

**CITY OF HERMITAGE**

800 North Hermitage Road • Hermitage, PA 16148  
 Phone: 724-981-0800 • Fax: 724-981-2008 • www.hermitage.net

**CHANGE OF USE PERMIT  
 APPLICATION**

PERMIT NUMBER
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NOTE: THIS PERMIT IS NOT VALID UNTIL ISSUED BY BUILDING CODE OFFICIAL and PERMIT NUMBER IS ASSIGNED

**PAGE 1 TO BE COMPLETED BY APPLICANT - MUST BE COMPLETED IN INK & CONTAIN ORIGINAL SIGNATURES**

**APPLICANT INFORMATION**

*Property Owner is current holder of legal title to the land according to current tax records*

**Property Owner Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Email: \_\_\_\_\_

**PROJECT INFORMATION**

*Check all that apply. Provide detailed explanation under Project Description.*

ADA Compliance Inspection

Fire Marshal Inspection

Other \_\_\_\_\_

**Project Address:** \_\_\_\_\_

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

**Business Name (if applicable):** \_\_\_\_\_

**ACKNOWLEDGEMENT** I certify that I am the property owner or that I have the property owner's authorization to complete this application, and I hereby agree and confirm that all of the statements contained within this Construction Permit Application are true and correct, and that all accompanying documentation, if any, truly and correctly sets forth the extent and character of the work outlined herein, and that the accompanying site plan (if applicable) truly and correctly represents the above described property and ALL existing structure(s), for which this application for a Construction Permit has been made. I further agree to abide by any other applicable local, state, and federal regulations that may pertain to this application.

**EXPIRATION:** I understand that this permit becomes invalid unless the authorized construction work begins within 180 days after permit's issuance or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction for just cause. The building code official may grant extensions of time to commence construction in writing. A permit may be valid for no more than 5 years from its issue date.

Signature of Owner or Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**LOT INFORMATION**

Deed Reference #: \_\_\_\_\_ Mercer County Parcel #: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Additional Zoning District: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Plan Key: \_\_\_\_\_

Land Development Plan Name: \_\_\_\_\_ Plan Key: \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x  
\_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Lot Area: \_\_\_\_\_ sq. ft. Property Located in Floodplain District?:  Yes, Panel #: \_\_\_\_\_  No

**PARKING INFORMATION**

Use #: \_\_\_\_\_ spaces per \_\_\_\_\_ = \_\_\_\_\_ spaces required

Use #: \_\_\_\_\_ spaces per \_\_\_\_\_ = \_\_\_\_\_ spaces required

Use #: \_\_\_\_\_ spaces per \_\_\_\_\_ = \_\_\_\_\_ spaces required

Use #: \_\_\_\_\_ spaces per \_\_\_\_\_ = \_\_\_\_\_ spaces required

Site Plan indicates = \_\_\_\_\_ spaces proposed \_\_\_\_\_ Total required

**APPLICATION APPROVAL**

Approved, Date: \_\_\_\_\_

Denied, Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Signature of Application Reviewer: \_\_\_\_\_

Signature of Application Reviewer: \_\_\_\_\_

NOTES/COMMENTS: \_\_\_\_\_

**APPROVAL BY BUILDING CODE OFFICIAL (BCO)**

BCO-City of Hermitage: \_\_\_\_\_ Date \_\_\_\_\_

Date Paid: \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Construction Permit Fee: \$ 50.00

UCC Surcharge: \$ 4.00

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Total Fee for Construction Permit: \$ \_\_\_\_\_

***INSPECTION PROCEDURES – CHANGE OF USE***

**INSPECTIONS**

- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call the inspector listed below.
- **DO NOT schedule an inspection if the work is not ready!!!!**

**MINIMUM OF 24 HOUR NOTICE REQUIRED TO THE APPROPRIATE  
INSPECTOR LISTED BELOW**

1. ADA Inspection  
**Inspector: City of Hermitage** **Phone 724-981-0800**
2. Fire Marshal Inspection  
**Inspector: City of Hermitage** **Phone 724-342-0669**