



**APPLICATION FOR SMALL PROJECTS**

Township of Upper St. Clair  
1820 McLaughlin Run Road, Upper St. Clair PA 15241  
Phone: 412.831.9000 ext. 233 or 263      FAX: 412.854.0773      [www.twpusc.org](http://www.twpusc.org)

**CASE NO.:**

I (We) hereby make application for permits by *submitting herewith two plot plans and two sets of plans and specifications containing the required Disclaimer Label.* For all detached single family accessory structures, the International Residential Code 2006 Edition & Township's Chapter 51 apply.

**Property Address:**

**Lot No.:**

**Owner(s) Name**

**Address:**

**City**

**Zip**

**Home Phone:**

**Business Phone:**

**Cell Phone:**

**Tenant Name:**

**Phone:**

**General Contractor Name**

**Address:**

**City**

**Zip**

**Home Phone:**

**Business Phone:**

**Cell Phone:**

**Proposed Project:**

**WORKERS COMPENSATION ACT – TO BE COMPLETED BY CONTRACTOR**

Contractor, in compliance with Act 44 of 1993, hereby submits: **(PLEASE CHECK ONE)**

- Certificate of Insurance      ( ) Attached      ( ) On File
- Certificate of Self-Insurance      ( ) Attached      ( ) On File
- Affidavit of Exemption      ( ) Attached
- Contractor/Applicant is a sole proprietorship without employees
- Contractor/Applicant is a corporation or partnership and the only employees working on the job have and are qualified as "Executive Employees" under Section 104 of the Workers Compensation Act. Please explain:

**Contractor's Federal or State Employer ID No. (EIN):**

**Print Name:**

**Print Title:**

**Company Name:**

**Contractor's Signature:**

My signature on behalf of or as the Contractor for this building permit constitutes my verification that the statements contained here are true and that I am subject to the penalty of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.

COMMONWEALTH OF PENNSYLVANIA : SS  
COUNTY OF ALLEGHENY :

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY

**FREE NOTARY SERVICE IS PROVIDED IN THE COMMUNITY DEVELOPMENT DEPT., PROVIDED SIGNATOR(S) APPEAR IN PERSON**

**PERMIT TYPES AND FEES (check applicable permits below)**

**ESTIMATED CONSTRUCTION COST:**

\$
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**BUILDING:**

RESIDENTIAL SMALL PROJECTS

\$35 + \$4 for each \$1,000 over \$10,000 (round up to the nearest thousand)

DEMOLITION: \$40 + surety

**PLUS PA STATE PERMIT SURCHARGE**

**TOTAL BUILDING PERMIT FEE**

\$	_____
\$	_____
\$	4.00
\$	_____

**ZONING:**

If no building permit is required -\$25

\$

**ELECTRICAL:**

Complete "Application for Electrical Inspection" form/see form for fee schedule

\$

**DRIVEWAY:** (expansion of existing or installation of new)  
\$20 -

\$

**TOTAL FEES FROM ABOVE**

CASH REC#

CHECK# / BANK NAME

**(Payable to: "TOWNSHIP OF UPPER ST. CLAIR")**

**TOTAL:**

\$

**OWNER'S AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA : SS  
COUNTY OF ALLEGHENY :

Before me, the undersigned authority in and for the Commonwealth and County aforesaid, personally appeared \_\_\_\_\_ who, being by me first duly sworn according to law, depose(s) and say(s) that, he, she or they (is, are) the Owner(s) of the above-described property (or if said Owner is a firm or corporation, that he or she is an officer or representative of such firm or corporation), that all of the statements contained above and all of the statements contained on the reverse side hereof are true and correct, that the accompanying two sets of plans and specifications truly and correctly set forth the extent and character of the work for which this application for a Combination Permit is made, and that the accompanying Plot Plan truly and correctly represents the above-described property and all existing structures and physical improvements thereon, as well as the location and dimensions on that property of the proposed structure (if any) or addition to a structure (if any) for which this application for a Combination Permit is made.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
OWNER SIGNATURE

**FREE NOTARY SERVICE IS PROVIDED IN THE COMMUNITY DEVELOPMENT DEPT., PROVIDED SIGNATOR(S) APPEAR IN PERSON**

## **PERMIT REQUIREMENTS**

**A/C UNITS:** **Air Conditioning Units:** building, zoning and electrical permits required along with specifications on outside unit and survey.

**DECKS:** **Above-grade** - building permit and zoning approval required; construction plans and survey required.  
**TOTALLY on-grade** (omni stones, concrete, patio stones, wood, etc.) - zoning approval only required; survey showing location; \$25 fee; no building permit; no plans

**DEMOLITION:** See separate Demolition Permit Application.

**DRIVEWAYS:** To enlarge existing or install new, driveway permit only required; survey showing location.

**DRIVEWAY LIGHT PILLARS IN FRONT YARD:** Must be outside the right-of-way; no higher than 4 feet; zoning approval, building and electrical (if illuminated) permits required; \$39 fee for building permit plus \$50 for electrical; construction plans required.

**DUMPSTERS:** No permit required; however they must be kept out of the street right-of-way, as close to the residence as possible and they must be removed as soon as practical.

