

Township of North Huntingdon Application for Permit _____

Address: 11279 Center Highway, North Huntingdon, PA 15642

Web: www.nhtpa.us Fax#: 724-863-3825 Phone#: 724-863-3806 ext. 126

Applications must be printed and delivered in-person or mailed to the address listed above.

Commercial Occupancy Permit

Applicant/Business Contact Information

Name _____

Address _____

Telephone # _____

E-mail _____

Business Name _____

Business Location _____

Property Information

Owner(s) _____

Address: _____

Telephone No. _____

EXPECTED OPENING DATE: _____

Commercial Occupancy: please write below or attach a description of business activities, days and hours of operation and number of employees expected.

Print Name

_____/_____/_____
Signature Date

This section is to be completed by the Building/Zoning Officer

Parcel Tax ID # _____ Ward _____ Property Zoning Class _____ Permit Scanned _____

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

Date: _____ Approved Denied Reason for Denial _____

Permit # _____ Occupancy prepared: Yes No ZHB APPROVAL Yes Not Applicable

Building Official/Zoning Officer

SUCCESSFUL APPLICATION APPROVAL

A complete packet must be submitted for review.

*Construction may begin once an approved permit has been paid
and permit card is displayed on project site.*

Building Permit Application Packet

- 1) Application form completed
- 2) Detailed project drawings
 - a. Footer design – show depth and reinforcement
 - b. Foundation plan
 - c. Framing detail – show size, spacing of studs, floor joist and roof rafters
 - d. Support beams – size and length, location of support for the beam
 - e. Materials to be used as exterior finish – brick, siding, wood or stone
- 3) Survey of property and where new structure will be located
 - a. This survey can be the survey obtained when property was purchased
 - b. Set back measurements from the front right of way, and the side property lines shown

Sign Permit

- 1) Completed application form accompanied by a picture of desired sign with dimensions and square footage listed

Commercial & Home Occupancy

- 1) Application form completed
- 2) A final inspection of business site must be done before an occupancy certificate can be issued and business can begin
- 3) Inspection Requirements: exit signs, fire extinguishers currently inspected, emergency lighting and open exit walkways, etc.

Demolition Permit

- 1) Application form completed with square footage of demolition project listed
- 2) Neighboring properties must be protected (silt fence, etc.)
- 3) Submit proof of all utility shut-offs
- 4) Cement slabs must be broken on demolition site
- 5) Decomposable materials are permitted to be buried on site
- 6) Before backfilling the township building inspector must do a final inspection of sewer cap
- 7) Final inspection requires grading, seeding and mulch be in place
- 8) Clean fill may be utilized on site (brick/block)

Transient Permit

- 1) Completed application form
 - a. 90-day permit

**North Huntingdon Township
Planning and Zoning Department
2012 Fee Schedule
Ordinance #2164**

FEE STRUCTURE

**Payment due upon approval of permit
Checks only – payable to North Huntingdon Township**

(A) Building Permits

1. **Residential New Construction and Additions**
Residential, single family and multi-family, \$0.25 per square foot + \$4.50 state fee. This includes basement and garage. The occupancy permit is included in building permit fee.
2. **Residential Accessory Buildings & In-Ground Pools**
\$6.00 per \$1,000.00 of construction costs, (a minimum fee of \$36.00), + \$4.50 state fee. Accessory buildings less than 200 square feet are exempt from building permit requirement.
3. **Zoning Certificate** (accessory buildings less than 200 SF) - \$25.00
4. **Commercial /Industrial /Public New Construction and Additions**
\$7.50 per \$1,000.00 of construction costs, (a minimum fee of \$75.00), + \$4.50 State fee.

(B) Occupancy Permits

1. **Residential Occupancy Permit** (new construction only): included in the building permit fee. Permit issued upon final inspection
2. **Commercial Occupancy** (all uses other than residential): new construction or change in use of tenant. \$100.00

(C) Demolition Permits

1. \$25.00 plus \$0.01 per square foot of structure to be demolished

(D) Sign Permit

1. Permanent sign - \$2.50 per square foot
2. Temporary sign - \$50.00 per 90-day period not to exceed 1 year

(E) Transient Permit

1. \$250.00 for a 90-day period

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

Planning & Zoning Office – 724-863-3806 extension #126

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 electrical utility company supplying the power.
(Allegheny Power/West Penn Power/First Energy)**

- 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.**