

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

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

**1. Sign Permit Request**

Permanent Sign  Temporary Sign

Temporary Dates: \_\_\_\_\_ to \_\_\_\_\_

**2. Property Information**

Applicant \_\_\_\_\_

Address of Sign Site \_\_\_\_\_

Applicant's 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 ( <b>Submitted with every application &amp; North Huntingdon Township must be named as a certificate holder</b> ).....	_____	_____	_____
B. Certificate of Exemption for Contractor with no employees.....	_____	_____	_____
C. Sign <b>DETAILED Drawings- 2 Paper Copies</b> .....	_____	_____	_____
D. Survey with location of proposed or signs added .....	_____	_____	_____

**5. Project Information**

- A. \_\_\_\_\_ Cost of Construction
- B. \_\_\_\_\_ Total Square Footage of all signs
- C. \_\_\_\_\_ Footer Course in Width and Thickness
- D. \_\_\_\_\_ Depth of Excavation
- E. \_\_\_\_\_ Height of pole sign

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

# 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 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) 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 + \$4.50 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), + \$4.50 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), + \$4.50 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.**