

TOWNSHIP OF NORTH FAYETTE

BUILDING DEPARTMENT

OPENING A NEW BUSINESS GUIDE

Requirements for an occupancy permit for a new business (with no work requiring a building permit)

- Completed Permit Application with “Zoning” checked off at the top for type of permit requested and a detailed description of the business under “Description of work”.
- Floor Plan of business space. Floor plan must be legible, show rooms, means of egress facilities, fire extinguishers and any other important information.
- Fee’s: \$30 zoning permit fee and \$100 occupancy permit fee = \$130 total fee. One payment can be made for both fee’s.
- After review and if the occupancy permit request is approved, a zoning permit will be issued. Once the permit is issued, a fire safety inspection of the premises must be scheduled by following the inspection scheduling procedure that is issued with the zoning permit.
- Up to date inspection and test reports for the buildings fire systems (i.e. sprinkler, fire alarm and kitchen hood suppression systems will be required as part of the fire safety inspection. Sprinkler systems must be tested within the past three (3) months and fire alarm and kitchen hood suppression systems must be tested within the past six (6) months. Out dated reports will not be accepted and any discrepancies will have to be corrected.
- A knox box is requested for fire department access. ****This will not prevent the issuance of an occupancy permit.****
- Upon passing the fire safety inspection, an occupancy permit will be issued.

Requirements for an occupancy permit for a new business (that includes work requiring a building permit).

- Follow the requirements as outlined in the Non-Residential Permit Packet.

Requirements for a Certificate of Compliance for a No-Impact Home-Based Business

- Completed permit application with “Zoning” checked off at the top for type of permit requested and a detailed description of the business under “Description of work”. The description of the business must be very detailed.
- Fee’s: \$30 zoning permit fee and \$100 occupancy permit fee = \$130 total fee. One payment can be made for both fee’s.
- After review and if the no-impact home-based business request is approved, a Certificate of Compliance will be issued.

****Contact the building department office at 412-788-4888, extension 106 to determine if the proposed work requires a building permit.****