

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 communitydevelopment@northfayettepa.gov 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.



Zoning or Sign Permit Application

Tax ID/Lot & Block No.: _____
 Estimated Work Cost: _____
 Total Square Footage: _____
 Total Height to Peak of Roof: _____



Permit No.: _____
 Issue Date: _____
 Total Fees: _____



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

- Residential detached structure less than 1,000 square feet Fence Sign Business occupancy
 Deck (less than 30 inches above grade) Agricultural Building Retaining wall (less than 4 feet in height)

Site Address: _____ Business Name: _____

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: _____

Special Exception: Yes No Flood Plain: Yes No Zoning Variance: Yes No Conditional Use: Yes No

Fees: Zoning _____ Occupancy: _____ Sign: _____ Total Fees: _____

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

Building Code Official /Zoning Officer: _____

Michael W. Saville _____ Gary Hamilton _____ Bob Derosky _____