

Process to Apply For and Issue Construction Permit Application

COMMERCIAL AND MULTI-FAMILY

Before beginning application process, check with the Planning Department to determine if your proposed project requires a Land Development Plan. If required, the Land Development Plan must be prepared and submitted for approval before the Construction Permit application is completed.

1. Applicant receives a Construction Permit application packet.
2. Applicant submits:
 - Completed and signed Construction Permit application.
 - Workers' Compensation Certificate **or** Affidavit of Exemption.
 - Site plan and any other required site information.
 - Three (3) sets** of complete building plans, no larger than 36" x 48", and specifications as necessary to illustrate compliance with the Uniform Construction Code, executed and sealed by a registered PA design professional.
 - Sewer information sheet.
 - Plan review fee, if applicable.
3. Building Department reviews submission for completeness and correct plan review fee.
 - a. If application is complete: Application is accepted and assigned a permit number.
Receipt is issued for plan review fee.
 - b. If application is incomplete: Application is returned to applicant for corrections or held in Building Department until all required information is submitted.
4. Building Department reviews site plan, subdivision, land development, zoning and all other related requirements. If a Land Development Plan is required, it must be complete, approved and recorded at this time.
 - a. If zoning and site requirements are approved: Zoning Official signs application and forwards to Plan Examiner for UCC compliance review.
 - b. If zoning and site requirements are not approved: Applicant will be advised by Zoning Official and application will be returned.
5. Plan Examiner reviews building plans for UCC compliance and determines Construction Permit fee.
 - a. If plans are approved: Plan Examiner signs Construction Permit application.
All sets of plans are stamped "Approved". (One set remains on file at City Building, one set remains on file at Fire Department and one set is to be kept at project site.)
Construction Permit application is forwarded to Building Code Official.
 - b. If plans are not approved: Plan Examiner notifies Building Department. Applicant is advised and building plans are returned to applicant.
6. Building Code Official approves or denies application. Building Code Official signs application if approved.

Building Code Official must take action within 30 business days from date of Zoning Official approval.

7. Applicant pays permit fee – check made payable to City of Hermitage.
8. Applicant completes sewer tap application and pays sewer tap fee, if applicable – separate check made payable to Hermitage Sewer.
9. Applicant is issued Construction Permit and one (1) set of stamped building plans.

Construction Permit Application Submittal Requirements

COMMERCIAL AND MULTI-FAMILY

- Please read all of the following information.
- The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

- _____ Subdivision and land development approval, if required.
- _____ Three (3) complete sets of sealed drawings, including specification books from a registered PA design professional that show in detail code compliance for all work proposed.
- _____ A site plan showing the outside dimensions of the proposed structure, including distances in feet to the front, side, and rear property lines.
- _____ Sewer information sheet (form enclosed).
- _____ Workers’ Compensation insurance certificate or an Affidavit of Exemption (form enclosed).
- _____ Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.
- _____ Highway access permit PennDOT/Municipal, if required.

- _____ Plan Review Fee – Check made payable to City of Hermitage.
- _____ Completed Construction Permit application.

Plan Examiner will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “Approved”. A Construction Permit will be issued, and the applicant will be notified of the permit fees and when they can pick up the permit at the Municipal Building. All fees shall be paid prior to issuance of the permit. Please observe the inspection procedures provided to have all of the required inspections performed.

INSPECTION PROCEDURES

COMMERCIAL AND MULTI-FAMILY CONSTRUCTION

- Construction permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked “Approved” by the Building Code Official.
- 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. Setback Inspection – To be done after staking out structure layout, prior to digging footer.
Inspector: City of Hermitage **Phone 724-981-0800**
2. Footing Inspection – To be done after forming and prior to placing of concrete.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
3. Sanitary Sewer Connection Inspection.
Inspector: City of Hermitage Water Pollution Control **Phone 724-347-4941**
4. Foundation Inspection – French drain and waterproofing.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
5. Plumbing Under Slab – Minimum 4". Rough-in done prior to placing concrete. Water test must be witnessed by inspector.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
6. Electrical Inspection – Rough-in to be done prior to insulating.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
7. Plumbing Inspection – Rough-in to be done prior to insulating. Water test must be witnessed by inspector.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
8. Mechanical Inspection – Rough-in to be done prior to insulating.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
9. Framing Inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed-in and approved.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
10. Energy Efficiency Inspection – To be done after insulating but before drywall.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
11. Wallboard Inspection – To be done after fastening all wallboard but before taping, mudding, etc.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**
12. Land Development Plan / Zoning Inspection – To verify completion of all required site improvements (sidewalks, landscaping, stormwater management, curbing, etc.).
Inspector: City of Hermitage **Phone 724-981-0800**
13. Final Inspection – When job is completely finished, prior to occupancy permit and after final plumbing and electrical inspection.
Inspector: Building Inspection Underwriters, Inc. **Phone 1-877-272-0255**

