

Process to Apply For and Issue Construction Permit Application

SINGLE FAMILY DWELLING

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.
 - Two (2) sets** of complete building plans (if applicable), no larger than 36" x 48", and specifications as necessary to illustrate compliance with the Uniform Construction Code. Building plans must show square footage of each floor.
 - 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.
 - 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. Both sets of plans are stamped "Approved". (One set remains on file at City Building 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 15 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

SINGLE FAMILY DWELLING
(Other than Manufactured or Industrialized Housing)

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

_____ “Certificate of Insurance” If you are hiring a contractor to construct your dwelling and they have workers’ compensation, the contractor or their insurance carrier must provide this certificate showing proof of coverage.

– **OR** –

_____ “Affidavit of Exemption” (form enclosed) If the homeowner or a contractor without workers’ compensation is constructing the dwelling, the enclosed form must be completed, notarized and submitted.

_____ Sewer information sheet (form enclosed).

– **OR** –

_____ Approved Sewage Disposal System permit.

_____ A site plan showing the outside dimensions of the proposed dwelling, including distances in feet to the front, side, and rear property lines.

_____ Two (2) sets of complete construction documents that show in detail code compliance for all of the work proposed, to include but not limited to the following information:

- _____ Footing detail including depth below frost line, thickness, width, and rebar.
- _____ Type of foundation, showing type of masonry, waterproofing and anchorage of home to foundation.
- _____ Roof rafter size – species and grade of wood.
- _____ Rafter spacing (16" on center, 24" on center, etc.).
- _____ Thickness and type of roof sheathing.
- _____ Ceiling joist size and spacing.
- _____ Floor joist size and spacing.
- _____ Wall sections showing top and bottom plates and headers.
- _____ Location and size of all beams.
- _____ Sizes of all doors.
- _____ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress).
- _____ Smoke alarms – number and placement.
- _____ Insulation – U-Values for windows, R-Values for exterior walls, attic and foundation.
- _____ Heating, if applicable.
- _____ Plumbing (if any).
- _____ Electrical.

_____ Plan Review Fee – Check made payable to City of Hermitage.

_____ Completed Construction Permit application.

City of Hermitage 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

SINGLE FAMILY DWELLINGS

- Construction permit must be posted on the site of the work and be 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: City of Hermitage **Phone 724-981-0800**
3. Sanitary Sewer Connection Inspection.
Inspector: City of Hermitage Water Pollution Control **Phone 724-347-4941**
4. Foundation Inspection – French drain and waterproofing prior to backfilling.
Inspector: City of Hermitage **Phone 724-981-0800**
5. Plumbing Under Slab – Rough-in done prior to placing concrete floor.
Inspector: City of Hermitage **Phone 724-981-0800**
6. Electrical Inspection – Rough-in to be done prior to insulating.
Inspector: City of Hermitage **Phone 724-981-0800**
7. Mechanical Inspection – Rough-in to be done prior to insulating.
Inspector: City of Hermitage **Phone 724-981-0800**
8. Plumbing Inspection – Minimum 4" under slab. Rough-in to be done prior to insulating.
Inspector: City of Hermitage **Phone 724-981-0800**
9. Framing Inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed in and approved, and prior to any exterior finishes being applied.
Inspector: City of Hermitage **Phone 724-981-0800**
10. Energy Conservation Inspection – To be done after insulating but before drywall.
Inspector: City of Hermitage **Phone 724-981-0800**
11. Wall Board Inspection – To be done after fastening all wall board but before taping and mudding, etc.
Inspector: City of Hermitage **Phone 724-981-0800**
12. Final Inspection – When job is completely finished, prior to occupancy permit and after final plumbing, mechanical and electrical inspection.
Inspector: City of Hermitage **Phone 724-981-0800**

RESIDENTIAL 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.

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".

RESIDENTIAL PLAN REVIEW FEES:

Residential building including single-family home, townhouse, condominium or other dwelling unit with separate means of egress	\$ 200.00 per dwelling unit
Manufactured and Industrialized Housing	\$ 100.00
Residential Additions 1000 square feet or more	\$ 100.00
Decks 30" or more above grade <u>and</u> 1000 square feet or more	\$ 100.00
Accessory Buildings 1000 square feet or more	\$ 100.00

There is no plan review fee for all other residential permit applications including swimming pools, renovations, repairs, roof shingle replacements, residential additions less than 1000 square feet, decks or ramps less than 30" above grade, accessory buildings less than 1000 square feet for single-family detached homes.

