

**TOWNSHIP OF O'HARA**  
325 Fox Chapel Road, Pittsburgh, PA 15238  
412-782-1400 FAX: 412-782-4530

**SIGN PERMIT APPLICATION**

NAME OF APPLICANT \_\_\_\_\_

ADDRESS OF APPLICANT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

PROPOSED SIGN LOCATION (ADDRESS) \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF SIGN COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO \_\_\_\_\_ FAX NO \_\_\_\_\_

TYPE OF SIGN:  FREE-STANDING     BUILDING-MOUNTED  
 CANOPY     OTHER (Please Explain), \_\_\_\_\_

ESTIMATED COST \_\_\_\_\_

BRIEF DESCRIPTION OF PROPOSED SIGN (Color(s), Material, etc.): \_\_\_\_\_

SIZE IN AREA \_\_\_\_\_ HEIGHT \_\_\_\_\_

RESPONSIBILITY OF MAINTENANCE \_\_\_\_\_

WILL SIGN BE ILLUMINATED?:  NO  
 YES    IF YES,  INTERNALLY  EXTERNALLY

ALL ELECTRICAL WIRING MUST BE INSPECTED BY AN APPROVED THIRD PARTY AGENCY

DISTANCE FROM PROPERTY LINE \_\_\_\_\_ DISTANCE FROM STREET RIGHT OF WAY \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWNSHIP APPROVAL

\_\_\_\_\_  
DATE

# REQUIREMENTS FOR SIGN APPLICATIONS

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

1. COMPLETE APPLICATION
2. PERMIT AGREEMENT SIGNED BY PROPERTY OWNER
3. INSURANCE ADDENDUM AND CERTIFICATE OF INSURANCE
4. SITE PLAN WITH DISTANCES TO PROPERTY LINES AND RIGHT-OF-WAYS DIMENSIONED
5. ELEVATIONS OF PROPOSED SIGNAGE WITH SIGN DIMENSIONS (ALL VIEWS APPLICABLE).
6. CONSTRUCTION DETAILS, MATERIALS USED, FOOTINGS, WIND LOAD CALCULATIONS, ETC.

**THIS FORM MUST BE SIGNED BY THE OWNER OF THE PROPERTY**

**PERMIT AGREEMENT**

In consideration of the issuance by the Township of O'Hara (the "Township") of a building or grading permit to the undersigned applicant (the "Applicant"), the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in inspecting work of the Applicant, employees of the Township are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Township pursuant to the police power of the Township, and are not warranting to the Applicant or to any third party the quality or adequacy of the design, engineering or work of the Applicant. Applicant further acknowledges that it will not be possible for the Township to review every aspect of Applicant's design and engineering or to inspect every aspect of Applicant's work. Accordingly, neither the Township nor any of its elected or appointed officials or employees shall have any liability to the Applicant for defects or shortcomings in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during the Township's review or inspection.

Furthermore, the Applicant agrees to defend, hold harmless and indemnify the Township, its elected and appointed officials and employees from and against any and all claims, demands, actions and causes of action of any one or more third parties arising out of or relating to the Township's review or inspection of the Applicant's design, engineering or work or issuance of a permit or permits, or arising out of or relating to the design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant include Applicant's employees, agents, independent contractors, subcontractors or any other persons or entities performing work pursuant to the issuance of the building or grading permit by the Township.

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Building Permit No./Job Location**

\_\_\_\_\_  
**Date Permit Issued/Type of Work**

\_\_\_\_\_  
**Grading Permit No.**

\_\_\_\_\_  
**Date Permit Issued**

**SIGNED FORM MUST BE RETURNED TO THE TOWNSHIP OFFICE FOR RECORD**



# Township of O'Hara

## REQUIRED NON-RESIDENTIAL INSPECTIONS

### 48 HOURS NOTICE IS REQUIRED!

*Please call (412) 782-1400 to schedule inspections*

- A. FOOTER:** prior to concrete pour when rebar is in place.
- B. FOUNDATION:** made after foundation is constructed and prior to backfilling.
- C. CONCRETE FLOORS:** prior to concrete pour.
- D. REINFORCED MASONRY - as block or poured concrete walls are prepared and after steel reinforcement is installed.**
- E. STEEL: after erection and installation is complete.** (Special inspection required)
- F. ELECTRICAL, SERVICE, ROUGH WIRING AND FINAL:** performed by the Township Inspection Agency.
  - SERVICE CONNECTION
  - ROUGH WIRE
  - FINAL ELECTRICAL
- G. ROUGH FRAMING:** prior to closing in and concealment of framing.
- H. GREASE TRAP:** Visual
- I. ENERGY CONSERVATION**
- J. PLUMBING AND MECHANICAL ROUGH-INS:** prior to concealment. (ABOVE GROUND)
- K. FIRE BLOCKING AND DRAFTSTOPPING:** when completed.
- L. FIRE LINE:** Visual and hydrostatic test of all pipe, valves and hydrants from tee or valve to double check backflow prevention device. Hydrostatic testing performed by contractor.
- M. FIRE PROTECTION AND FIRE DETECTION SYSTEMS:** shall be witnessed by O'Hara Township. All Fire Protection/Detection/Suppression systems that are taken out of service must be reported to 412-782-1400.
- N. FINAL SEWER & WATER:** Final site inspection of meter spread, remote meter, curb box, valve box, manhole, and fire hydrants. Final inspection from Allegheny County Health Department must be presented. (All sanitary and storm sewer taps must be witnessed by O'Hara Township).
- O. FINAL & ACCESSIBILITY: walk-through inspection is made after construction is completed, final electrical inspection verified, and structure is made ready for occupancy.**
- P. ADDITIONAL INSPECTIONS MAY BE REQUIRED AS CONSTRUCTION PROGRESSES.**

Also, please have copies of all third party inspections such as concrete cylinder testing, welding inspections, soils testing reports, and on site erection/installation inspection approvals sent to O'Hara Township.

Please note that the above listing is for reference and that all work performed must comply with all Township codes and approvals, and State and Federal requirements.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Addendum to Building Permit**

I. The applicant for the building permit, in compliance with Act 44 of 1993, hereby submits (check one):

- Certificate of Insurance (please attach)
- Certificate of Self-Insurance (please attach)
- Affidavit of Exemption

II. If an exemption is being claimed, please complete the following; and sign in the presence of a notary public:  
Basis for exemption (check one):

- Applicant is an individual who owns the property
- Contractor/Applicant is a sole proprietorship without employees
- Contractor/Applicant is a corporation and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain:

\_\_\_\_\_

\_\_\_\_\_

- All of the contractor/applicant's employees on the project are exempt on religious grounds under Section 304.2 of the Workers' Compensation Act. Please explain:

\_\_\_\_\_

\_\_\_\_\_

- Other - please explain: \_\_\_\_\_

\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's federal or state employer identification number (EIN): \_\_\_\_\_

1. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
2. The applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Act.
3. Violation of the Workers' Compensation Act or the terms of this permit will subject applicant to a stop-work order and other fines and penalties provided by law.

**MUST BE SIGNED IN THE PRESENCE OF A NOTARY**

COMMONWEALTH OF PENNSYLVANIA)  
COUNTY OF ALLEGHENY)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, notary public, the Undersigned personally appeared \_\_\_\_\_ known to me (or satisfactorily proven) to be the person(s) whose Name is/are subscribed to the within instrument, and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seals.

\_\_\_\_\_  
Notary Public

My signature on behalf of or as the contractor/applicant for this building permit constitutes my verification that the statements contained here are true, and that I am subject to the penalty of 18 Pa. C.S.A. §4904 relating to unsworn falsifications to authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company