FIRE DEPARTMENT REQUIREMENTS

STREET ADDRESSES

All dwellings and occupancies within the City of Hermitage require posted and visible street addressing. Please note the following for requirements.

Dwelling & Unit Address Numbers: Apartment unit complexes, mobile home parks, and other residential or commercial complexes shall have posted on each dwelling unit or structure an identification number readily visible from the adjacent roadway. All such numbers and names of identification shall be attached in a contrasting color to the structure and shall meet the approval of the Fire Marshal.

SMOKE DETECTORS

Certain dwellings and occupancies within the City of Hermitage require smoke detection equipment. Please note the following for requirements.

Automatic Alarm Systems: Combination automatic heat/smoke sensors shall be installed with fire department approval in all motels, hotels, dormitories, lodging houses, apartment dwellings, institutions, day care centers and homes for the aged or infirm, which have a common interior corridor for egress from the structure. Installation shall be in accordance with the nationally accepted standards.

For further information, please contact Robert S. Goeltz, Fire Marshal at 724-342-0669.

POLICE DEPARTMENT REQUIREMENTS

BURGLAR ALARMS

The City of Hermitage requires all residents and businesses owning a burglar alarm system to secure a permit from the Hermitage Police Department.

For further information, please contact the administrative office of the Police Department at 724-983-6780.

WATER POLLUTION CONTROL DEPARTMENT REQUIREMENTS

GREASE & OIL INTERCEPTORS

Before the Construction Permit or Use Permit can be issued, you must submit and have approved two (2) sets of shop drawings indicating the anticipated flow, size, and type of all fixtures, equipment and drains that will drain through the required GREASE AND OIL INTERCEPTORS, plus drawings indicating the capacity of all grease and oil interceptors. All fixtures, including floor drains, should drain through the grease and oil interceptor, with the exception of the food-waste-grinder units and bathroom fixtures. This applies to restaurants, kitchen and food facilities, mechanical repair shops, service stations, factories, industrial, and other similar uses. (These are requirements for premises and/or extraordinary wastes as defined by Ordinance # 11-70, amended by Ordinance # 5-74.) Submission of an Industrial Wastewater Questionnaire may be required.

For further information, please contact Al Tate, Sewage Enforcement Officer at 724-347-4941.

HEALTH DEPARTMENT REQUIREMENTS

FOOD PERMIT – FOOD SERVICE FACILITY PLAN REVIEW

Before the Construction Permit or Use Permit can be issued, you must submit and have approved the *APPLICATION FOR FOOD SERVICE FACILITY PLAN REVIEW*. There is a \$100.00 review fee for this plan review.

For further information, please contact Russell V. Penn, Health Officer at 724-981-0800.

CONTRACTORS



Pennsylvania One Call System

national fuel

**Call
Before
You Dig,
Drill or
Blast!**



national fuel

Planning to install a pool, build an addition to your house, or any other project that involves a major digging effort?

You could share responsibility for the results of an accidental utility line dig-up and put your own safety at risk. That's a costly proposition, especially when personal injury, property damage and service interruption are involved.

Get your project off to a safe start before you dig by calling the Pennsylvania One-Call System. When you call the toll-free "800" number, the service contacts member utilities, requesting the location of their underground lines.

Please call at least three working days before you dig and make prevention your priority.



Pennsylvania One Call System

1-800-242-1776

COMMERCIAL PLAN REVIEW and PERMIT FEES
Resolution No. 28-2008

Plan Review fees are payable to the City of Hermitage, and must be submitted at the time of application. The Construction Permit Application form contains an area for the applicant to provide calculations of the Plan Review Fee, which will be accepted by the City at the time of application. If the City Plan Reviewer determines that the applicant's plan review fee calculation was incorrect, the Construction Permit Fee will be adjusted accordingly.

