

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

PLEASE READ CAREFULLY!

Use this guide as a checklist before submitting your application to ensure everything is properly submitted. Incomplete applications that do not contain all required information as listed in the checklist below or that does not contain appropriate details will be rejected, resulting in delays in obtaining your permit.

- Completed Building Permit Application** - Complete the application in its entirety and **be sure to sign, print, and date the application.**
- Worker's Compensation Insurance Certificate** - Submit a copy for the contractor performing the work. 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.
- Two (2) Copies of Construction Plans** - Submit two (2) copies of construction drawings. **Construction drawings must be detailed.** Please refer to the guides related to your project for details that must be indicated.

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.

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 electronically** via email to communitydevelopment@northfayettepa.gov **only if all pages are 8 ½ x 14 (or smaller) in size.** If pages are greater than 8 ½ x 14, you may submit the application and documents on a CD or flash drive or they may 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.

Please allow up to two (2) to five (5) business days for processing. **Once the permit application has been processed, an inspector will send an email with the status of the permit application. Please watch your email and check junk/spam folders (if necessary) to ensure receipt.**

