

## **Permit Requirements and Application Process**

*Not Sure if you need a Permit or you need help with the process...read below,  
or, contact us.*

*Zoning Office – [ptzone12@gmail.com](mailto:ptzone12@gmail.com) .  
Zoning Office hours - Tue., Wed., and Thurs. from 8:30 to 12:00*

*Township Office at 724-458-7229.  
Township Office hours – Mon., thru Fri. 8:30 to 3:30*

### **Introduction to Permit Application**

*This information is designed to help you submit the information necessary for the Township to process your applications for Zoning Permit, UCC/Building Permit and Building Plan Review. Your project will be evaluated in terms of compliance with the Zoning, Building, Stormwater, Plumbing, Mechanical, Electrical and Fire Code Ordinances as adopted by the Township. The information presented here is not all inclusive of the adopted Uniform Construction Code (UCC) as set forth by the Commonwealth of PA, Act 45. It is intended only to highlight those areas, which offer difficulties for contractors and Township residents.*

*Under the new system of January 2004, required by the Commonwealth of PA. and set forth by Township Ordinance, failure to provide the complete information for your project will delay the permit process. All information requested on the application for Zoning Permit, Application for UCC/Building Permit and other required forms must be completed for any permit to be issued.*

### **When Permits Are Required**

*Below are the most common examples. For a complete list, see Zoning Ordinance in the main menu.*

#### **A Zoning Permit is required when any of the conditions below apply.**

1. When you are adding on to an existing structure.
2. When you are adding a freestanding structure of any kind.
3. When you are bringing into or taking a mobile home out of the township.
4. When a sign is to be erected, freestanding or added to a structure.
5. When you are going to demolish a structure or replace a mobile home.
6. When installing a fence, deck, porch, swimming pool – above or in-ground, etc. (see Zoning Ordinance)

#### **A UCC/Building Permit is required when any of the conditions below apply.**

1. When any new freestanding structure has an area of 1000 sq ft. or more.
2. When any structure will be attached to an existing structure regardless of size.
3. When any structure of any size will have a commercial or industrial use.
4. When a Mobile Home is installed
5. When an in-ground or above-ground swimming pool is installed.
6. When a lighted sign is to be erected or any sign added to a structure.

### **An Electric Permit is required for all New Electrical Services and Upgrades**

These must be inspected. Electrical inspections require a **D.R. #**. This is obtained through Penn Power. To request a **D.R. #**, call 1-800-730-3600.

### **A Small Project Application Stormwater Management Plan (SMP) Worksheet**

must be completed for every new structure that requires a Zoning and/or UCC/Building permits. (see **Stormwater Ordinance** for details)

You may pick up all necessary applications and forms at the Pine Township office. You can also log on to our website, [www.pinetownship.org](http://www.pinetownship.org) and download them, by following the 3 steps below:

1. On the left side of the homepage, click on Permit Information.
2. When the next menu appears, click on the appropriate menu choice.
3. When your choice appears, you can print it.

Complete and sign the forms on the signature line.

1. If there is information you are not sure of, leave it blank. We will fill it in for you, when you bring the forms in.
2. Be sure to submit a **Plot Diagram** with your applications.

*A **Plot Diagram** is required with all Zoning Permit Applications. The plot diagram can be drawn on graph paper showing the lot and the location of all buildings and other structures, including the proposed building or structure. It should be drawn to scale as closely as possible.*

The purpose of the plot diagram is to help us determine if the proposed building location meets the requirements of the zoning ordinance minimum setbacks, which are: in Residential Zones, at least 50, 75 or 100 feet from the center of all roads as determined by the official road designation list, 12 feet from the side property line and 10 feet from the rear property line. *In Business (Commercial) or Industrial zones there are other requirements for setbacks. (see **Zoning Ordinance**)*

Other Plot Diagram Options:

- a. You can also use Bing Maps or other map programs to get an aerial view of the property. Use print screen and print out the aerial view. You can then outline the property and sketch all existing structures and the proposed new building or structure on the aerial view, meeting the plot diagram requirement.
- b. Submit a copy of the site plan or survey used by the architects or builders. You can sketch the location of all structures including the proposed building or structure on it, which will also meet the requirements.

See **Building Application Requirements** in the main menu for additional information.

Bring the completed forms and other required paperwork to the township office. If a UCC/Building Permit is required, bring 2 sets of building plans. A processing fee check, in the amount of \$35.00, payable to Pine Township is required with any application, unless you are a registered contractor with Pine Township. The \$35.00 processing fee will be subtracted from the total cost of the permits.

**Pine Township's Building Code Official is John Prosek.** He will review your UCC applications and plans. (see **Building Application Requirements** in main menu) Once the review is complete he will return the processed application to the township office.

Commercial or Industrial Uses, plans will be subject to a Plan Review Fee, based on square footage. (for **Plan Review Fees**, see **Building Inspection/Zoning Fees** in the main menu of our homepage, then select **Building Inspection Fees**)

**John Prosek** - contact information:

Phone: 724-927-2020

Fax: 724-927-2308

e-mail: [JohnProsek@gmail.com](mailto:JohnProsek@gmail.com)

Processing Commercial and Industrial applications typically, take from 3 to 4 weeks, depending on the complexity of your plans and project, for permits to be issued. If only a Zoning Permit and/or a Residential Building permit is required, the turn-around time is much shorter.

When we have all necessary paperwork, we will process the application/s and contact you. When you pick up the permit/s, the balance is due.

*The permit applicant is responsible for making arrangements for all inspections and insuring that the required inspections have been performed by the Township Code Official. The required inspections will be listed on an attachment to the UCC/Building Permit. When calling for required inspections, please provide the following information: Contractor Name, 911 Address of job location, Permit Number, Date and Type of Inspection required. You must call at least 24 hours before the inspection is needed. Remember, the site for inspection must be open during regular working hours (8:30 a.m. to 5:00 p.m.) Monday thru Friday.*

*Please remember, structures may not be used or occupied until a Certificate of Use and Occupancy has been issued, by the Township Code Official.*

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Be Sure To Read **Attention Permit Applicants** in the Main Menu before you download and complete any applications or forms.