Construction Permit fees will be calculated by the City of Hermitage Plan Reviewer, and the applicant will be advised of the total fee prior to permit issuance. The fee schedule is provided herein for applicant's information purposes.

Sanitary sewer connection fee is not included in this information. It will be determined during the plan review process, and will be payable at time of permit issuance by separate check to "Hermitage Sewers".

COMMERCIAL PLAN REVIEW FEES: (will be calculated by applicant)

For building construction value up to \$1,000,000	Construction Value x .0015
For building construction value \$1,000,001 - \$5,000,000	[(Construction Value minus \$1,000,000) x .0006] + \$1,500
For building construction value over \$5,000,000	[(Construction Value minus \$5,000,000) x .0005] + \$3,900

INDIVIDUAL DISCIPLINE PLAN REVIEW FEES: (will be calculated by applicant)

Mechanical Review Fee	25% of Building Plan Review Fee
Plumbing Review Fee	25% of Building Plan Review Fee
Electrical Review Fee	25% of Building Plan Review Fee

MINIMUM COMMERCIAL PLAN REVIEW FEE: \$288.00

COMMERCIAL PERMIT and INSPECTION FEES - (will be calculated by City of Hermitage)

Building Inspections:

(Does not include applicable plumbing, electrical or mechanical fees)

New construction	\$0.29	per square ft.
Renovations to existing buildings (except roofs)	\$0.12	per square ft.
Renovations or replacement of existing roofs		
0 – 5,000 sq. ft.	\$100.00	
5,001 – 10,000 sq. ft.	\$200.00	
10,001 – 15,000 sq. ft.	\$300.00	
15,001 – 20,000 sq. ft.	\$400.00	
Over 20,001 sq. ft. (in 5,000 sq. ft. increments) – Add	\$100.00	for each increment or partial
Minimum Fee	\$58.00	

Swimming Pools:

Public and commercial	\$316.00
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Electrical Inspections: (all switches, lighting and receptacles to be counted as outlets)

Rough Wiring Inspection

1 to 25 outlets	\$23.00
For each additional 10 outlets or fraction thereof	\$6.00

Finish Inspection

1 to 25 outlets	\$23.00
For each additional 10 outlets or fraction thereof	\$6.00

Equipment, Appliances

Outlet for single unit of 15 K.W. or less	\$23.00
Each additional outlet of 15 K.W. or less	\$3.00

Motors, Generators, Transformer, Central Heating, Duct Heaters,

Air Conditioning, Electrical Furnaces, Welders

Fractional HP, KW or KVA to 1HP, KW or KVA	\$17.00	each
1 HP, KW or KVA to 3 HP, KW or KVA	\$21.00	each
4 HP, KW or KVA to 7 HP, KW or KVA	\$23.00	each
7½ HP, KW or KVA to 29 HP, KW or KVA	\$29.00	each
30 HP, KW or KVA to 49 HP, KW or KVA	\$35.00	each
50 HP, KW or KVA to 74 HP, KW or KVA	\$40.00	each
75 HP, KW or KVA to 199 HP, KW or KVA	\$81.00	each
200 HP, KW or KVA to 500 HP, KW or KVA	\$138.00	each
Over 500 HP, KW or KVA	\$201.00	each
Over 600 Volts – Add	50%	per category

Feeders or Sub-Panels

Not over 200 Amp	\$17.00	
Over 200 Amp to 400 Amp	\$29.00	
Over 400 Amp to 600 Amp	\$40.00	
Over 600 Amp to 1600 Amp	\$98.00	
Over 1600 Amp	\$173.00	
Over 600 Volts – Add	50%	per category

Service-Meter Equipment up to 600 Volts

Not over 200 Amp	\$58.00	
Over 200 Amp to 400 Amp	\$75.00	
Over 400 Amp to 600 Amp	\$20.00	per 100 Amp
Over 600 Amp to 1200 Amp	\$20.00	per 100 Amp
Over 1200 Amp to 1600 Amp	\$20.00	per 100 Amp
Over 1600 Amp to 2000 Amp	\$20.00	per 100 Amp
Over 2000 Amp to 3000 Amp	\$20.00	per 100 Amp
Over 3000 Amp	\$20.00	per 100 Amp
Over 600 Volts – Add	above fee x 2	per category
Ground Vault Protected Services – Add	\$58.00	per each test trip
Services exceeding 1 meter	\$12.00	for each additional meter

