

DATE OF SUBMISSION: _____
OFFICIAL FILING DATE: _____

BOROUGH FEE: _____
ESCROW DEPOSIT: _____
BUILDING PERMIT NO.: _____
ON-LOT PERMIT NO.: _____
LOT/BLOCK NO.: _____

(Municipal Use Only)

BOROUGH OF SEWICKLEY HEIGHTS
BUILDING PERMIT APPLICATION

1. Full Name of Applicant: _____

Address of Applicant: _____

Name of Contact Person: _____ E-mail of Contact Person: _____

Telephone No. of Contact Person: _____ (Office) _____ (Cell)

2. Full Name of Landowner (if different from Applicant): _____

Address of Landowner: _____

Telephone No.: _____ (Office) _____ (Cell) E-mail: _____

3. Name of Agent or Attorney (if any): _____

Address of Agent or Attorney: _____

Telephone No.: _____ (Office) _____ (Cell) E-mail: _____

4. Name of General Contractor (if different from Applicant): _____

Address of General Contractor: _____

Name of Contact Person: _____ E-mail of Contact Person: _____

Telephone No. of Contact Person: _____ (Office) _____ (Cell)

5. Name of Registered Engineer, Surveyor, or Landscape Architect: _____

Address of Engineer, Surveyor, Architect: _____

Name of Contact Person: _____ E-mail of Contact Person: _____

Telephone No. of Contact Person: _____ (Office) _____ (Cell)

6. Brief Description of Proposed Work, including Purpose: _____

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7. Property Information: Address: _____

Character Area: ☐ Estate ☐ Farm

Plan/Deed Book, Volume, Page No.: _____
(Attach Copy of Plan and/or Deed, as applicable)

Zoning District: _____ Total Acreage of Lot: _____

Lot Type(s): Equestrian Preserve/Meadow Preserve/Woodland Preserve/ Hamlet/Mixed Element/Cottage/
Townhouse-Condo/Cluster/ Corner/Interior/Nonconforming (circle all that apply)

Existing/Proposed Water Service: _____ Existing/Proposed Sewage Service: _____

No. of Stories: _____ No. of Bedrooms (if any): _____ No. of Bathrooms (if any): Full _____ Half _____

Garage (if any): ☐ Integral ☐ Attached ☐ Detached

Fireplace (if any): ☐ YES ☐ NO

Is the Property or Building located in a Historic District? ☐ Yes, Property is in the A Zoning District

☐ Yes, Building is owned by Allegheny Country Club ☐ No, Property is in the C, D, or E Zoning District

(If the Property or Building is located in a Historic District, a Certificate of Appropriateness must be recommended by HARB and issued by Borough Council prior to application for a Building Permit.)

8. Project Information: Anticipated Start Date: _____ Anticipated Completion Date: _____

Permitted Use: _____ Construction Type: _____

Estimated Construction Costs (in dollars): _____ PA One-Call Serial No.: _____

Proposed Dimensions of Structure: _____ Proposed No. of Stories: _____

Proposed No. of Bedrooms (if any): _____ Proposed No. of Bathrooms (if any): Full _____ Half _____

Applicable Construction Code Provision: _____

If this Project will result in any increase in Impervious Surface or Building Coverage, complete the following:

Current Lot Coverage: _____ Lot Depth: _____ Lot Width: _____

Current Building Coverage: _____ Current Building Footprint: _____

Current Building Setbacks: Front: _____ Rear: _____ L.Side: _____ R.Side: _____

9. Submit two (2) paper sets and one (1) electronic copy of the following, as applicable (consult with Building Code Official):

_____ Location Map _____ Plot Plan _____ Building Plans _____ Specifications

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10. Confirm dates of completion of the following (no Application will be accepted until completed or waived):

Pre-Design Meetings (HARB)*: _____ Walking Tour*: _____

Pre-Application Meetings (HARB): _____ Pre-Development Staff Conference: _____

Pre-Submission Sketch Meetings (Planning Commission)**: _____

**Required if Permit is related to construction of an addition, certain accessory structures, a new principal structure, or a Subdivision or Land Development*

***Required if Permit is related to a Subdivision or Land Development*

11. Submit the following, as applicable (consult with Building Code Official):

OTHER PERMITS AND PLANS REQUIRED:	<u>Yes</u>	<u>No*</u>	<u>Included</u>	<u>To Come</u>
1. Zoning Permit	_____	_____	_____	_____
2. Occupancy Permit	_____	_____	_____	_____
3. Erosion and Sediment Control Plan	_____	_____	_____	_____
4. Stormwater Management Plan	_____	_____	_____	_____
5. Grading Plan/Permit	_____	_____	_____	_____
6. Open Cut Permit	_____	_____	_____	_____
7. Private Road/Driveway Plan	_____	_____	_____	_____
8. On Lot Sewage System Plan/Permit	_____	_____	_____	_____
9. Landscape and Site Development Plan	_____	_____	_____	_____
10. Floodplain Plan/Permit	_____	_____	_____	_____
11. Tree Removal and Protection Plan	_____	_____	_____	_____
12. Conditional Use Approval	_____	_____	_____	_____
13. Special Exception or Variance Approval	_____	_____	_____	_____
14. Certificate of Appropriateness (A District)	_____	_____	_____	_____
15. Sign Permit	_____	_____	_____	_____
16. ACCD Review/NPDES Permit	_____	_____	_____	_____
17. DEP Stream Encroachment Permit	_____	_____	_____	_____
18. County/State Highway Occupancy Permit	_____	_____	_____	_____

