

Township of North Huntingdon Application for Permit _____

11279 Center Highway, North Huntingdon, PA 15642 - 724-863-3806 ext. 126 / www.nhtpa.us

1. Commercial Building Permit Request

APPLICANT'S/BUSINESS CONTACT INFORMATION

NAME _____

ADDRESS _____

TELEPHONE # _____

BUSINESS NAME _____

2. Property Information

Owner(s) _____

Address _____

Telephone No. _____

New Construction - Plan Name and Lot # _____

Construction Site _____

MUST BE COMPLETED

3. Identification Information

Name	Address	TELEPHONE
Contractor _____	_____	_____

4. Application Checklist

	Yes	No	N/A
A. General Liability Insurance and Workman's Compensation certificate (Submitted with every application & North Huntingdon Township must be named as a certificate holder).....	_____	_____	_____
B. Certificate of Exemption for Contractor with no employees.....	_____	_____	_____
C. Detailed Construction Drawings- 2 PAPER COPIES & 1 DIGITAL COPY	_____	_____	_____
D. Survey with location of proposed buildings or additions added	_____	_____	_____
E. Sewage/Septic Permit (new construction).....	_____	_____	_____

5. Project Information

- A. _____ Cost of Construction
- B. _____ Total Square Footage (Including basement, attached garages and storage areas)
- C. _____ Number of Stories
- D. _____ Footer in Width and Thickness
- E. _____ Height of Foundation
- F. _____ Height of Structure
- G. _____ Sewage (Public or Private)
- H. _____ Number of Units (Dwelling or Units or Business Units)
- I. _____ Depth of Excavation

6. I, _____, **PRINT NAME**, attest that all information provided by me in this application is correct and true to the best of my knowledge.

7. 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 # _____ ZHB Approval: Yes _____ Not Applicable _____

Building Official/Zoning Officer

TOWNSHIP OF NORTH HUNTINGDON TAX OFFICE – Shelley Buchanan, Tax Collector

BUSINESS REGISTRATION FORM / \$10.00 Registration Fee

724-861-4624 - 11279 Center Highway, North Huntingdon, PA 15642

DATE: _____

CONFIDENTIAL: Any person desiring to conduct or engage in business with the Township of North Huntingdon, is required to complete and file this registration form with the Tax Office to obtain a license prior to the start of business activity. Please print or type and answer all applicable items completely. All information furnished herein is strictly confidential as provided by Ordinance. If you require assistance or further information, please contact the Tax Office.

Name of Business _____ Federal TIN or SS# _____

Business Address _____ Telephone # _____

Mailing Address _____

City/State/Zip _____

Date Business started in Township _____ Do you own or rent this location ? _____

If you rent, furnish name and mailing address of owner (s) _____

Briefly describe the nature of your business activity _____

Indicate type(s) of business conducted: Wholesale Retail Service Other

If you checked "other", please describe _____

OWNERSHIP INFORMATION

Name of Owner _____ Federal TIN _____

Mailing Address _____ Telephone # _____

City/State/Zip _____

Indicate type(s) of business conducted: Wholesale Partnership Sole Proprietor Other

If you checked "other", please describe _____

If ownership is Partner or Corporation, complete the following:

Name & Title of General Partners of Corporate Officers	Taxpayer ID # or SS#	Mailing Address	City/State/Zip

Applicants Claiming Exemption – Please Read This Section

Any person claiming exemption from the Business Gross Receipts Tax, must attach a written request for exemption to this application describing in detail the nature of their business operation and the reason(s) for their claim. An inspection of the business may be required, prior to the issuance of a ruling on a request for exemption. Further information concerning exemptions from the business privilege tax may be obtained by contacting the Tax Collector.

Certification – All Applicants Complete This Section

Signature _____ Title _____

Print Name _____

I hereby certify that the information furnished herein has been examined by me and to the best of my knowledge is true, correct and complete.

RETURN COMPLETED REGISTRATION FORM TO THE ABOVE TAX COLLECTOR

SUCCESSFUL APPLICATION APPROVAL

A complete packet must be submitted for review.