Primary Transformers, Vaults, Enclosures, Sub-Stations

Not over 200 KVA	\$173.00	
Over 200 KVA to 500 KVA	\$259.00	
Over 500 KVA to 1000 KVA	\$339.00	
Over 1000 KVA	\$449.00	per bank

Signaling Systems, Burglar Alarms, Fire Alarms, Fire Suppression Alarms, Smoke Detectors, Telemetering

(Telephones or CATV outlets are each separate systems)

For the system and first 15 devices	\$69.00	
Each additional 10 devices or fraction thereof	\$3.00	

Outline Lighting

First transformer	\$52.00	
Each additional transformer	\$12.00	

Swimming Pools

Bonding (each trip)	\$58.00	
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Mechanical Inspections:

Boilers	\$58.00	
Water Heaters (100 gallons or more)	\$52.00	
Air Handling Units/Chillers	\$29.00	
Circulating pumps, condensate pumps, exhaust fans, return air fans, water heaters less than 100 gallons, heat exchangers, incinerators	\$17.00	
Underground Snow Melt Systems	\$20.00	
Kitchen Exhaust Equipment (per hood unit)	\$52.00	
Grease Removal System	\$40.00	
Gas Piping System	\$52.00	
Fuel Oil Piping System	\$52.00	
Chimneys and Vents	\$52.00	
Solar Heating and Cooling System	\$52.00	
In-Plant Inspections	\$81.00	per hour
Flammable and Combustible Liquid Storage, Dust Collectors	\$86.00	per hour

Plumbing Inspections:

1 to 100 Fixtures	\$50.00	minimum + \$8.00 per fixture
Over 100 Fixtures (each additional 100 fixtures)	\$50.00	minimum + \$8.00 per fixture

Fixture definitions for the above fee structure: The word fixture as used in the above fee structure shall mean water closet, urinal, wash basin, sink, bathtub, house trap, floor drain, roof drain or downspout area drain, laundry tray, hot water heater or opening provided for any of the aforementioned or any plumbing or drainage appliances trap connected, either directly or indirectly, to the plumbing or drainage system, whether water-supplied or not, installed in the building or on the lot within the property line.

Fire Prevention Inspections:

Smoke Detector System (Panel & 10 Devices)	\$69.00	
Heat Detector System (Panel & 10 Devices)	\$69.00	
Fire Alarm Pull Station (Panel & 10 Devices)	\$69.00	
Each Additional 20 Devices	\$12.00	
Sprinkler System Up to 50 Sprinkler Heads	\$98.00	
Each Additional Head	\$3.00	
Commercial Cooking Hoods	\$58.00	
Stand Pipe System	\$242.00	
Dry Chemical Extinguishing System	\$58.00	
Each Additional Head	\$3.00	
Periodic Inspection	\$98.00	per hour
Special Conditions Consultation	\$98.00	per hour

Energy Conservation Inspections:

New Construction	\$0.04	per square foot
Re-inspection	\$52.00	
Minimum Fee	\$58.00	

Miscellaneous Inspections:

Electrical - miscellaneous	\$50.00
Mechanical - miscellaneous	\$50.00
Plumbing - miscellaneous	\$50.00
Fire - miscellaneous	\$50.00
General - all other	\$50.00

Miscellaneous Permits:

Food License	\$100.00
Driveway / Drainage – City Road	\$10.00
Driveway / Drainage – State Road	Contact PennDOT
Change of Occupancy and/or Use Permit	\$50.00
Sign Zoning Permit	\$50.00
Demolition Permit	\$50.00
Noise Ordinance Construction Permit (exception to noise prohibition on Sunday and any other day between the hours of 8:00pm and 7:00am)	\$50.00

Uniform Construction Code Commonwealth Surcharge **\$ 4.00*** **per permit**
***per House Bill 881, effective January 1, 2007**

CITY OF HERMITAGE

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

**COMMERCIAL
CONSTRUCTION PERMIT
APPLICATION**

PERMIT NUMBER

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

(Long Form)

