

# Township of O'Hara Residential “Small Projects” Building & Zoning Package



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# Township of O'Hara

325 Fox Chapel Road • Pittsburgh, PA 15238 • Telephone: 412-782-1400 • Fax: 412-782-4530

Welcome to the Township of O'Hara Building Permit Process. Attached is a building permit application that will need to be filled out for your project.

We are here to help with any questions you may have. Please do not hesitate to call us or to request a meeting with one of our building professionals to go over your application prior to submission or to answer any questions during the project's life.

We strive to turn applications around as quickly as possible. Please know that by Pennsylvania State Law, we have 30 days to process a building permit. Applications are reviewed in the order they are submitted, so please allow time for the review process before you schedule the start of your project(s).

Remember to call ahead for inspections so that your project runs smoothly. We would request that you call at least 48 hours in advance to schedule an inspection. A listing of all needed inspections is included in your packet.

We always hope that all projects run smoothly, but if there are any issues that arise they will be communicated to you clearly so that they can be addressed. We will do our best to work with you so that the project continues to move forward.

At the end of your project, we would appreciate it if you would fill out the satisfaction survey that is attached to your building permit package. The survey is also included on our website under documents and forms as part of the downloadable building permit package. By completing the survey, you can help us identify ways to possibly streamline our process or allow staff members to know they are doing a great job.

Happy Building!

Sincerely,

Julie A. Jakubec, CPA, CGMA  
Township Manager

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## Section I: General Permit Information

Whether it is as simple as building a shed, deck, fence, retaining wall, O'Hara Township realizes that there are many things to consider when undertaking a new residential construction project.

The Residential Building and Zoning Package will help you complete the construction process. In it you will find the information you need to complete the building permit and construction inspection process from filing the correct information to getting a final inspection.

If there are any questions, or additional information is required, do not hesitate to contact the Department of Community Development at (412) 784-1784, extension 213.

➤ **A Small Project Building and/or Zoning Permit is required prior to the construction of the following:**

(This list is not all inclusive and the provisions of Chapter 72 of the Township of O'Hara Code "Zoning Ordinance and the PA UCC shall apply.)

1. Decks, porches
2. Deck roof, porch roof
3. Sheds
4. Fencing
5. Retaining Walls
6. Swimming pools - (in-ground and above ground)
7. Spas/hot tubs - indoors and outdoors
8. New driveways
9. Changes to roof drainage, French drains, stormwater
10. Amateur Radio Communication Towers

## Section II: Submittal Requirements

### 1. APPLICATION & FORMS

#### A. COMPLETE & SIGN THE FOLLOWING APPLICATION & FORMS

1. Permit Application .....pg. 6
2. Required Inspection Checklist .....pg. 8
3. Permit Agreement .....pg. 9
4. Insurance Addendum .....pg. 10-11
5. Dirt, Mud, Debris Removal .....pg. 13
6. Safety Standards .....pg. 14
7. Pennsylvania Energy Provision Worksheet .....pg. 15-16
8. Envelope & Duct Testing Options .....pg. 17

### 2. ZONING REGULATIONS / SITE PLAN REQUIREMENTS

A. **PLOT PLAN OR LOT SURVEY** - A drawing of the lot that shows its dimensions and bearings, the existing house, or proposed house or new structure and its distance from the property lines. O'Hara Township requires that all site plans be based on an existing survey which is required to be submitted with the application. The following **MUST** be included on the site plan:

1. **BUILDING LINE** and any **EASEMENTS** or **RIGHTS-OF-WAY**.
2. **DISTANCE** of any proposed structure to any **BUILDING LINE** or **PROPERTY LINE**.
3. Stormwater management plans shall be submitted in accordance with Township Ordinance #1228. The details, including size and location of the proposed sump, to be shown on the site plan.
4. Details on the location and grade of the proposed driveway must be included. Drainage information for driveway runoff is to be included.

### 3. GRADING, EROSION & SEDIMENTATION, HIGHWAY OCCUPANCY, ETC.

A. Soil erosion and sedimentation control plans must be submitted. If appropriate this information can be included on your site plan.