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

Building Permit Application Packet

- 1) Application form completed (1/4" scale drawings a minimum)
- 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

Demolition Permit

- 1) Application form completed with square footage of demolition project listed including basement & attached garages
- 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) Composable 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
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 + \$4.00 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), + \$4.00 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), + \$4.00 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 Department 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 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



North Huntingdon Township • 11279 Center Highway • North Huntingdon, PA 15642
(724) 863-3806 • Fax (724) 863-9568 • www.nhtpa.us

April 18, 2012

Board of Commissioners

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President

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David E. Herold

Tony Martino

Brian E. West

John M. Shepherd
Township Manager

Dear Sir/Madam:

I am sending this letter to bring to your attention an important issue concerning the operation of your business or organization in North Huntingdon Township.

On March 21, 2012, the Board of Commissioners enacted the Truth In Advertising Ordinance, a copy of which is enclosed for your reference. Simply, this ordinance requires businesses and organizations that advertise to not identify the location of the establishment as being located in a municipality other than North Huntingdon Township. While the above-stated regulation is the primary focus of the Ordinance, there are some additional regulations in the Ordinance so I recommend that you read the entire Ordinance so you are familiar with the regulations. Please note that the Ordinance does not take effect until May 21, 2012 (60 days from the enactment date).

The Board of Commissioners believes that the Truth In Advertising Ordinance is very important for emergency service response and for the safety of patrons of businesses and organizations within the Township. While not a specified reason for the enactment of the Ordinance, I believe that this Ordinance will have the indirect effect of enhancing community awareness, spirit and pride. I think that we all agree that North Huntingdon Township is a great place for business. Please help support the local business community by identifying with pride the location of your business.

Thank you in advance for your cooperation in this matter. If you have any questions concerning the Truth In Advertising Ordinance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "John M. Shepherd". The signature is written in a cursive style and includes a checkmark at the end.

John M. Shepherd
Township Manager

OFFICIAL

TOWNSHIP OF NORTH HUNTINGDON

PROPOSED ORDINANCE NO. 2 of 2012

ORDINANCE NO. 2172

ORDINANCE OF THE TOWNSHIP OF NORTH HUNTINGDON ESTABLISHING A NORTH HUNTINGDON TOWNSHIP TRUTH IN ADVERTISING ORDINANCE, TO ESTABLISH THE TYPES OF GROUPS AND ORGANIZATIONS REQUIRED TO COMPLY WITH THE ORDINANCE, REQUIRING FOR IDENTIFICATION OF NORTH HUNTINGDON IN CERTAIN CIRCUMSTANCES AND PROVIDING SPECIFICATIONS FOR SAID IDENTIFICATION.

WHEREAS, the Township of North Huntingdon, Westmoreland County, Pennsylvania, continues to desire to promote the health, safety and welfare of those coming into the confines of the Township and of its residents who patronize merchants throughout the Township, attend events held by non-profit organizations, clubs and fraternal organizations, and visit friends and family residing in group residences and healthcare facilities; and

WHEREAS, the summoning of aid in the form of police assistance, fire service, and emergency medical services is directly related to achieving the goal of enhancing the health, safety and welfare of the aforementioned persons; and

WHEREAS, both Township residents and others who come into the Township are often unfamiliar with the location of the township boundaries and the exact location of many specific businesses and organizations and whether they are situate within the Township or outside the Township; and

WHEREAS, such persons that summon emergency assistance occasionally act to summon such assistance from another municipality other than the Township of North Huntingdon, resulting in delays at times when the prompt response is essential to preserve property and life; and

WHEREAS, a number of businesses, non-profit organization, non-profit corporations, schools, churches, public clubs, social and fraternal organizations, private clubs, social and fraternal organizations, recreational facilities, amusement facilities, healthcare facilities, group living facilities and other groups have been found to communicate and publish through print, audio, digital and other media that the establishment is situate in other municipalities rather than the Township of North Huntingdon, thereby exacerbating the confusion of patrons and other visitors; and

WHEREAS, North Huntingdon Board of Commissioners makes a finding of fact that such an incorrect designation of the township situs of any establishment may contribute to the confusion of patrons and other visitors resulting in delays associated with misdirected requests for emergency assistance, which the Township seeks to remedy with the enactment of this Ordinance.

