



BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

SINGLE FAMILY DWELLING (OTHER THAN MANUFACTURE HOMES)

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

_____ “Affidavit of Exemption” (See attached form) – If you are hiring a contractor to construct your single family dwelling, and they have workmen’s compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workmen’s compensation is constructing your single family dwelling, the attached form must be completed and notarized.

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

_____ Copy of sewer permit

_____ Two (2) sets of complete construction documents that show in detail code compliance for all of the work proposed to include but limited to the following information.

_____ Foundation walls – showing thickness, type of masonry, water proofing, French drains and anchorage of home to foundation

_____ Complete framing details including wall sections, roof framing and floor framing.

_____ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress).

_____ Stairway details – riser, tread width and headroom dimensions.

_____ Smoke alarms – number and placement.

_____ Insulation – u-values for windows, r-values for exterior walls, attic and foundation.

_____ Electrical system.

_____ Heating and air conditioning system.

_____ Plumbing system.

_____ Location of on lot sump

_____ Completed township driveway permit application (attached) or State Highway Occupancy Permit.*

_____ Completed building permit application (attached)

Will temporary electric service be utilized? Yes No

*State Highway Occupancy Permit required for drives entering Routes 8, 38 or 308 and South Benbrook Road. Private lanes do not require a driveway permit.

INSPECTION PROCEDURES

SINGLE FAMILY DWELLING

- Building permit must be posted on the site of the work until completion of the project.
- Your approved plans must be available at time of the inspection. These are the plans that were submitted with your application and were stamped "Approved" by the building inspection agency.

24 HOUR NOTICE REQUIRED TO THE CENTER TOWNSHIP OFFICE AT 724-287-1945

1. Footing inspection – To be done after forming and prior to placing of concrete.
Inspector: Rich Round
 2. Foundation inspection – French drain and water.
Inspector: Rich Round
 3. Plumbing under slab - Rough-in done prior to placing concrete. Water test must be witnessed by inspector.
Inspector: Rich Round
 4. On lot sump inspection – Roof and driveway drains, prior to covering.
Inspector: Olsen Engineering Phone: 724-282-4786.
 5. Electrical inspection – Rough in to be done prior to insulating.
Inspector: Rich Round
 6. Mechanical inspection – Rough in to be done prior to insulating.
Inspector: Rich Round
 7. Plumbing inspection – Rough in to be done prior to insulating.
Inspector: Rich Round
 8. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed in and approved.
Inspector: Rich Round
- NOTE: COMBINE INSPECTIONS 5, 6, 7 AND 8, IF POSSIBLE.**
9. Energy efficiency inspection – To be done after insulating but before drywall.
Inspector: Rich Round
 10. Final inspection – when job is completely finished, prior to occupancy permit and after final plumbing and electrical inspection.
Inspector: Rich Round

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirms that he/she is not required to provide workmen's 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 building permit, contractor must provide proof of workers' compensation insurance to the municipality. Home 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 building 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 Applicant

County of _____

Municipality of _____

WITNESS MY HAND AND NOTARIAL SEAL this _____ day of _____, 20__.

SEAL

Notary Public

My Commission expires this _____ day of _____, 20__.

§15-206.1 Portable Chemical Toilets Required for Construction Sites

No residential or nonresidential building construction shall be started without the developer, builder or owner providing an on-site portable chemical toilet facility for use by the builder’s employees, contractors, subcontractors and their employees. The portable chemical toilet facility shall be maintained at all times in a sanitary and good working order. The portable chemical toilet facility shall remain on-site until construction is either completed or until indoor plumbing facilities are constructed and made available to the builder’s employees, contractors, subcontractors and their employees. Failure to provide a portable chemical toilet shall result in revocation of the building permit and subject the builder to the penalties set forth in §15-209 below. In addition, failure to maintain the portable chemical toilet in a sanitary and good working order shall result in revocation of the building permit and subject the builder to the penalties set forth in §15-209 below.

§15-209 Violations and Penalties

Any person violating the provisions of this Article shall be liable upon conviction thereof before a District Magistrate and be fined a sum not to exceed three hundred dollars (\$300.00) for each and every offense, or in default of the payment of the fine and costs, such person willfully in default, shall be committed to the Butler County Prison for a period not to exceed thirty (30) days. Each and every day that any violation of the provisions hereof exist or continue shall constitute a separate and distinct offense and shall be subject to separate and distinct penalties hereunder.

W A I V E R

I, _____ permit the contractors to enter my
Print Name of Property Owner

premises to use the indoor facilities until construction is completed.

Property Owner Signature

Date

C. **Building Permit and Discarding of Waste:** The Applicant for a building permit agrees to be responsible for disposing of waste materials such as papers, cartons and similar refuse from the construction site. The Applicant further agrees to prevent the same from being deposited and then thrown or blown upon land adjacent to or within the vicinity of the construction, and the Applicant further agrees to assume all responsibility for the discarding of waste on behalf of its subcontractors and material suppliers. For this purpose, Applicant shall maintain a dumpster on the site until completion of the improvements. Applicant, may burn non-toxic waste materials on the construction site subject to the provisions of the Township Fire Prevention/Protection Chapter 6 Article I. Failure to provide a dumpster shall result in revocation of the building permit and subject the applicant to the penalties set forth in §16-103, below.

