

Building Permit Application (Residential)



THE PURPOSE

The following information will serve as a guide to make understanding and completing the Residential Building Permit application easier. This information is intended only for the RESIDENTIAL building permit application. Please refer to the COMMERCIAL building permit application for commercial building information.

THE APPLICATION

The following Residential Building 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, provide all the required information in the **CONTRACTOR INFORMATION SECTION**. If the contractor for the job will be the same as the property owner, just write "SAME AS ABOVE" on the contractor line and the contractor information section. It is extremely important that the PA registration number for the contractor is provided. Additionally, we require a copy of the contractors insurance for workers compensation or a signed exemption form.

The **TYPE OF WORK** section and **DESCRIPTION OF WORK** section is where 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.

REVIEW, FEE, AND PICK-UP

Often, the review process for residential building 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. Note that fees vary based on the project type and scope.

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

RESIDENTIAL BUILDING APPLICATION CHECKLIST

☐ **Completed and Signed Residential Building Certificate Application including:**

- ☐ **Completed contact information**
- ☐ **Completed contractor information**
- ☐ **Detailed description of proposed work**
- ☐ **Estimated total cost of proposed work**
- ☐ **Signed acknowledgment**

☐ **Contractors certificate of insurance / exemption form**

☐ **Detailed copy of plan and materials to be used**

☐ **Zoning permit application**

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RESIDENTIAL BUILDING PERMIT APPLICATION**Site Information****Permit #** _____

Construction Site Address: _____

Owner/Tenant Name: _____

Owner/Tenant Address: _____

Owner/Tenant Email: _____

Classification: New Residential Other Residential Construction Site in a Flood Plain? Yes No

Does any of the work involve structural repairs, alterations, or additions? Yes No

Contractor Information

Contractor: _____

Address: _____

Mobile Number: _____ Email: _____

PA Registration Number: _____

Type of Work

Accessory Structure	Type: _____	Additions	Additions of _____
Alterations	Type: _____	Deck	Height above grade _____
Demolition	Demo of: _____	Mechanical	Type: _____
New Structure	Type: _____	Pool/Hot Tub	Type: _____
Retaining Wall	Height: _____	Roofing	Structural? Yes No

Description of Work *If doing multiple projects, include information for each. Add additional sheets if necessary.*

Total Square Footage: _____ Number of Stories: _____

Dimensions of Structure: _____ Estimated Total Cost (Material and Labor): _____

Description of Work: _____

Contact Person: _____ Phone: _____ Email: _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND COMPLETED THIS APPLICATION AND STATE THE ABOVE IS CORRECT AND ACKNOWLEDGE THE PROJECT(S) WILL COMPLY WITH ALL MUNICIPAL ORDINANCES AND STATE LAWS REGARDING CONSTRUCTION.

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: _____



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Permit and Fees (Check Applicable Permits Below)

Complete Construction Cost: (Including plumbing, mechanical, electric, etc.): _____

Construction Square Footage (One Must be Checked):

Residential Additions/Alterations	☐	\$ _____
New Residential Dwelling	☐	\$ _____
Commerical Additions/Alterations	☐	\$ _____
New Commercial Construction	☐	\$ _____
Demolition	☐	\$ _____
Accessory Structure (Pool, detached garage, retaining walls, deck/porch)	☐	\$ _____
\$4.50 State Fee		\$ _____
Building Permit Fee		\$ _____
Occupancy Permit Fee		\$ _____
Zoning Permit Fee	☐	\$ _____

Total Fees from Above: \$ _____ (Make Check payable to "Borough of Jefferson Hills")
Cash Rec # _____ Check # _____

Sewer Permit: _____ # EDU's to be Added: _____ Watershed: _____
Total Sewer Permit Fee: \$ _____ (Make Check payable to "Borough of Jefferson Hills")

Approved: _____ Date: _____
Building Code Official

All building permits must have the required inspections performed and approved before occupancy can be issued.

Required inspections include: (as required by project) If unsure, call building inspector for requirements.

Footing Inspection – prior to concrete after reinforcement has been placed.

Electrical/Mechanical/Plumbing rough in – prior to framing – Allegheny County performs plumbing.

Framing/Foundation Inspection – prior to covering.

Drywall - prior to taping/finishing

Final/Occupancy Inspection

To schedule inspections, please email inspections@jeffersonhills.net with at least 24 hours notice. Requests for inspections with less than 24 hours notice will not be accepted!! Please include your contact information, address, permit number, and type of inspection in your inspection request email.