

Commercial Building Permit Quick Guide

- **VERY IMPORTANT INFORMATION FOR ALL BUSINESSES!** Before you get started with your project or new business, it is vital to acknowledge and understand the Township's **Truth in Advertising Ordinance (No. 479)**. The ordinance requires businesses to identify themselves as located in **North Fayette** for any and all types of advertising and/or location information. Many businesses are told and/or believe they are located in "Robinson", "City of Pittsburgh" or "Oakdale Borough" when they are actually located in "North Fayette". Please be advised that any incorrect references, advertisements (of any kind) or locations made will result in the Township not recognizing and/or not accepting any construction documents or permit applications; issue any permits; conduct any inspections; or issue a Certificate of Occupancy. A copy of this Ordinance can be found on the website or at the Township building. We strongly encourage any new business to contact the Township **BEFORE** proceeding with any naming, paperwork, advertisements, or the like to ensure the proposed name and/or advertisement(s) meets the ordinance.
 - **ELECTRONIC SUBMITTAL IS ACCEPTED PER THE FOLLOWING:** One (1) full size set of approved construction documents shall be submitted when submitting electronically. All other documents may be emailed **ONLY IF** there are less than fifteen (15) total number of pages, and all are clearly legible when printed in 8 ½ x 14 size or smaller. If greater than fifteen (15) total pages, the electronic submittal must be on a CD or flash drive and may be of any size.
 - **Commercial Construction Document Plan Review** - Construction documents for any commercial building permit must be signed and sealed by a registered design professional in the State of Pennsylvania and must also be reviewed and approved by the Allegheny County Health Department Plumbing Inspection Division (for plumbing approval and a permit), the Allegheny County Health Department Food Safety Program (if the project will include the preparation, selling, cooking, or serving of food and/or beverages), and lastly a third party agency **prior to** submitting a building permit application to the Township.
- NOTE:** It is very important to obtain plumbing and food safety (if needed) approval **prior to** submitting to a third-party agency for plan review as required plumbing fixture counts and food safety requirements may require the plans to be altered. This may avoid the need to have the plans reviewed twice by a third-party agency if changes are required.

Fire sprinkler, fire alarm, and kitchen hood fire suppression systems must also be reviewed and approved by a third-party agency prior to submitting to the Township for a permit. A list of certified third-party plan review agencies as well as the County Plumbing Division and Food Safety is available at the Township Building or on the Cover All Contacts form on our website.

A building permit will be issued with the condition that separate fire system permits are issued for a fire sprinkler, fire alarm, and/or kitchen hood fire suppression system prior to any work commencing on these systems.

Upon completion of the County Health Department Plumbing Division, Food Safety Division (if needed) and third-party plan reviews, you will need to submit the following information to the Township for a building permit:

- **Completed Application** - Be sure to fill in all blanks including the estimated cost of construction, Allegheny County Tax ID Number, plan name, lot number, and total square footage. Sign and date the application. Applications are available at the Township Building or on our website. **The proper address from the Plumbing Division must be included.**
- **Worker's Compensation Insurance Certificate** - This will be needed for the contractor performing the work. If the contractor is self-employed or the owner is performing the work, an **Affidavit of Exemption** form must be completed and returned with the application. Affidavit of Exemption forms are available at the Township Building or on our website.
- **Survey or Site Plan** - Submit a copy of the Township approved site plan/survey for new structures or additions. A site plan is not required for interior work that does not affect the exterior of the structure.
- **One (1) full size set of Construction Documents and specifications stamped "Approved"** by the County Plumbing Division, Food Safety Division (if needed), and a third-party plan review agency. The approved plans **MUST** contain a stamped or written approval from the Allegheny County Health Department Plumbing Division whether plumbing is part of the work scope or not.
- **Energy Compliance** - This will be needed for new structures and additions. Compliance is determined by one of three methods: IECC, PA Alternative, or Comcheck. Energy compliance is part of the approved construction documents.
- **Fire Systems** - You must indicate on the application if and which fire systems will be installed or altered.
- **Sewer Tap Application and Fee** - This is only required for a new structure.
- **Street Address** - A street address **MUST** be obtained from the Police Department 911 Addressing coordinator (412-787-8900) for any new building or space that changes in size or location (i.e. converting one (1) space into two (2) or more or combining spaces).

Upon submission of the required information listed above, the permit will be issued within 2-3 business days. Included with the permit will be an inspection's required form that indicates what inspections are required and when and how to schedule them.

You will need to submit the following information for a fire sprinkler, fire alarm, and/or a kitchen hood fire suppression system permit:

- **Completed Application** - Be sure to complete all form fields including the estimated cost of construction, Allegheny County Tax ID number, plan name, lot number, and total square footage. Proper address must be included, and the application must be signed and dated. Applications can be obtained at our office or on our website.
- **Worker's Compensation Insurance Certificate** - for contractor performing the work. If contractor is self-employed or owner is performing the work, an "Affidavit of Exemption" form must be completed and returned with the application. Affidavit of Exemption forms can be obtained at our office or on our website.
- **Two (2) sets of Construction Documents or "Shop Drawings"** - specifications stamped "Approved" by a third-party plan review agency. In some cases involving minor work to a fire system, a third party plan review may not be required. Please check with the Building Code Official.
- **Approval from the Western Allegheny County Municipal Authority** - for any work to the fire sprinkler and/or standpipe system that involves any work to the water supply system. They can be reached at 412-788-4337.

Upon submission of the required information listed above, a fire systems permit will be issued within 2-3 business days. Included with the approval will be an inspection's required form that indicates which inspections are required and when as well as how to schedule them.

Additional Information - Climatic and Geographic Design Criteria

GROUND SNOW LOAD	WIND SPEED (MPH)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN TEMP	ICE SHIELD UNDER LAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDES	MEAN ANNUAL TEMP
			WEATHERING	FROST LINE DEPTH	TERMITE	DECAY					
25	115	A	SEVERE	36"	MOD/HVY	SLT/MOD	5	YES	FEMA	1500 OR LESS	48

- **Knox Boxes for Emergency Fire Department Access** into the building are required. Contact the Building Department for order forms and information.



Permit Application Flow Chart