PAGES 1 & 2 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:** _____

CONSTRUCTION INFORMATION

Check all that apply

Construction Type (provide detailed explanation of project under Construction Description below)

- | | | |
|---|---|--|
| <input type="checkbox"/> New Principal Structure | <input type="checkbox"/> Building Addition | <input type="checkbox"/> Deck |
| <input type="checkbox"/> New Commercial Unit | <input type="checkbox"/> Interior Alterations | <input type="checkbox"/> Swimming Pool, Spa, Hot Tub |
| <input type="checkbox"/> Detached Accessory Structure | <input type="checkbox"/> Shed | <input type="checkbox"/> Other _____ |

Construction Value of Project: \$ _____ (Required)

Construction Site Address: _____

Construction Description: _____
(e.g., store, office complex, industrial facility, restaurant, etc.)

Business Name: _____

SITE PLAN **YES**, site plan attached **NO**, not applicable

NOTE: ALL permit applications for new structures or additions to existing structures MUST include a to-scale site plan showing: 1) all property dimensions, 2) the EXACT location of all existing structures on the subject parcel, 3) dimensions of all existing & proposed structures/additions, 4) setback dimensions (to all front, rear, & side yards) of all existing & proposed structures/additions. Failure to submit an accurate site plan will result in rejection of the application until an accurate site plan is provided.

WORKER'S COMPENSATION INFORMATION *Must submit one of the following before permit is issued*

- Certificate of Worker's Compensation Insurance attached Complete Affidavit of Exemption attached

ACKNOWLEDGMENT 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 sets of plans and specifications truly and correctly set 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) (if any), or addition(s) to a structure (if any) 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 an extension of time to commence construction in writing. A permit may be valid for no more than five years from its issue date.

Signature of Owner or Applicant: _____ Date: _____

PLAN REVIEW FEE

Applicant shall calculate plan review fee by entering information into spaces provided below. City Staff will review calculations and collect review fee at time of application.

Instructions: Insert Construction Value in applicable space provided and complete calculation to determine Building Plan Review fee.

Formulas

Construction Value If calculation is less than \$288, see **NOTE**

Building Construction Value up to \$1,000,000 \$ _____ x .0015 = \$ _____ (a)

Building Construction Value \$1,000,001 to \$5,000,000 [(\$ _____ - 1,000,000) x .0006] + \$1,500 = \$ _____ (b)

Building Construction Value over \$5,000,000 [(\$ _____ - 5,000,000) x .0005] + \$3,900 = \$ _____ (c)

NOTE: If (a), (b), or (c) is less than \$288.00, the minimum fee shall be \$288.00; therefore, enter \$288.00 here _____ → = \$ _____ (d) and disregard amounts in (a), (b), or (c) in remaining calculations below.

*Instructions: Insert the **greater** total from either (a), (b), (c) or (d) here _____ and complete calculation to determine Total Plan Review fee. If not applicable, mark N/A in spaces.*

Mechanical review is 25% of Building Plan Review Fee .25 x \$ _____ = \$ _____ (e)

Plumbing review 25% of Building Plan Review Fee .25 x \$ _____ = \$ _____ (f)

Electrical review 25% of Building Plan Review Fee .25 x \$ _____ = \$ _____ (g)

[Add amounts (a) through (g)] for **TOTAL PLAN REVIEW FEE** = \$ _____

THIS AREA RESERVED FOR CITY STAFF COMPLETION - APPLICANT DOES NOT WRITE IN THIS AREA

APPLICATION SUBMISSION RECEIVED DATE: _____ TOTAL DUE FOR PLAN REVIEW: \$ _____

PLAN REVIEW FEE VERIFIED BY: _____ DATE PAID: _____ RECEIPT #: _____

APPLICATION RESUBMISSION RECEIVED DATE: _____ TOTAL DUE FOR PLAN REVIEW: \$ _____

PLAN REVIEW FEE VERIFIED BY: _____ DATE PAID: _____ RECEIPT #: _____

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

STRUCTURE INFORMATION

Proposed Structure #1: _____ Proposed Structure #2: _____ Proposed Structure #3: _____
 (type) (type) (type)

Dimensions: _____ x _____ Stories: _____ Dimensions: _____ x _____ Stories: _____ Dimensions: _____ x _____ Stories: _____

