



## Zoning or Sign Permit Application Quick Guide

**Please use this guide as a checklist before submitting your application to ensure everything is properly submitted.**

- 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.
- Picture, Pamphlet, or Hand Drawing of What Will be Installed** - Submit two (2) copies of a picture, pamphlet, or hand drawing of the structure, deck, fence, agricultural building, retaining wall, or other accessory structure being installed or constructed.

**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 to [commdev@north-fayette.com](mailto:commdev@north-fayette.com) **only if the total submittal is six (6) pages or less and all pages are 8 ½ x 11 in size.** All other permit submittals may be mailed to the Township Building addressed to Attn: Community Development/Permits, North Fayette Township, 400 North Branch Road, Oakdale, PA 15071 or the application may be 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.