RESIDENTIAL PERMIT FEES (will be calculated by City of Hermitage)

Residential building including single-family home, townhouse, condominium or other dwelling unit with separate means of egress	
2000 square feet and below	\$ 600.00*
2001 to 3000 square feet	\$ 700.00*
3001 to 4000 square feet	\$ 800.00*
4001 square feet and above	\$ 900.00*
Manufactured and Industrialized Housing	\$ 250.00*
All residential additions and structural alterations	
200 square feet and below	\$ 100.00*
201 to 1000 square feet	\$ 200.00*
1001 square feet and above	\$ 300.00*
Basement egress, i.e. bilco door, exterior open stairs, egress window	\$ 150.00*
Open porch additions	\$ 150.00*
Decks 30" or more above grade	\$ 150.00*
Detached accessory buildings 1000 square feet or more	\$ 300.00*
Detached accessory buildings less than 1000 square feet	\$ 50.00
Manufactured sheds and storage units less than 1000 square feet	\$ 50.00
Agricultural buildings	\$ 50.00

RESIDENTIAL PERMIT FEES, continued (will be calculated by City of Hermitage)

Miscellaneous building inspections	\$ 50.00*
Miscellaneous electrical inspections	\$ 50.00*
Miscellaneous mechanical inspections	\$ 50.00*
Miscellaneous plumbing inspections	\$ 50.00*
Miscellaneous fire inspections	\$ 50.00*
General inspections	\$ 50.00*
Demolition Permit	\$ 50.00*
Noise Ordinance Construction Permit	\$ 50.00
Exception to noise prohibition on Sunday and any other day between the hours of 8:00 p.m. and 7:00 a.m.	

Pools:

In ground pool	\$ 250.00*
Above ground pool greater than 24" deep	\$ 100.00*
Above ground pool greater than 24" deep with deck	\$ 250.00*
(Temporary pools that are assembled and dismantled during the summer season and have received the initial permit will not be charged an annual re-inspection fee.)	

RESIDENTIAL ELECTRICAL FEES

Modular and Mobile Homes (single visit only)

Modular Homes – service and outlets	\$ 86.00*
Mobile Homes – service including 1 feeder or 1 receptacle	\$ 69.00*
Feeder or power cord only	\$ 63.00*
Additional trip	\$ 28.00

Flat Rate Schedule

One application for each new or existing building	
Single-family dwelling – not over 200 amp service	\$ 110.00*
Two-family dwelling units – not over 200 amp service	\$ 165.00*
Over two-family dwelling – first two units	\$ 75.00*
Each additional unit	\$ 45.00
Townhouses – each	\$ 65.00
Alterations and additions (service and 25 outlets or less)	\$ 90.00

Add Service Equipment

Single dwellings with over 200 amp service, apply flat rate schedule plus equipment appliances, and motor schedule	
Dwelling with a spa, hot tub, hydro massage tub, sauna, etc., apply flat rate schedule plus	\$ 25.00 for each item
Special service and/or conditions not provided for in this schedule, apply for fee	\$ 60.00 Minimum charge

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

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



CITY OF HERMITAGE

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

**RESIDENTIAL
 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:** _____

PA Registration No.: _____ **Email:** _____

Applicant Name: _____ **Phone:** _____
Company: _____ **Cell:** _____
Address: _____ **Fax:** _____
 _____ **Email:** _____

CONSTRUCTION INFORMATION

Check all that apply

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

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> New Principal Structure | <input type="checkbox"/> Interior Alterations | <input type="checkbox"/> Deck | <input type="checkbox"/> Basement: <input type="checkbox"/> Finished
<input type="checkbox"/> Unfinished |
| <input type="checkbox"/> Manufactured / Industrialized Home | <input type="checkbox"/> Shed | <input type="checkbox"/> Detached Accessory Structure | <input type="checkbox"/> Crawl Space |
| <input type="checkbox"/> Building Addition | <input type="checkbox"/> Garage: <input type="checkbox"/> Attached
<input type="checkbox"/> Unattached | <input type="checkbox"/> Swimming Pool, Spa, Hot Tub | <input type="checkbox"/> Other _____ |

Construction Value of Project: \$ _____ (Required)

Construction Site Address: _____

Construction Description: _____
(e.g., house, condominium, addition for bathroom, convert garage to living room, roof over existing porch, etc.)

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 and enter information into spaces provided below. City Staff will verify calculations and collect plan review fee at time of application.

*There is **no plan review fee** for the following residential projects: Swimming pools, spas, hot tubs, renovations, repairs, roof shingle replacements, additions less than 1,000 sq. ft., decks or ramps less than 30" above grade, accessory buildings less than 1,000 sq. ft.*

FEE CALCULATION

PLAN REVIEW FEE

<input type="checkbox"/> Residential Building including single-family home, townhouse, condominium, or other dwelling unit with separate means of egress	\$200.00 per dwelling unit	= \$ _____
<input type="checkbox"/> Manufactured and Industrialized Housing	\$100.00	= \$ _____
<input type="checkbox"/> Residential Additions 1,000 square feet or more	\$100.00	= \$ _____
<input type="checkbox"/> Decks 1,000 square feet or more and 30" or more above grade	\$100.00	= \$ _____
<input type="checkbox"/> Accessory Building 1,000 square feet or more	\$100.00	= \$ _____
TOTAL PLAN REVIEW FEE		= \$ _____

LOT INFORMATION - City staff can assist in completion of this section, if needed.

