

Zoning Permit Application (Residential)



Zoning Permit Application

Please view the following information prior to submitting an application

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THE PURPOSE

The following information will serve as a guide to make understanding and completing the Zoning Permit application easier. A Zoning Permit application is required by the Borough of Jefferson Hills when residents construct, alter, or change the use of a property. All additions, expansions, and/or new structures require a Zoning Permit.

THE APPLICATION

The following Zoning Permit application must be completed in its entirety to be considered for approval. Any application that is not completed in its entirety including all required accompanying documents will not be reviewed and a new application and accompanying documents will need resubmitted.

*If you are submitting this application electronically, only PDF submissions will be considered. Electronic submittals can be emailed to the Borough of Jefferson Hills Building and Code Department at permits@jeffersonhills.net

Please complete the **SITE INFORMATION** section in its entirety. It is important for us to have this information to make the review process more efficient.

Next, check all that applies to your project in the **TYPE OF WORK** section. In the **DESCRIPTION OF WORK** section, we learn more about the proposed project. Please include all required information. Be sure that the project description is as detailed as possible. If the description cannot fit into the provided section, feel free to attach additional pages with the description. *Note that some projects will also require a Building Permit in addition to a Zoning Permit. Any structure under 200 sqft does NOT require a Building Permit. Common items requiring a Zoning Permit are listed below. This is not a comprehensive list of ALL items requiring a Zoning Permit.

Fences, Sheds, Accessory Structures, Patios, Porches, Decks, Steps, Pergolas, Gazebos, Carports, Wheelchair Ramps, Walls, Sports Courts, Canopies and Similar Structures, Storage Structures, Garages, Swimming Pools, Hot Tubs, Parking Lot Signs, Greenhouses, etc.

A detailed site plan is also required. The plan must include all preexisting structures with dimensions, the new proposed structure(s), and the distance from the new proposed structure(s) to property lines and existing structures. You can visit the Allegheny County Real Estate Portal and use the map for your parcel to create your site plan. While this is helpful, the property lines are not always 100% accurate. Due to this, the Zoning Officer at his/her discretion may require a survey from a licensed survey professional for the site plan.

REVIEW, FEE, AND PICK-UP

Often, the review process for Zoning Permits gets delayed when not enough information is submitted, or the application is incomplete. Please ensure all information is detailed and all documentation is provided. No payment is required until the permit has been issued. When the permit is approved and ready for pick-up, you will receive a call from our office and advised of the fee at that time.

Please keep a copy of all submitted documents for your records.

NO WORK IS TO BEGIN PRIOR TO THE PAYMENT AND PICK-UP OF THE PERMIT. IF ANY WORK IS STARTED PRIOR TO THE PAYMENT AND PICK-UP, YOU ARE IN VIOLATION AND SUBJECT TO FINES AND OTHER LEGAL ACTIONS.

PLEASE RETAIN THIS PAGE FOR YOUR OWN USE AND REFERENCE. DO NOT SUBMIT WITH YOUR APPLICATION.



BOROUGH OF JEFFERSON HILLS

925 Old Clairton Road, Jefferson Hills, PA 15025

Phone: 412-655-7760 Fax: 412-655-3143

www.boroughofjeffersonhills.org

ZONING APPLICATION CHECKLIST

☐ **Completed and Signed Zoning Certificate Application including:**

- ☐ **Completed contact information**
- ☐ **Detailed description of proposed work**
- ☐ **Estimated total cost of proposed work**
- ☐ **Signed acknowledgment**
- ☐ **Certificate of insurance for workers comp (from contractor) or self-verification form if homeowner is completing the work**

☐ **Detailed Site Plan / Survey including:**

- ☐ **Location and dimensions of lot**
- ☐ **Location and dimensions of all existing AND proposed structures (including but not limited to, principal structure (home), driveway, pool, shed, etc.)**
- ☐ **Distance of proposed structure from the front, side, and rear property lines and distance to other structures.**



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ZONING PERMIT APPLICATION Permit # _____

SITE INFORMATION

Zoning Site Address: _____

Owner/Tenant Name: _____

Owner/Tenant Address: _____

Owner/Tenant Phone: _____

Owner/Tenant Email: _____

Does the current use of the property remain the same? YES ☐ NO ☐

If no, explain: _____

TYPE OF WORK

- | | |
|---|---|
| ☐ New Construction | ☐ Driveway |
| ☐ Addition* | ☐ Fence |
| ☐ Deck* | ☐ Above Ground Pool* |
| ☐ Shed* | ☐ In Ground Pool* |
| ☐ Gazebo* | ☐ Garage-Detached* |
| ☐ Patio | ☐ Garage-Integral* |
| ☐ Other*: (Explain in description of work) | |

May also require a building permit application

DESCRIPTION OF WORK

Description of project: _____

Estimated Total Cost: \$ _____

Project Square Footage: _____

Project Height (grade to highest point) _____

I HEREBY ACKNOWLEDGE THAT I AM THE PROPERTY OWNER OR I HAVE THE AUTHORITY TO MAKE THIS APPLICATION ON BEHALF OF THE PROPERTY OWNER, AND THAT I HAVE READ THIS APPLICATION AND STATE THE ABOVE IS CORRECT TO COMPLY WITH ALL BOROUGH OF JEFFERSON HILLS ORDINANCES REGARDING ZONING.

Applicant Name: _____ Applicant Signature: _____ Date: _____



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SELF-VERIFICATION FORM

I, _____, the homeowner, am acting as my own general contractor. Therefore, I am not required to have worker's compensation or liability insurance. I am responsible for the work being done at

_____.

Signature: _____

Date: _____