NOW THEREFORE, BE IT ORDAINED and enacted by the North Huntingdon Board of Commissioners, as follows:

1. **TITLE:** This Ordinance may be cited as the North Huntingdon Township Truth-in-Advertising Ordinance.
2. **DEFINITION:** As used on this Ordinance, the following terms shall have the meanings indicated:

ADVERTISEMENT – Any offer, intended for general distribution to the public or to a specific group of persons, to provide information or to place goods or services into the stream of commerce, by or on behalf of a person or entity who deals in goods or services or otherwise by his occupation holds himself or herself out as having knowledge or skill peculiar to the practices or goods involved in the transaction or to whom such knowledge or skill may be attributed by his or her employment of an agent or broker or other intermediary who by his or her occupation holds himself or herself out as having such skill.

COMMERCIAL ESTABLISHMENT – An enterprise, activity, profession or any other undertaking of an incorporated or unincorporated nature conducted for profit or ordinarily conducted for profit, whether by a person, partnership, corporation, association or any other entity. This term shall include a person, partnership, corporation, association, institution or other entity employing one (1) or more persons for a salary, wage, commission or other compensation.

GROUP LIVING FACILITY – Any facility where two (2) or more individuals reside in separate quarters under a common roof structure who may or may not receive assistance with everyday activities.

ORGANIZATION – Any group of persons associated together for religious, benevolent, cultural, scientific, political, patriotic or other purposes.

PUBLIC OR PRIVATE RESIDENCE – Truth-in-Advertising Ordinance shall extend to all public and private residence in developments constructed in the North Huntingdon Township.

3. **TRUTH-IN-ADVERTISING** - Every commercial establishment, non-profit organization, non-profit corporation, school, church, public club, social or fraternal organization, private club, social or fraternal organizations, recreational facility, amusement facility, healthcare facility, group living facility, municipal and other governmental agency, or any other organizations that places advertisements in newspapers, circulars, television, radio, internet and in any form of media whatsoever developed, or in any other way or form communicates its location to the general public, other than specifying the general street address or mailing address, shall not identify the location of the establishment as being located in a municipality other than the Township of North Huntingdon unless the advertisement or communication conspicuously identifies the location of the Establishment as within the Township of North Huntingdon.
4. **IDENTIFICATION REQUIRED** - Every commercial establishment, non-profit organization, non-profit corporation, school, church, public club, social or fraternal organization, private club, social or fraternal organizations, recreational facility, amusement facility, healthcare facility, group living facility, municipal or other governmental agency, or any other organizations which use or reference the name of another municipality in any signage affixed to real property must also identify the property as being located in the Township of North Huntingdon by affixing the words "North Huntingdon Township" on each visible sign face. The words "North Huntingdon Township" must be a minimum of 1/3 the size of the name of the establishment, organization, facility or development. The minimum size of the "North Huntingdon Township" lettering shall be six (6) inches in height.
5. **OBSTRUCTIONS** - No trees, shrubs, plants and natural or man-made obstructions of any kind shall be planted or placed in such a manner in front of the sign so that the words "North Huntingdon Township" are obscured from view at any time.
6. **PENALTIES** - The penalty for violating this Truth-in-Advertising Ordinance shall be Five Hundred Dollars and 00/100 (\$500.00) per occurrence plus the court costs of prosecuting the violation. Each such publication of an advertisement in violation shall be deemed a separate violation. For advertisements in violation that are broadcast electronically, each such broadcast shall be deemed a separate violation. The Township Solicitor, upon express direction of the Township Board of Commissioners or a designee thereof, shall be authorized to petition the Court of Common Pleas for injunctive relief for any violation of this Ordinance.

7. **CONSTITUTIONALITY** – If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Township Commissioner that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.
8. **CONFLICTING ORDINANCES** – All Ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as they are inconsistent with this ordinance, except that the repeal shall not affect or prevent the prosecution or punishment of any person or any act done or committed in violation of any ordinance hereby repealed, prior to this ordinance taking effect.

EFFECTIVE DATE – This Ordinance shall become effective sixty (60) days after Board of Commissioner’s approval.

ORDAINED AND ENACTED at a regular meeting of the Board of Commissioners of the Township of North Huntingdon, County of Westmoreland, Commonwealth of Pennsylvania, a full quorum being present, this Wednesday, the 21st day of March, 2012.

TOWNSHIP OF NORTH HUNTINGDON
BOARD OF COMMISSIONERS

By: 
Lee D. Moffatt, President

ATTEST:


John Shepherd, Township Secretary

SEAL

SOLICITOR: Bruce E. Dice, Esquire