### 4. BUILDING CODES/COMPLIANCE

A. **TWO (2) SETS OF CONSTRUCTION DRAWINGS OR BLUEPRINTS** are required for:

- **Decks**
- **Sheds and carports greater than 200 S.F. in area.**

1. Drawings may not need to be prepared by an architect or engineer if the work is of a minor nature, but must be drawn clearly, accurately to scale, and with sufficient detail. Sketches and doodles cannot be accepted. Plans shall be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed and conformance to the provisions of this code.
2. **Details that must be shown:**
  - a. Footer - size of the footer which must be below the frost line of thirty-six (36") inches; reinforcing size and spacing as required.
  - b. Floor joists - size and spacing of floor joists; floor sheathing - type & thickness.
  - c. Floor or wall beams - size and material of any beam supporting floors or walls
  - d. Ceiling joists - size and spacing of ceiling joists
  - e. Rafters - size, space of rafters, and type of wood

### Section III: Residential Building Permit Application

1. LOCATION OF PROPERTY (Including lot # & plan, and street address):

Lot # / Plan or Development      Street #      Street Name      Suite # (If applicable)

2. DESCRIPTION OF CONSTRUCTION ACTIVITY: \_\_\_\_\_

3. TYPE OF PERMIT(S) REQUESTED: (CHECK ALL THAT APPLY)

BUILDING     FIRE PROTECTION     ELECTRICAL     MECHANICAL     DEMOLITION

4. ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

5. \_\_\_\_\_  
(OWNER NAME)      (Phone)      (Fax)  
\_\_\_\_\_  
(Street Address)      (City, State, & Zip Code)  
E-Mail \_\_\_\_\_

6. \_\_\_\_\_  
(CONTRACTOR/COMPANY)      (Phone)      (Fax)  
\_\_\_\_\_  
(Street Address)      (City, State, & Zip Code)  
E-Mail \_\_\_\_\_

7. \_\_\_\_\_  
(ARCHITECT)      (Phone)      (Fax)  
\_\_\_\_\_  
(Street Address)      (City, State, & Zip Code)  
E-Mail \_\_\_\_\_

8. Applicant is HOMEOWNER:       YES     NO

9. WORKER'S COMP CERTIFICATE PROVIDED WITH APPLICATION:     YES     NO

10. Applicant is EXEMPT (NOTARIZED STATEMENT REQUIRED)       YES     NO

11. LOT & BLOCK #: \_\_\_\_\_      ZONING DISTRICT: \_\_\_\_\_

12. NUMBER OF STORIES: \_\_\_\_\_

I hereby acknowledge the information contained herein is true and correct and I hereby agree that all applicable provisions of the O'Hara Township Codes shall be met.