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: _____ square feet Property Located in Floodplain District?: Yes, Panel #: _____ No

STRUCTURE INFORMATION - City staff can assist in completion of this section, if needed.

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

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

Square Footage (footprint): _____ Square Footage (footprint): _____ Square 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: _____ % Maximum: _____ %

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 #: _____

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 |
| On-Lot Sewage Disposal: | <input type="checkbox"/> Yes, Permit #: | _____ | <input type="checkbox"/> No, Existing System <input type="checkbox"/> N/A |
| Street Occupancy Permit: | | | |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> City, Date Forwarded: | _____ | <input type="checkbox"/> State, Permit in File <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"/> 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: _____

- Denied, Date: _____
- Reason: _____
- _____
- _____

Signature of Zoning Official: _____

Signature of Zoning Official: _____

NOTES/COMMENTS: _____

UCC PLAN REVIEW

- | | | |
|---|---|--|
| <input type="checkbox"/> Single Family Home (incl. Townhouses & Condos) | <input type="checkbox"/> Swimming Pool, Spa, Hot Tub | <input type="checkbox"/> Plumbing Inspection |
| <input type="checkbox"/> Manufactured / Industrialized Home | <input type="checkbox"/> Deck | <input type="checkbox"/> Mechanical Inspection |
| <input type="checkbox"/> Building Addition | <input type="checkbox"/> Renovations / Repairs / Interior Alterations | <input type="checkbox"/> Electrical Inspection |
| <input type="checkbox"/> Accessory Structure | | <input type="checkbox"/> Building Inspection (includes Energy & Accessibility) |
| <input type="checkbox"/> Other Inspection: _____ | | |

- Approved, Date: _____
- Not Applicable, Date: _____

- Denied, Date: _____
- Reason: _____
- _____
- _____

Signature: _____

Signature: _____

NOTES/COMMENTS: _____

APPROVAL BY BUILDING CODE OFFICIAL (BCO)

BCO-City of Hermitage: _____ Date _____

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

- | | |
|---|-----------------|
| Construction Permit Fee: | \$ _____ |
| Sewer Permit Fee: | \$ _____ |
| UCC Surcharge: | \$ _____ |
| Outstanding Plan Review Fee: | \$ _____ |
| Driveway/Drainage Permit: | \$ _____ |
| Total Fee for Construction Permit: | \$ _____ |

SEWER CONNECTION INFORMATION

This form must be returned with Construction Permit Application

This form is designed to determine whether a Sewer Connection Permit is required. 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. A non-Residential use 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 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.

RESIDENTIAL – Complete Sections A & B Only

NON-RESIDENTIAL – Complete All Sections.

Section A	Owner Name: _____ Phone: _____ FAX: _____ Mailing Address: _____ Non-Residential Development Name: _____ _____ Connection Location: _____
Section B	What is proposed? <input type="checkbox"/> Single-Family Home <input type="checkbox"/> Condominium(s), How many units? _____ <input type="checkbox"/> Apartment(s), How many units? _____ <input type="checkbox"/> Detached Accessory Structure connecting to City's main sewer line <input type="checkbox"/> New Structure for a Non-Residential Use <input type="checkbox"/> New Unit created in an existing building for a Non-Residential Use <input type="checkbox"/> New Non-Residential Use replacing a previous use in an existing Location Previous use: <input type="checkbox"/> Residential or <input type="checkbox"/> Non-Residential <input type="checkbox"/> New Industrial Use <input type="checkbox"/> Other: _____
	Is water service public or well? <input type="checkbox"/> Public <input type="checkbox"/> Well Will a City road be excavated for connection? <input type="checkbox"/> Yes <input type="checkbox"/> No
Section C	NON-RESIDENTIAL WASTEWATER INFO: Building Size (total): _____ sq. ft. # of Floors: _____ # of Employees: _____ Type of Wastewater: <input type="checkbox"/> Toilets <input type="checkbox"/> Laundry <input type="checkbox"/> Car Wash <input type="checkbox"/> Kitchen <input type="checkbox"/> Oil/Grease <input type="checkbox"/> Industrial (check all that apply) If Industrial, provide: SIC No. _____ Pretreatment 40CFR _____ (The developer is required to submit the estimated concentrations (mg/l) for any non-domestic waste)
Section D	NON-RESIDENTIAL FLOW INFO: Estimated Sewage Flow: _____ GPD = _____ EDUs Historical Flow Data Attached? <input type="checkbox"/> Yes (400 Gallons Per Day = 1 EDU) (Submit one year of water usage records for comparable use)

CITY OF HERMITAGE REVIEW & APPROVAL:

<input type="checkbox"/> Engineering Assistant reviewed _____ (initials & date)		<input type="checkbox"/> Sewer Billing reviewed _____ (initials & date)	
Wastewater Info Acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		Delayed Assessment? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No	
		Sewer Connection Permit? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No	
_____ Environmental Coordinator Signature Date		_____ WPC Superintendent Signature Date	
Comments: _____		Comments: _____	

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