§16-103 Violations and Penalties

- A. Any person, firm, or corporation causing accumulations of refuse and garbage as aforesaid shall upon written notice to do so sent by the Secretary of the Township Supervisors, forthwith remove any garbage or refuse accumulated as aforesaid and upon failure to do so the Township Supervisors may remove the same and collect the costs of such removal together with a penalty of fifty (\$50.00) dollars from the person, firm or corporation involved.
- B. The cost of removal together with the penalty may be collected by summary proceedings before a District Magistrate within Butler County or the Township Supervisors may proceed by proper proceedings to enjoin and restrain the violation of this Article said remedies to be concurrent and neither to exclude the other. Said penalty to be collected as often as this Article may be violated.

W A I V E R

I, _____ authorize the contractor to use my trash
Print Property Owner Name
contractor to dispose of construction waste.

Property Owner Signature

Date

UNIFORM CONSTRUCTION PERMIT APPLICATION

Commonwealth of Pennsylvania
DCED-CLGS 01/02

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: _____ Municipality: _____

Site Address: _____ Tax Parcel # _____ Lot # _____

Lot Size _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ E-Mail: _____

Principal Contractor: _____ Phone # _____ Fax # _____

Mailing Address: _____ E-Mail: _____

Architect: _____ Phone # _____ Fax # _____

Mailing Address: _____ E-Mail: _____

TYPE OF WORK OR IMPROVEMENT (Check One)

- New Building Addition Alteration Repair Demolition Relocation
- Foundation Only Change of Use Plumbing Mechanical Electrical

Describe the proposed work: _____

ESTIMATED COST OF CONSTRUCTION (Reasonable fair market value) \$ _____

DESCRIPTION OF BUILDING USE (Check One)

RESIDENTIAL

- One-Family Dwelling (R-3)
- Two-Family Dwelling (R-3)

NON-RESIDENTIAL

Specific Use: _____
 Use Group: _____
 Change in Use: YES NO
 If YES, Indicate Former: _____
 Maximum Occupancy Load: _____
 Maximum Live Load: _____

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____ Proposed
Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (i.e., electric, gas, oil, etc.) _____
Water Service: (Check One) Public Private
Sewer Service: (Check One) Public Private (Septic Permit # _____)

Does or will your building contain any of the following:

- Fireplace(s):** Number _____ Type of Fuel _____ Type Vent _____
- Elevator/Escalators/Lifts/Moving walks:** (Check One) YES NO
- Sprinkle System:** YES NO
- Pressure Vessels:** YES NO
- Refrigeration Systems:** YES NO

Board of Supervisors:
Ronald Flatt, Chairman
Andrew Erie, Vice Chairman
Kenneth Frenchak Jr, Supervisor
Edward Latuska, Supervisor
Philip Wulff, Supervisor



Michael Gallagher, Solicitor
Olsen & Associates, Engineer
Anthony Amendolea, Secretary/Treasurer
Mark Lauer, Public Works Director
Richard Round, BCO/Zoning Official

APPLICATION FOR DRIVEWAY CONSTRUCTION REGISTRATION

Date: _____

Permit: _____

Type of Work:	<input type="checkbox"/> Install	<input type="checkbox"/> Lay	<input type="checkbox"/> Construct	<input type="checkbox"/> Pave	<input type="checkbox"/> Repave
Start Date (estimated):	_____		Completion Date (estimated):	_____	
Expiration:	_____				
	(120 days from approved date)				

Applicant: _____

Contractor: _____ Tax Identification Number: _____

Address: _____

Phone: _____

Location of Driveway: _____

Property Owner: _____ Phone: _____
(if other than applicant)

The applicant agrees that all work shall be done in for compliance of with the ordinances of the Township and the laws of the Commonwealth in relation thereto. The applicant further shall well and truly, save defend, hold harmless from and indemnify the Township against any and all actions, suits, demands, payments, costs and charges for or by reason of the proposed private driveway, and all damages to persons or property resulting in any manner therefrom, or occurring in the prosecution of the work connected therewith, or from any other matter, cause or thing relating thereto.

(Applicant Signature)

Property Owner (if different)

The Township Board of Supervisors may at any time revoke and annul this permit for nonperformance of or noncompliance with any of the conditions, restrictions and regulations hereof.

APPROVED _____
Month Day Year

FOR OFFICE USE ONLY		
Fee: \$ _____	Date: _____	Received by: _____

(Township Signature)
MARK A. LAUER
Public Works Director

IMPORTANT

The terms and conditions embodied in this permit require the permittee to complete this work by the date specified in the permit. Where the permittee fails to comply with the condition as to completion of work by the specified date the following rules will govern:

- (a) Failure to start work by specified date. Permit will be canceled unless permittee desires an extension of time, in which case a supplemental permit may be issued.
- (b) Work started and not completed by specified date. Permittee will notify Township prior to expiration of allotted time of inability to complete the work on or before the specified and request an extension of time. The prescribed fee shall accompany such request.
- (c) Permittee not desirous of carrying out proposed work on account of change in conditions affecting it. Permittee will notify the Township prior to the specified for completion that work will not be carried forward, returning the permit with such notice. The fee for inspection of the will be refunded by the Township, provided that they have been notified of cancellation prior to the expiration date.

The fee, to be paid under the conditions in (a), (b) and (c), applies only to permits for which fees are collected in accordance with the fixed schedule.

All notices relative to time extensions or cancellations shall be forward to the Township, which issued the original permit.