**\*\*Please submit two (2) sets of plans with your completed submission\*\***

**\*\*Please check with your Homeowner's Association prior to applying for building/zoning permits\*\***

\_\_\_\_\_  
APPLICANT'S SIGNATURE      DATE

\_\_\_\_\_  
PRINT NAME      E-MAIL

**(FOR TOWNSHIP USE ONLY)**

**TOTAL SQUARE FOOTAGE:** \_\_\_\_\_

**ZHB # IF APPLICABLE:** \_\_\_\_\_

**CONSTRUCTION TYPE CLASSIFICATION:** \_\_\_\_\_

**FLOODPLAIN:**     YES                       NO

**BUILDING USE CLASSIFICATION:** \_\_\_\_\_

**SETBACKS:**

**FRONT** \_\_\_\_\_ **REAR** \_\_\_\_\_

**LEFT SIDE** \_\_\_\_\_ **RIGHT SIDE** \_\_\_\_\_

**LOT COVERAGE** \_\_\_\_\_

**BUILDING PERMIT FEE:** \_\_\_\_\_

**ELECTRICAL PERMIT FEE:** \_\_\_\_\_

**OCCUPANCY PERMIT FEE:** \_\_\_\_\_

**SANITARY SEWER TAP-IN FEE:** \_\_\_\_\_

**STORM SEWER TAP-IN FEE:** \_\_\_\_\_

**STREET OPENING FEE:** \_\_\_\_\_

**FIRE SUPPRESSION FEE:** \_\_\_\_\_

**MECHANICAL FEE:** \_\_\_\_\_

**PA STATE ADMINISTRATIVE FEE:**          **\$4.00**      

**CONDITIONS OF ISSUANCE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Building Code Official**

\_\_\_\_\_  
**Approval Date**

## Section IV: Required Inspection Checklist

*The following are required inspections to be aware of:*

- A. FOOTER INSPECTION:** footer inspection made after construction driveway is installed, caissons have been drilled or trenches cut and/or forms erected and required reinforcing steel in place.
- B. FOUNDATION INSPECTION:** made after foundation is completed, French drain installed, dampproofing is applied, and prior to the start of any framing to verify vertical reinforcement.
- C. STRESSED CONCRETE FLOOR OR DECK:** the inspection must be made when the forms are in place and reinforcing steel is in position.
- D. ELECTRICAL:** performed by the Township's Inspection Agency.
  - SERVICE CONNECTION
  - ROUGH WIRE
  - FINAL ELECTRICAL
- E. PLUMBING:** as required by Allegheny County Health Department. Sanitary and storm tap-ins must be witnessed by the Township.
- F. SPRINKLERS:** as required by the Allegheny County Health Department.
- G. DRYWALL:** after installation of all drywall, but before taping & sealing of fasteners
- H. ENERGY COMPLIANCE:** at intervals necessary to determine compliance. (See page # 17)
- I. STRUCTURAL FRAMING, PLUMBING, MECHANICAL, ROUGH IN INSPECTION:** when all structural framing is completed and prior to insulation and covering of framing, and the electrical system has been inspected as specified above.
- J. FIRE BLOCKING/FIRE SEPARATION**
- K. MASONRY:** while masonry is in the process of being installed.
- L. DOWNSPOUT AND RAIN LEADERS:** to their point of termination.
- M. FINAL INSPECTION:** made after construction is completed, final electrical inspection verified, structure is made ready for occupancy, and a final as-built dwelling survey is supplied.

**CERTIFICATE OF COMPLIANCE** - Certificate of Compliance cannot be issued until Final Inspection and approval are given. Failure to obtain Certificate of Compliance will result in fine and penalties as prescribed by Municipal Ordinance. "Request for Certificate of Compliance" for newly constructed residences must be in writing and must state the expected move-in date and the names of the new owners or occupants. Written request for Certificate of Compliance must be received at least five (5) days before move-in date.

**I have reviewed and understand the above listed inspections are required by state law.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**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**

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

**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:

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- 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:

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- Other - Please explain:

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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 the applicant to a stop-work order and other fines and penalties provided by law.

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF ALLEGHENY

On this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_,

before me, \_\_\_\_\_, notary public, the undersigned personally appeared \_\_\_\_\_

\_\_\_\_\_ known to me (or satisfactorily proven) to be the person(s) whose name(s) 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

\_\_\_\_\_  
Pennsylvania League of Cities and Municipalities.  
Note: Applicant's Copy to be attached to permit and posted.  
Municipality's Copy to be filed with its permit copy.

**MUST BE SIGNED IN PRESENCE OF NOTARY.**

**ORDINANCE NO. 1226**  
**Section 301.4**

**Section 301.4. Interest of Public Safety**

**It shall be unlawful for any dirt, mud, soil, stone or debris to be washed, tracked or otherwise deposited upon the pavement of any street. Any dirt, mud, soil, stone or debris deposited upon the pavement of any street shall be completely removed before 5:00 pm of the same day. Preventative control measures and intermediate cleanings may be deemed necessary by the Township.**

**RECEIPT FORM FOR ORDINANCE NO. 1226 SECTION 301.4**

**I have read the above Ordinance No. 1226, Section 301.4 and understand that I must comply with it during my construction project. It is also understood that fines may be assessed or the Refundable Cash Deposit submitted for this project may be used to correct any violation of this Ordinance and that the job may be shut down if at any time unsafe conditions are created by the depositing of mud or dirt on any Township road.**

\_\_\_\_\_  
Signature Applicant/Owner

\_\_\_\_\_  
Date Signed

**FOR TOWNSHIP USE ONLY**

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

Refundable Cash Deposit Received: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_

Name of Depositor: \_\_\_\_\_

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

\_\_\_\_\_

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

**SAFETY STANDARDS**

I AM FULLY AWARE OF THE U.S. DEPARTMENT OF LABOR,  
OCCUPATION SAFETY AND HEALTH ADMINISTRATION (OSHA)  
STANDARDS AND UNDERSTAND THAT I MUST COMPLY WITH  
THESE STANDARDS FOR THE DURATION OF MY  
CONSTRUCTION PROJECT.

\_\_\_\_\_  
SIGNATURE OF APPLICANT/OWNER

\_\_\_\_\_  
DATE SIGNED

THIS SIGNED FORM MUST BE RETURNED TO THE TOWNSHIP OFFICE FOR RECORD PRIOR  
TO THE ISSUANCE OF ANY PERMITS

**BUILDING PERMIT PROCESS  
SURVEY**

Please evaluate the following questions on a scale of 1 to 5, with 5 being excellent and 1 being poor:

- 1. Township staff was helpful during the permit submission process.
- 2. Your permit was issued in a timely manner.
- 3. Questions were answered completely and timely by Township staff.
- 4. Township staff was professional during all needed inspections.
- 5. All inspections were performed timely.

Additional comments or suggestions:

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Optional:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Project Description: \_\_\_\_\_

Would you like to receive a follow-up phone call from the Township Manager regarding your project experience with the Township staff? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please email the completed survey to: [info@ohara.pa.us](mailto:info@ohara.pa.us)

Mail or drop off at: 325 Fox Chapel Road, Pittsburgh, PA 15238