

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

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

**Commercial Occupancy/Home Occupation Permit**

**APPLICANT'S/BUSINESS CONTACT INFORMATION**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE #** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

**BUSINESS LOCATION** \_\_\_\_\_

**Property Information**

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

Address: \_\_\_\_\_

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

**EXPECTED OPENING DATE:** \_\_\_\_\_

**Commercial Occupancy and Home Occupations:** please attach a description of business activities, days and hours of operation and number of employees expected.

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_ / / \_\_\_\_\_

**Print Name**

**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  
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 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
- 3) Inspection Requirements: exit signs, fire extinguishers currently inspected, emergency lighting and open exit walkways, etc.

## **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

**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 Office – 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 electrical utility company supplying the power.  
**(Allegheny Power/West Penn Power/First Energy)**
- 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.**