

**Township of North Huntingdon Application for Permit \_\_\_\_\_**

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

**1. Zoning Permit Request**

**TYPE OF STRUCTURE** \_\_\_\_\_

**2. Property Information**

Owner(s) \_\_\_\_\_

Address of Construction Site \_\_\_\_\_

Telephone No. \_\_\_\_\_

**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. Contractor’s Registration Number (copy of certificate).....	_____	_____	_____
C. Contractor is Homeowner .....	_____	_____	_____
D. Survey with location of proposed building showing distance from side & rear property lines	_____	_____	_____

**5. Project Information**

A. \_\_\_\_\_ Cost of Construction

B. \_\_\_\_\_ Total Square Footage

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

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

# **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
- 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 & rear property lines

## **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) Decomposable materials are not 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

## **Zoning Permit**

- 1) Application form completed
- 2) Survey of property and where new structure will be located

**North Huntingdon Township**  
**Fee Schedule**  
**Ordinance #2164**

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**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, damp-proofing is applied and treated top plate is 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.**