Sq. Footage (footprint): _____ Sq. Footage (footprint): _____ Sq. Footage (footprint): _____

Height (to roof peak): _____ Max.: _____ Height (to roof peak): _____ Max.: _____ Height (to roof peak): _____ Max.: _____

Front Yard Setback: _____ Min.: _____ Front Yard Setback: _____ Min.: _____ Front Yard Setback: _____ Min.: _____

Rear Yard Setback: _____ Min.: _____ Rear Yard Setback: _____ Min.: _____ Rear Yard Setback: _____ Min.: _____

Side Yard Setback: _____ Min.: _____ Side Yard Setback: _____ Min.: _____ Side Yard Setback: _____ Min.: _____

Side Yard Setback: _____ Min.: _____ Side Yard Setback: _____ Min.: _____ Side Yard Setback: _____ Min.: _____

Total Both Side Yard Setback: _____ Min.: _____ Total Both Side Yard Setback: _____ Min.: _____ Total Both Side Yard Setback: _____ Min.: _____

Proposed square footage: _____ + Existing square footage: _____ = Total square footage: _____

Lot Coverage: _____ % Max.: _____ %

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

OTHER DEVELOPMENT REQUIREMENTS

Are the following required?: All of below Not Applicable

- | | | |
|-----------------------------------|--|------------------------------|
| Land Development Plan: | <input type="checkbox"/> Yes, Recording #: _____ | <input type="checkbox"/> N/A |
| Sewer Connection Info Form: | <input type="checkbox"/> Yes, Date Forwarded: _____ <input type="checkbox"/> Response in File | <input type="checkbox"/> N/A |
| Sewer Connection Permit: | <input type="checkbox"/> Yes, Permit #: _____ <input type="checkbox"/> No, Existing Tap | <input type="checkbox"/> N/A |
| Street Occupancy Permit: | <input type="checkbox"/> City, Date Forwarded: _____ <input type="checkbox"/> State, Permit in File <input type="checkbox"/> | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> City, Date Forwarded: _____ <input type="checkbox"/> State, Permit in File <input type="checkbox"/> | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Drainage | <input type="checkbox"/> City, Date Forwarded: _____ <input type="checkbox"/> State, Permit in File <input type="checkbox"/> | <input type="checkbox"/> N/A |
| Ind. Wastewater Questionnaire: | <input type="checkbox"/> Yes, Date Forwarded: _____ <input type="checkbox"/> Response in File | <input type="checkbox"/> N/A |
| Food Service Plan Review: | <input type="checkbox"/> Yes, Date Forwarded: _____ <input type="checkbox"/> Response in File | <input type="checkbox"/> N/A |
| Street Address Verification: | <input type="checkbox"/> Yes, Date Forwarded: _____ Address: _____ | <input type="checkbox"/> N/A |

NOTES/COMMENTS: _____

ZONING REVIEW

Approved, Date: _____
Deadline date for UCC Review (if applicable)
& BCO Action: _____

Not Applicable, Date: _____

Signature of Zoning Official: _____

Denied, Date: _____

Reason: _____

Signature of Zoning Official: _____

NOTES/COMMENTS: _____

UCC PLAN REVIEW

- | | | |
|--|---|--|
| <input type="checkbox"/> Commercial / Multi-Family | <input type="checkbox"/> Swimming Pool, Spa, Hot Tub | <input type="checkbox"/> Plumbing Inspection |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Renovations / Repairs / Interior Alterations | <input type="checkbox"/> Mechanical Inspection |
| <input type="checkbox"/> Deck | | <input type="checkbox"/> Electrical Inspection |
| <input type="checkbox"/> Other Inspection: _____ | | <input type="checkbox"/> Building Inspection (includes Energy & Accessibility) |

Approved, Date: _____
(Attach all applicable Inspection Sheets to this Application)

Not Applicable, Date: _____

Signature: _____

Denied, Date: _____

Reason: _____

Signature: _____

NOTES/COMMENTS: _____

APPROVAL BY BUILDING CODE OFFICIAL (BCO)

BCO-City of Hermitage: _____
 Date

Receipt #: _____

Permit Issue Date: _____ Fee Paid: \$ _____ Date Paid: _____

Construction Permit Fee:	\$ _____
UCC Surcharge:	\$ 4.00
Outstanding Plan Review Fee:	\$ _____
Driveway/Drainage Permit:	\$ _____
Food Service Plan Review:	\$ _____
Total Fee for Construction Permit:	\$ _____

CITY OF HERMITAGE

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

This form must be completed in full and returned with the Construction Permit Application.