**Building Code Official must confirm that other permits and plans are not required.*

12. Initial Escrow Deposit: Attach a check payable to the Borough in the amount of \$ _____

13. Required Inspections: The Applicant and/or Landowner understand that a permit will be issued only upon determination that the plans, specifications and use are in conformance with Borough Codes and Ordinances. The Applicant and/or Landowner, also understand and hereby authorize the Borough's Building Code Official, Zoning Officer, Engineer, and Sewage Enforcement Officer to enter upon the Property to conduct the following inspections, where applicable, in addition to any other applicable inspections: **(1) site inspection** – performed at start of development or construction or excavation; **(2) footing inspection** – performed when forms are installed and ready for concrete, but BEFORE concrete is poured; **(3) foundation inspection** – foundation walls and sill plate bolts are to be inspected prior to framing; **(4) rough-in inspection** – performed when all partitions, bridging, collar beams, duct work, plumbing and wiring rough-ins are completed, but BEFORE insulation is installed; **(5) insulation inspection** – performed when insulation is completed and BEFORE walls are covered; **(6) drywall inspection** – performed before tape and/or compound is installed; **(7) other inspection** – electrical, plumbing, sewage disposal, and other inspections performed as may be required; and **(8) final inspection** – performed when all work is completed but BEFORE the structure is occupied or put into use. The work shall not progress unless and until each phase of construction has been approved by the Borough. Further, the structure may not be utilized for its intended purpose unless and until each phase of construction has been approved by the Borough.

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THE APPLICANT IS RESPONSIBLE FOR SCHEDULING ALL NECESSARY INSPECTIONS. The Building Code Official, the Zoning Officer, the Borough Engineer, and the Sewage Enforcement Officer, as applicable, will inspect on the dates provided on the attached inspection schedule, unless the applicant notifies the appropriate inspecting officer at least seventy-two (72) hours in advance that the date of inspection must be rescheduled. **Failure to notify the inspecting officer of a change in the attached schedule will result in the assessment of inspection fees.**

Inspection schedules under other required Permits and Plans may apply.

14. Workers' Compensation Coverage: Attached to this Application is a document requesting workers' compensation insurance coverage information that must be executed and returned with this Application.

NOTICE: The Application for Building Permit shall not be deemed filed until this form is fully completed, all necessary documents are submitted, and all other requirements are completed, as determined by the Borough's Building Code Official. The date the Borough receives the initial submission, as noted above, should not be construed as the Applicant's filing date.

By execution hereof, the undersigned hereby certifies that the statements made herein are true and correct to the best of his/her knowledge and belief.

SIGNATURE OF APPLICANT*: _____ Date: _____

Print Name: _____

**If the Applicant is not the Landowner, attach an affidavit of the Landowner (i) authorizing the Applicant to act on behalf of the Landowner, and (ii) approving this Application.*

To be completed by Building Code Official:

Borough Fee Received (in dollars): _____ Date: _____

Escrow Deposit Received (in dollars): _____ Date: _____

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WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

(Attach to Application for Building Permit or Zoning Permit)

1. Is the Applicant a contractor within the meaning of the Pennsylvania Workers' Compensation Law?
☐ YES ☐ NO (If "YES", please complete Sections 2 and 3 below, as appropriate.)

2. Insurance Information:

Name of Applicant: _____

Employer Identification No.: _____

Applicant is a qualified self-insurer for workers' compensation.

☐ Certificate attached

Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No: _____

☐ Certificate attached

Policy Expiration Date: _____

3. Exemption: (Section 3 should only be completed if Applicant is the owner or a contractor claiming exemption from providing workers' compensation insurance under the Pennsylvania Workers' Compensation Law.)

The undersigned affirms that he/she is not required to provide workers' compensation insurance under the provisions of the Pennsylvania Workers' Compensation Law for one of the following reasons as indicated:

- ☐ **Property owner is performing work.** If the property owner hires a contractor to perform any work pursuant to the Permit, the contractor must provide proof of workers' compensation insurance to the Borough. The owner assumes liability for contractor compliance with this requirement.
- ☐ **Contractor does not have employees.** Contractor is prohibited by law from employing any individual to perform work pursuant to this Permit unless contractor provides proof of workers' compensation insurance to the Borough.
- ☐ **Religious exemption under Pennsylvania Workers' Compensation Law.** All employees of contractor are exempt from workers' compensation insurance (religious exemption letters for all employees must be attached).