**FOUNDATION REPAIR: Basement/garage walls:** Building permit and zoning approval required along with construction plans and survey.

**GAZEBOS:** building permit and zoning approval required; construction plans and survey required.

**HOT TUBS:** [If constructed alone, not in conjunction with a deck, and ground level only] - must meet setback requirements for accessory structure; zoning approval, building permit and electrical permit; survey required showing location; brochure or plans showing dimensions required

**PATIOS:** **TOTALLY on-grade** (omni stones, concrete, patio stones, wood, etc.) - zoning approval only required; survey showing location; \$25 fee; no building permit; no plans

**RETAINING WALLS:** **Under 30 inches in height** [(2006 IRC 312.1-based on requirement for open side of stairs) - zoning approval required-\$25 fee; survey required showing location; no building permit required; no plans required.  
**Over 30 inches in height** - zoning approval & building permit required along with construction plans & survey. A Grading Permit may be required for some large projects.

**ROOF REPLACEMENT:** If replacing more than 25% of roof/shingles – only building permit required -. SEE SEPARATE ROOF APPLICATION FORM

**SIDEWALKS:** New or replacement-totally on resident's property & not parallel with the street within the right-of-way; **no permit needed.** If replacing or constructing within right-of-way, SEE SEPARATE STREET OPENING PERMIT APPLICATION.

**STEPS-OUTDOORS:** Building permit & zoning approval required; construction plans should show width of stair, height of riser; depth of tread. If steps have 3 or more risers, are 30" or more above grade, a handrail is required. Handrail detail must be shown on plan.

**STORAGE SHEDS:** Building permit and zoning approval required; maximum allowable size - 200 sq. ft.; footers (36" deep) required for sheds over 100 sq. ft.; survey and construction plans or brochure

**SWIMMING POOLS:** **ALL** [except wading pools or pools which can be readily emptied, disassembled & stored] - zoning approval, building permit, & **electrical** permit required; [pump & filter connection will be inspected], survey showing location required; construction plans/brochure for pool.  
**In-ground** - Must be fenced by minimum 4' high fence (See §116.4. Enclosure of pools, and §130.8.3.1.10. - FENCES and PRIVACY FENCES.)  
**Above-Ground** - Less than 4' deep must be fenced the same as in-ground; 4' or deeper - no fencing required.

**WATER GARDENS (PONDS):** **Electrical** permit only if there is a pump; otherwise no permit required (considered landscaping).

# **GUIDELINES FOR CONSTRUCTION DRAWINGS**

*The following is a guideline and is not all-inclusive.*

## ***DECKS***

### ***DESIGNATE NEW FROM EXISTING & SCALE OF DRAWING***

#### **DEPTH OF FOOTERS**

- Minimum of 36" below grade required

#### **GUARDRAIL FOR RAISED SURFACE OVER 30"**

- 36" min. height required

#### **HANDRAIL FOR STAIRS**

- 34"-38" min height w/ 2" maximum grip required

#### **DISTANCE BETWEEN RAILING POSTS**

- Must be small enough a 4" sphere cannot fit through

#### **STAIRS**

##### **Residential**

min. 36" wide  
max. rise 8"  
min tread 9"

##### **Commercial**

min. 36" wide  
max. rise 7-1/4"  
min tread 10"

#### **TYPE AND SIZE OF CONSTRUCTION MATERIALS**

- Must be pressure treated wood
- Specify size and spacing of joists (e.g. 2x10's @ 16" on center)
- Specify size of posts (e.g. 6x6) required for deck columns and girder beam support

#### **DIMENSIONS OF STRUCTURE**

- All dimensions must be given
- Be sure to check for zoning setback requirements based on zoning district

#### **BEARING ON EXISTING STRUCTURE**

- Indicate use of ledger board, lagbolts, and joist hangers, where applicable

## ***RETAINING WALLS***

#### **SUBMITTAL**

- planview and/or section drawing to scale
- all dimensions and materials designated

#### **CONSTRUCTION**

- masonry, concrete, steel piling or other approved material
- wood used for retaining walls shall be of approved preservative-treated wood or naturally durable wood if not more than 2 feet in height

#### **DEPTH OF FOOTERS**

- footers shall be 36" in depth for frost protection

#### **DESIGN**

- to resist the natural lateral soil loads, both dead and live load surcharges, and to ensure stability against overturning, sliding, excessive foundation pressure and water uplift

#### **HYDROSTATIC PRESSURE**

- unless drainage is provided, the hydrostatic head of the water pressure shall be assumed to be equal to the height of the wall
- show proposed drainage

#### **COPING**

- masonry retaining walls must be protected with an approved coping of concrete or other approved material

## **GUARDS**

- where walls with differences in grade level on either side, in excess of 4 feet, are located closer than 2 feet to a walk, path, parking lot or driveway on the high side, said walls must have guards not less than 36" in height either solid or with balusters with openings no greater than 4" or other approved protective measures such as plantings, etc.

## **Ordinance No. 1914 enacted by the Board of Commissioners on 7/6/2004 Adopted the Pennsylvania Construction Code Act, Act 45 of 1999, 35 P.S. §§7210.101-7210.1103, as Amended from Time to Time and Its Regulations**

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