CONSTRUCTION PERMIT NUMBER: _____

NON-RESIDENTIAL SEWER CONNECTION INFORMATION FORM

(in accordance with Ordinance No. 12-2009, effective date: 1/1/2010)

This form is designed to determine whether a Sewer Connection Permit is required and the amount of the tapping fee. Please be aware of the following before applying for a Sewer Connection Permit:

1. All excavators / plumbers connecting a sewer lateral to the main sewer line must be licensed and bonded. Please contact the WPC Department at 724-347-4941 for a current list of licensed and bonded contractors.
2. Any excavation of a City road requires a Street Cut Permit. Excavation within a State Road right-of-way will require a PennDOT Highway Occupancy Permit. Call PennDOT at 724-662-5350 for more information.
3. All non-residential uses must provide the estimated amount of water usage (historical flow data) in order to determine the amount of the Sewer Connection Permit Fee.
4. Payment for a Sewer Connection Permit must be a separate check from the other permit fees and made payable to "Hermitage Sewer".
5. A Delayed Sanitary Sewer Assessment may be due on your property if a connection is being made to a sewer line that was constructed by the City, and it must be paid prior to gaining a Sewer Connection Permit.

OWNER INFO:	NAME: _____	PROJECT MANAGER or ENGINEER INFO:	NAME: _____
	CO. NAME: _____		CO. NAME: _____
	ADDRESS: _____		ADDRESS: _____
	PHONE #: _____		PHONE #: _____
	FAX #: _____		FAX #: _____
	EMAIL: _____		EMAIL: _____

PROPOSED DEVELOPMENT:

PICK WHICH APPLIES:

New structure for a non-residential use.

New unit created in an existing building for non-residential use.

New non-residential use replacing a previous use in an existing location. Previous use was: Residential Non-Residential

New non-residential is an industrial use.

Other (explain): _____

BUSINESS NAME: _____ CONNECTION ADDRESS: _____

INDICATE TYPE OF WATER SERVICE: PUBLIC WELL WILL CITY ROAD BE EXCAVATED FOR CONNECTION? YES NO

WASTEWATER INFO:

Building Size (total sq. ft.): _____ # of Floors: _____ # of Employees: _____

Estimated Sewage Flow: _____ GPD = _____ EDUs
*(219.6 Gallons Per Day = 1 EDU)
 for connection fee only - per Ordinance #12-2009*

Historical Flow Data MUST be attached. Submit one year of water usage records comparable to proposed development OR engineer's calculations if historical data not available.

Type of Wastewater (pick all that apply):

Toilets Laundry Car Wash

Kitchen Oil/Grease Industrial

If Industrial, provide: SIC No.: _____

Pretreatment 40 CFR: _____
(Developer is required to submit the estimated concentrations (mg/l) for any non-domestic waste)

CITY OF HERMITAGE REVIEW & APPROVAL:

Wastewater Info acceptable: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> Needs to Submit a Wastewater Questionnaire	(FEE SECTION COMPLETED BY HMA ENGINEER)
Hermitage Municipal Authority Engineer's Signature _____ Date _____	Delayed Assessment: <input type="checkbox"/> YES <input type="checkbox"/> NO \$ _____
Comments: _____	Tapping Fee: <input type="checkbox"/> \$ _____
	Inspection Fee: <input type="checkbox"/> \$ _____
	TOTAL: \$ _____

THIS FORM REQUIRES A NOTARY SEAL

RETURN THIS FORM WITH APPLICATION

AFFIDAVIT OF EXEMPTION

The undersigned affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

_____ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to this construction permit, contractor must provide proof of workers' compensation insurance to the municipality. Property owner assumes liability for contractor compliance with this requirement.

_____ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this construction permit unless contractor provides proof of insurance to the municipality.

_____ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letters for all employees).

Signature of Property Owner or Contractor

County of _____

Municipality of _____

Subscribed, sworn to and acknowledged before me
by the above _____
this _____ day of _____
20 _____ .

SEAL

Notary Public