

Building, Fire, Mechanical, Electrical, Demolition, or Communications Permit Quick Guide

PLEASE READ ALL INFORMATION CAREFULLY!

Incomplete applications and insufficient drawings will result in delays in obtaining your permit.

- Completed Zoning Permit Application** - Complete the application in its entirety and be sure to **sign, print, and date** it. The “**estimated work cost**” is the **total cost of the project** and **shall include all materials and installation for the full scope of work** including exterior and cosmetic items that would not typically require a permit. The **permit fee is NOT based on the “estimated work cost”** so it will NOT affect the fee amount.
- Workers Compensation Insurance Certificate** - Submit a copy for the contractor performing the work. Ensure the certificate contains workers compensation and not only liability. If the contractor is self-employed or the owner is performing the work, an Affidavit of Exemption Form (Workers Compensation Exemption Form) must be completed and submitted with the application.
- Survey or Plot Plan** - Submit a copy of the official property survey with the proposed project/structure drawn onto the survey and the distances it will be set-back from the property lines. If you do not have a professional survey, you may print an aerial view of the property or hand draw a plot plan, however, the aerial view or hand drawn survey must be as accurate as possible.
- Construction Plans** - Submit **detailed** construction drawings. Please refer to the guides related to your project for details that must be included. If you aren't sure, complete to the best of your ability and we will work with you.

Additional information required for additions, renovations, or heated/cooled porch enclosures or sunrooms.

- Energy/Insulation Compliance** - Energy compliance may be accomplished by one of these methods; Chapter 11 of the IRC, Chapter 4 of the IECC, PA Alternative, Energy Cost Analysis, or a REScheck.

Additional information required for demolition permits if the applicant is not the owner on record.

- Demolition Owner Authorization Form** - Submit completed and notarized form for demolition permits only. This form is available at the Township building and on our website.

ADDITIONAL PERMIT INFORMATION

- If the proposed work will include grading in excess of 1,000 square feet in area, vertical depth greater than 3 feet (aside from digging out the foundation), or greater than 10 cubic yards, a grading permit will be required.
- The application and accompanying documents may be **submitted via email** to communitydevelopment@northfayettepa.gov **provided all pages are legible and smaller than 8 ½ x 14**. If pages are **larger than 8 ½ x 14 or there are more than fifteen (15) pages**, they must be mailed to the Township Building addressed to *Attn: Community Development/Permits, North Fayette Township, 400 North Branch Road, Oakdale, PA 15071* or dropped off in the Community Development drop off location inside of the Township building main entrance vestibule which is accessible 24/7.
- All forms and construction plans for new homes will also need to be submitted on a flash drive or CD.

- Structures (including pools, decks, and porches) cannot be installed over or on an easement or right-of-way. Easements and right-of-ways will be indicated on the official property survey.
 - If the easement is **public**, you may apply to the Township for an easement encroachment agreement.
 - If the easement is **private**, you will need to apply for approval from the homeowner's association (HOA) or owner of the easement.
- Be sure to **consult your HOA** before starting work to ensure you have approval for your project. Many HOAs have different and more stringent regulations than the Township. **It is the responsibility of the property owner - NOT the Township - to ensure all HOA regulations are met.**
- Framing inspections will not be scheduled until the rough plumbing inspection report has been submitted.
- Rough mechanical inspections will be conducted at the same time as framing inspections.
- Plumbing inspections are completed by the Allegheny County Health Department, Plumbing Division. Contact them for all plumbing related questions and inspections.
- Electrical inspections are completed by a Township approved 3rd-party agency. You will need to contact one (1) of the inspectors for all electrical-related questions and inspections.
- All required inspections must be completed and passed with a certificate of occupancy issued for each permit. If a temporary certificate of occupancy is issued, the owner or owner's agent must follow up and receive the permanent certificate of occupancy within the time allotted on the temporary certificate of occupancy.
- The permit application will be reviewed within five (5) business days. **Once the permit application has been reviewed, an inspector will send an email with the status of the permit application and next steps. Please watch your email and check junk/spam folders (if necessary) to ensure receipt.**
- Each time the Township needs to review your application after the second submittal, additional re-review fees may be assessed.
- Inspection(s) required, when required, and how to schedule them will be **listed on the permit.**
- Remember to **call 811 before you dig!**



**Know what's below.
Call before you dig.**

Building, Fire, Mechanical, Electrical, Demolition, or Communications Permit Application

Tax Parcel ID Number: _____
 Estimated Work Cost: _____
 Total Square Footage: _____



Permit No.: _____
 Issue Date: _____



Know what's below.
 Call 811 before you dig.

Building Mechanical Electrical Fire

Demolition Communication Tower/Equipment **Will a new electrical circuit be installed with this project?** Yes No

Site Address: _____ Business Name: _____

Plan Name: _____ Lot Number: _____

Description of Work: _____ Proposed Use: _____

Applicant/Permit Holder: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

Contractor: _____ Phone: _____

Address: _____ Email: _____

Under Pennsylvania Law, it is the property owner's responsibility to ensure all codes and ordinances are met, any proposed structure is located on the property, within the required setbacks, and not located over an easement or right-of-way.

By signing this application, the applicant acknowledges all statements and information provided is correct, has consent from the property owner to obtain this permit, and agrees to follow all laws and ordinances adopted by the Township of North Fayette.

 Applicant's Signature

 Applicant's Printed Name

 Date

OFFICIAL USE ONLY

Zoning District: _____ Zoning Use Classification: _____

Permit Issued Under: _____ Type of Construction: _____ Use of Building: _____

Third-Party Review: Yes No Flood Plain: Yes No Zoning Variance: Yes No Conditional Use: Yes No

Fees: Bldg.: _____ Occupancy: _____ Fire: _____ Zoning: _____ Demo: _____ State UCC: **\$4.50**

Mechanical: _____ Electrical: _____ Technology: _____ Commercial Plan Review: _____ Total Fees: _____

Payment: Check Check #: _____ Cash Credit Amount: _____ Date Paid: _____

Building Code Official /Zoning Officer: _____

Michael Saville Gary Hamilton Bob Derosky Mike Wozniak Cory Russi