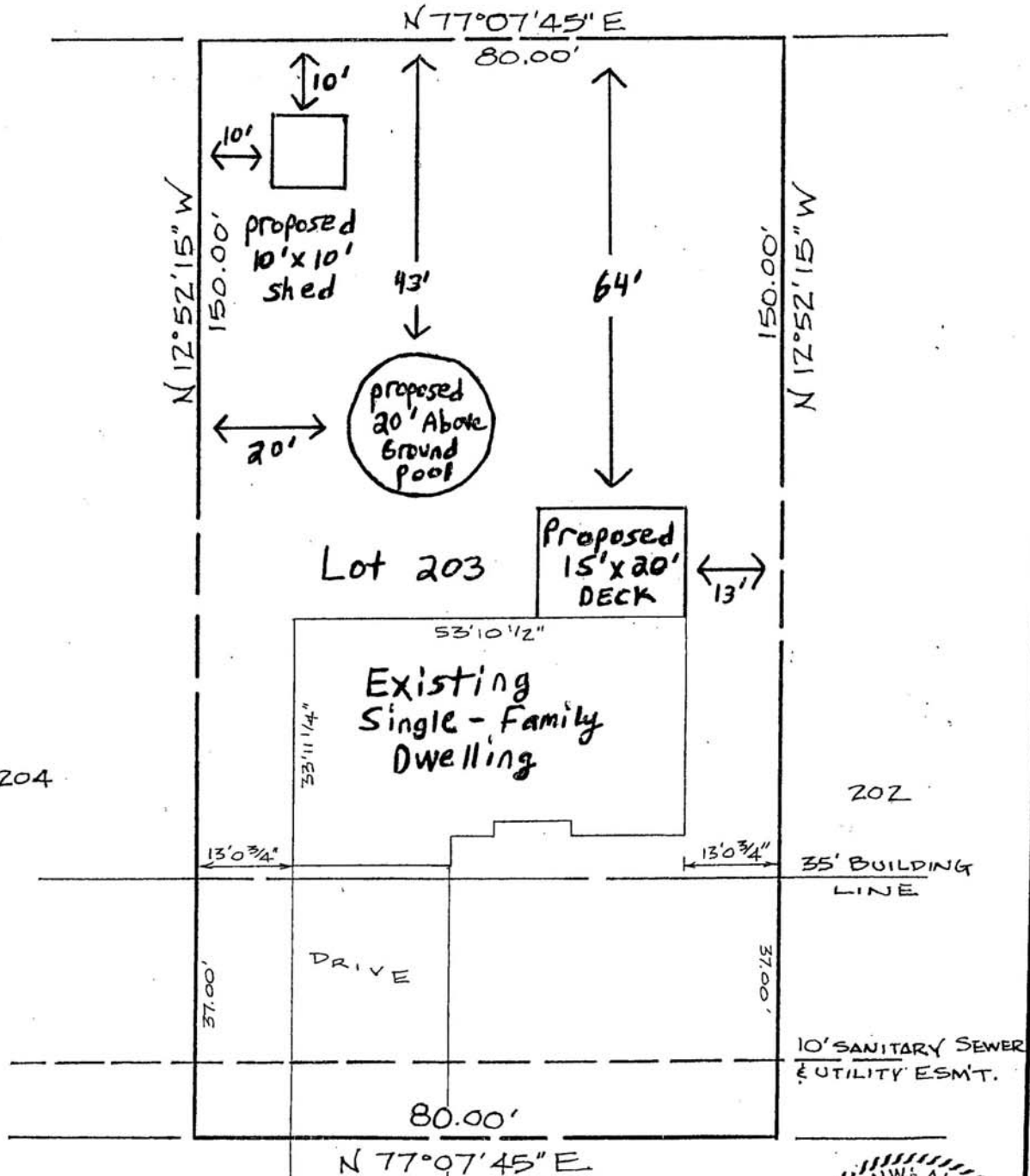
#2. **REQUIRED INSPECTIONS**

- A. Depending on the nature of work performed, a variety of inspections are required by the Building Department, Certified Third Party Electrical Inspection Agency and Allegheny County Plumbing Inspection Department. A “Required Residential Inspections” or “Required Deck and/or Pool Inspections” list is provided at the time of Permit issuance with the appropriate required inspections checked off. The list also specifies when to call for the inspections.
- B. Inspections may not be scheduled until required fees are paid and the Building or Zoning Permit is issued.
- C. Inspection requests must be called in on the Township Inspection Scheduling Line at (724-693-3125) by 7a.m. (at the latest) for a same day inspection. Inspection requests made after 7a.m. will be scheduled for the following day.

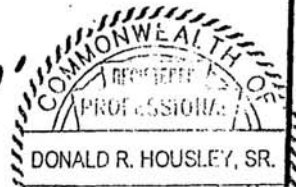
#3 - **CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

GROUND SNOW LOAD	WIND SPEED* (mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN TEMP.	ICE SHIELD UNDER-LAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			WEATHERING	FROST LINE DEPTH	TERMITE	DECAY					
25	90	A	SEVERE	36"	MOD/ HVY	SLT/ MOD	5	YES	FEMA	1500 OR LESS	48

# SAMPLE SURVEY ONLY



TOWNSHIP DRIVE 50'  
9



# TOWNSHIP OF NORTH FAYETTE

## BUILDING DEPARTMENT

### “AFFIDAVIT OF EXEMPTION”

1. The undersigned swears or affirms that he/she is not required to provide worker's compensation insurance under the provisions of Pennsylvania's Worker's Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Contractor with no employees. **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.**

\_\_\_\_\_ Religious exemption under the Worker's Compensation Law.

\_\_\_\_\_ Owner performing all work.

2. **Street Address, Lot # and Plan name of Building Permit Application:**

Street # \_\_\_\_\_ Street Name \_\_\_\_\_

Lot # \_\_\_\_\_ Plan Name \_\_\_\_\_

3. **Contractor's Federal or State Employer ID#:** \_\_\_\_\_

4. **Signature of Applicant:** \_\_\_\_\_

**(Print name as signed above):** \_\_\_\_\_

**Name of Applicant's Company/Organization/Business, if different from above:**

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**Street Address:** \_\_\_\_\_

**County of** \_\_\_\_\_ **Municipality of** \_\_\_\_\_