

Township of North Huntingdon Application for Permit

1. Type of Permit

- Building Permit
- Commercial Occupancy
- Demolition Permit
- Home Occupation
- Sign Permit

2. Property Information

- Owner(s) _____
- Address of Property _____
- Phone No. _____
- Plan and Lot _____
- Area of Parcel _____

Detailed description of project: (Attach a sheet if necessary.)

MUST BE COMPLETED

3. Identification Information

	Name	Address	PHONE
Applicant	_____	_____	_____
Contractor	_____	_____	_____

4. Application Checklist

	Yes	No	N/A
A. Worker's Comp. Certificate for Contractor (submit with every application).....	_____	_____	_____
B. Contractor's Registration Number (obtained from Attorney's Generals office)...	_____	_____	_____
C. Certificate of Exemption for Contractor with no employees.....	_____	_____	_____
D. Contractor is Homeowner (Items A and B are non-applicable)	_____	_____	_____
E. Construction Drawings (including signs) DETAILED	_____	_____	_____
F. Plot Plan with location of proposed buildings, additions, or signs.....	_____	_____	_____
G. Labor and Industry Approval (if applicable).....	_____	_____	_____
H. Sewage Permit.....	_____	_____	_____

5. Project Information (for new Construction and Commercial Renovations)

- A. _____ Cost of Construction
- B. _____ Total Square Footage (Including Basement and Attached Garages and Storage Areas, and Areas of Signs)
- C. _____ Number of Stories
- D. _____ Number of Bathrooms (New Single Family Construction)
- E. _____ Footer Course in Width and Thickness
- F. _____ Number of Smoke Detectors and Fire Alarms (New Single Family or Commercial Construction)
- G. _____ Sewage (Public or Private)
- H. _____ Number of Units (Dwelling or Units or Business Units)
- I. _____ Depth of Excavation

6. Commercial Occupancy and Home Occupations. Please attach a description of business activities and number of employees expected.

7. Signature of Applicant. I, _____ attest that all information provided by me in this application is correct and true to the best of my knowledge.

8. Signature: _____ Date _____

This section is to be completed by the Zoning Officer

Parcel Tax ID # _____ Ward _____ Property Zoning Class _____ NAICS _____
(4 digit code for new business)

Permit Fee \$ _____ Fee in Lieu \$ _____ Cash Check # _____ Date Paid _____

Date: _____ Approved Denied Reason for Denial _____

Permit # _____ Occupancy prepared: Yes No _____
Zoning Officer

PLEASE SUBMIT THE FOLLOWING ITEMS WITH YOUR BUILDING PERMIT FOR APPROVAL

NOTE: If the application is not complete, the permit may take longer to process or may be denied.

1. A set of building plans showing the following:
 - Footer design – show depth and reinforcement.
 - Foundation plan
 - Framing detail – show size, spacing of studs, floor joist and roof rafters
 - Support beams – size and length, location of support for the beam
 - Materials to be used as exterior finish – brick, siding, wood or stone
2. Survey of the property listing:
 - The location of the structure on the lot and the proposed structure
 - Set back measurements from the front right of way, and the side property line.
3. A Certificate of Contractors Insurance (Workmen’s Compensation). **Submit with every new permit.**
4. Contractor’s Registration Number (obtained from Attorney’s Generals office). **Submit with every new permit.**
5. Approvals of Sewerage Permit, if permit is new structure.
6. This Building Permit Application must be filled out completely. If it does not apply to your situation, then mark N/A. (refer to check list on the application)

LERTA TAX ABATEMENT NOTICE: Applications for building permits related to certain commercial or industrial and other non-retail business properties, either for expansion or new construction within the defined eligible tax exemption area may apply to the North Huntingdon Township Board of Commissioners for property tax abatement through the LERTA program as stated in Township Ordinance #974 of 1999.

NOTICE TO TAXPAYERS

Pursuant to Ordinance #974 of the Township of North Huntingdon, you may be entitled to a real property tax exemption in connection with the contemplated renovation or construction of our property if it is located within the tax exemption area as defined in said ordinance. Copies of said ordinance and the tax exemption area map are available for your review in the office of the Township Manager during normal business hours. An application for tax exemption may be obtained from the Township Manager and must be filed with same at the time the application for a building permit is filed.

**NORTH HUNTINGDON TOWNSHIP
PLANNING AND ZONING DEPARTMENT
REQUIRED INSPECTIONS**

24 HOUR NOTICE IS REQUIRED PRIOR TO SCHEDULING OF ANY INSPECTION!

- A. FOOTER INSPECTION - Footer inspection made after caissons have been drilled or trenches cut and/or forms erected and required reinforcing steel is in place, AND PRIOR TO PERMIT HOLDER SCHEDULING CONCRETE FOR THIS SITE.

- B. FOUNDATION INSPECTION – made after foundation is completed, french-drain is installed, and damp-proofing is applied treated top plate anchor bolted or strapped in place.

- C. When the construction involves a STRESSED /ELEVATED CONCRETE FLOOR OR DECK, the inspection must be made when the forms are in place and reinforcing steel is in position.

- D. **ELECTRICAL – which shall be performed by an agency acceptable to the Township and the electrical utility company supplying the power.
(Allegheny Power, West Penn Power)**

- E. STRUCTURAL FRAMING, PLUMBING, MECHANICAL, AND ROUGH INSPECTION:
When all structural framing is completed and prior to insulation and covering of wall, and the electrical system has been inspected as specified as above.

- F. DOWNSPOUT AND RAIN LEADERS to their point of termination.

- G. FINAL INSPECTION made after building is completed, final electrical inspection verified and structure is made ready for occupancy.

***Note: Inside and outside sanitary sewer inspection shall be performed by the North Huntingdon Township Municipal Authority in accordance with the Building Code requirements.**

North Huntingdon Township
Planning and Zoning Department
2009 Fee Schedule - Ordinance 2012

Rev. Oct. 2009

(A) Building Permits:

1. Residential (single family and multi-family) - NEW CONSTRUCTION
\$0.18 (eighteen cents) per square foot, include basement and garage.
Residential Occupancy Fee included in permit fee. + \$4.00 State fee.
2. Residential Accessory Buildings
\$3.00 per \$1,000.00 of construction costs – a minimum fee of \$36.00 + \$4.00 State fee.
Accessory buildings under 100 square feet are exempt from permit requirement.
3. Commercial /Industrial /Public – NEW CONSTRUCTION AND ADDITIONS
\$7.50 per \$1,000.00 of construction costs – a minimum fee of \$75.00 + \$4.00 State fee.

(B) Occupancy Permits:

1. Residential Occupancy Permit for new construction is included in the building permit fee.
Issued upon final inspection.
2. Commercial (i.e. all uses other than residential) Occupancy Permit
for NEW CONSTRUCTION or change in USE or TENANT - **\$100.00**

Occupancy Permits are issued after a final inspection for any construction and is in addition to fees for Commercial Building Permit charge listed under Building Permits No. 3. Commercial/Industrial/Public fees listed above. If a change in tenancy or a change in use is involved, with no required building permit, the commercial occupancy permit is issued when all other Township requirements are met.

(F.) Miscellaneous Fees:

1. Sign Permit:
 - (a.) Permanent sign - \$2.50 per square
 - (b.) Temporary sign - \$50.00 per 90 period [not to exceed (1) one year].