

Township of North Huntingdon Application for Permit _____

11279 Center Highway, North Huntingdon, PA 15642 – 724-863-3806 ext.

220 Web: www.nhtpa.us Fax: 724-863-3825 email: permits@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. _____

E-mail _____

MUST BE COMPLETED

3. Identification Information

Name	Address	TELEPHONE
Contractor _____	_____	_____

4. Application Checklist

Yes No N/A

A. Sign DETAILED Drawings- 2 Paper Copies	_____	_____	_____
B. 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, _____, attest that all information provided by me in this application is correct and true to the
PRINT NAME
best of my knowledge.

7. Signature: _____ Date _____

PERMIT FEES ARE NON-REFUNDABLE

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
Planning and Zoning Department
Fee Schedule
Ordinance #2308**

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, new construction \$0.50 or renovation / alteration \$0.35 per square foot + state fee. This includes basement and garage. The occupancy permit is included in the building permit fee.
2. **Residential Accessory Buildings & In-ground Pools**
\$6.00 per \$1,000.00 of construction costs, (a minimum fee of \$44.00), + state fee.
Accessory buildings less than 200 square feet are exempt from building permit requirement.
3. **Zoning Permit** (accessory buildings less than 200 SF) - \$30.00
4. **Commercial /Industrial /Public New Construction and Additions**
\$7.50 per \$1,000.00 of construction costs, (a minimum fee of \$100.00), + state fee.

(B) Occupancy Permits

1. **Residential Occupancy Permit** (new construction only): \$25.00 permit fee 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. \$150.00

(C) Demolition Permits

1. \$30.00 plus \$0.05 per square foot of structure to be demolished

(D) Sign Permit

1. Permanent sign - \$2.75 per square foot
2. Temporary sign - \$75.00 per 90-day period not to exceed 1 year

(E) Transient Permit

1. \$300.00 for a 90-day period

**NORTH HUNTINGDON TOWNSHIP
PLANNING AND ZONING DEPARTMENT REQUIRED
INSPECTIONS**
Planning & Zoning Department 724-863-3806 extension #220

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.**