Subscribed and sworn to before me
this _____ day of _____ 20____

(Signature of Notary Public)

My commission expires: _____

Signature of Applicant: _____

Address: _____

County of _____

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BOROUGH OF SEWICKLEY HEIGHTS
APPLICATION FOR BUILDING PERMIT OR ZONING PERMIT
CONDITIONS

Pursuant to the Application for Building Permit or Zoning Permit, the Applicant is applying for a Building Permit or Zoning Permit to build a structure, or for other construction work thereon, such as the alteration, restoration, reconstruction, repair or demolition of a structure, in accordance with these Conditions, the Application, and the plans and specifications that accompany and are made a part of the Application.

The Applicant, by proceeding to construct under a Building Permit or Zoning Permit, agrees:

- a) prior to commencement of construction, to submit a certificate from a professional engineer, surveyor, or landscape architect that the proposed structure or other construction is not located within the setback or, if located within the setback, is located as approved by the Borough, and otherwise complies with the building setback requirements of the Zoning Ordinance, as amended;
- b) to permit any and all inspections and/or reviews that the Borough deems necessary to cause to be conducted;
- c) upon demand, to pay or reimburse the Borough the costs and expenses associated with such inspections and/or reviews;
- d) that such Building Permit or Zoning Permit may be suspended or revoked if the Applicant fails to complete any remedial action required because of any such inspection or review or if the Applicant fails to continue to comply with such Building Permit or Zoning Permit and all applicable Borough Ordinances;
- e) that, if construction pursuant to such Building Permit or Zoning Permit ceases for any reason for a period in excess of fourteen (14) consecutive days, the Applicant will be responsible for immediately securing the construction site, notifying the Borough Engineer, and promptly complying with the requirements of the Borough Engineer relating to completion or remediation; and
- f) if, after written notice to the Applicant, the Applicant fails to comply with any provision of such Building Permit or Zoning Permit or to complete any remedial action required thereunder, the Applicant authorizes the Borough, its agents and representatives, to enter the property on which the proposed structure or other construction is located to cause such compliance or to complete such required remedial action, as the case may be, and further agrees that the Borough will be reimbursed by the Applicant for the costs thereof plus 10%, without prejudice to any and all other remedies available to the Borough. Such reimbursement may be paid in whole or in part and to the extent practicable, as determined by the Borough, from any and all escrow accounts established by the Applicant and held by or on behalf of the Borough.

The Applicant acknowledges that the proposed structure or other construction is and will be in compliance with all applicable ordinances of the Borough of Sewickley Heights.

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BOROUGH OF SEWICKLEY HEIGHTS
REQUIRED CONSTRUCTION INSPECTIONS

(Instructions and Procedures for ALL Permits)

REQUIRED INSPECTIONS: To ask questions or schedule the following required inspections, call **Mr. Denis Ranalli, Building Code Official at 724-612-8616** at least 48 hours in advance to schedule an inspection.

1. **Site Inspection** – Schedule inspection at start of excavation.
2. **Footing Inspection** – Schedule inspection when the forms are installed and ready for concrete, but BEFORE concrete is poured.
3. **Foundation Inspection** – Schedule inspections of foundation walls, damp-proofing, and sill plate bolts (anchors) prior to framing.
4. **Frame & Rough-In Inspections** - Schedule framing inspection after all fire-stopping, plumbing, mechanical, and electrical rough inspections are approved; before insulation is installed.
5. **Insulation Inspection** – Schedule inspection when insulation is completed and BEFORE any walls are covered.
6. **Wallboard Inspection** - Schedule inspection after wallboard is in place but before any joints or fasteners are taped and finished.
7. **Final Inspection** – Schedule final inspection after the permitted work is completed and PRIOR to Occupancy.

Plumbing Inspection: Plumbing is inspected by the Allegheny County Health Department, Plumbing Division. Call 412-278-2515.

Electrical Inspection: Electrical wiring must be inspected by a Certified, Third Party Electrical Inspection Agency.

On Lot Sewage Inspection: Sewage system work is inspected by the Borough Sewage Enforcement Officer. Call **Mr. Scott Rusmisel, PE**, Gateway Engineers, at 412-921-4030.

Stormwater and Soil Erosion Control: Stormwater management and erosion and sediment pollution control are inspected by the Borough Engineer. Call **Mr. Bryan Flaugh, PE**, Gateway Engineers, at 412-921-4030 x 183.

Call Before You Dig: If you are undertaking any project that involves any excavating more than 24 inches deep, you or your contractor must call Pennsylvania One Call System at **1-800-242-1776 (811)** at least 3 working days ahead to notify any affected utilities.