TOWNSHIP OF UPPER ST. CLAIR
DEPARTMENT OF COMMUNITY DEVELOPMENT
1820 McLaughlin Run Road
Upper St. Clair, PA 15241
412.831.9000, Ext. 5010
www.twpusc.org

BUILDING PERMIT APPLICATION FOR SMALL PROJECTS

(*PLEASE NOTE: Projects with added new impervious surface >400 sf requires Stormwater Management Permit prior to submission of building permit application)

DO NOT USE FOR NEW SINGLE-FAMILY DWELLINGS, ADDITIONS AND COMMERCIAL PROJECTS

Application MUST include the following:

- ☐ Completed application form, signed by property owner AND contractor (unless owner is acting as own general contractor)
- ☐ Contractor must provide current Certificate of Workers Compensation Insurance naming the Township of Upper St. Clair as Certificate Holder (or check appropriate section on application form regarding lack of Worker's Compensation Insurance.)
- ☐ Completed application for Electrical Inspection form, if any electrical work is to be done. (*Separate form)
- ☐ Two (2) copies of survey (plot plan) to scale (*not reduced or enlarged*) showing proposed construction.
- ☐ Two (2) copies of construction plans. Disclaimer Label below must be affixed to both copies and must be completed by the property owner.
- ☐ Fee: check made payable to Township of Upper St. Clair OR cash. *If cash, please have correct amount*.

For all accessory structures, the International Residential Code 2021 Edition & Township's Chapter 51 will apply.

INCOMPLETE OR PARTIALLY COMPLETE APPLICATIONS CANNOT BE ACCEPTED FOR PROCESSING.

DISCLAIMER LABELS

(Attached the labels below to your construction plans)

--------✂---------✂---------✂---------✂---------✂---------✂---------✂---------✂---------✂--------

Address_____

I, _____, owner of the property for which these plans are proposed, accept responsibility for the plans drawn for me by

_____, and certify that they meet all Township of Upper St. Clair Building Code requirements to the best of my knowledge and belief, and I agree to build accordingly.

_____
Property Owner's Signature Date

Address_____

I, _____, owner of the property for which these plans are proposed, accept responsibility for the plans drawn for me by

_____, and certify that they meet all Township of Upper St. Clair Building Code requirements to the best of my knowledge and belief, and I agree to build accordingly.

_____
Property Owner's Signature Date

APPLICATION FOR SMALL PROJECTS

Township of Upper St. Clair
1820 McLaughlin Run Road, Upper St. Clair PA 15241
Phone: 412.831.9000 Ext. 5010 FAX: 412.854.0773
www.twpusc.org

OFFICE USE
CASE NO: **BLD/ZON**

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 2021 Edition & Township's Chapter 51 applies.

Property Address:	**Lot No.:**

Property Owner(s) Name:

Address: **City** **Zip**

Home Phone:	**Email:**	**Cell Phone:**

Tenant Name:	**Phone:**

General Contractor Name **| Email:**

Address: **City** **Zip**

Emergency Contact:	**Business Phone:**	**Cell Phone:**

Proposed Project:

***If applicable, total new impervious surface being added:**

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 Statement:

I hereby agree to comply with the provisions of the Codes and Regulations of the Township of Upper St. Clair and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application. **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.**

_____ _____

Contractor's Signature **Date**

PERMIT TYPES AND FEES (check applicable permits below)

ESTIMATED CONSTRUCTION COST:	$

❑ **BUILDING:** RESIDENTIAL SMALL PROJECTS $50 + $4 for each $1,000 of estimated value of construction.	$_____
PLUS PA STATE PERMIT SURCHARGE	$ **4.50**
TOTAL BUILDING PERMIT FEE	$_____
❑ **ZONING:** *If no building permit is required $25*	$
❑ **ELECTRICAL:** **Complete Application for Electrical Inspection form** **See MDIA form for fee schedule*	$
❑ **DRIVEWAY:** (expansion of existing or installation of new) $30	$

TOTAL FEES FROM ABOVE **(Payable to: *"TOWNSHIP OF UPPER ST. CLAIR")***

TOTAL: $

OFFICE USE

CASH REC#: CHECK # & BANK NAME:

PROPERTY OWNER'S STATEMENT

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I further agree to comply with the provisions of the Codes and Regulations of the Township of Upper St. Clair and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application. In addition, I agree that if a permit is issued, the permit may be revoked by administrative action of the Township of Upper St. Clair if compliance with the foregoing paragraphs and references are not absolute.

_____ _____

Property Owner's Signature **Date**

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.

FENCES: Zoning approval required - $25 fee; survey required showing location of fence, brochure or photo of the type of fence required. For specific fence guidelines, please view "Guidelines for Building a Fence" info sheet.

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** - 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.

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.; Sheds over 100 square feet are required to have footings so that the structure will be secured from movement, 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**	**Commercial**
	min. 36” wide	min. 36” wide
	max. rise 8”	max. rise 7-1/4”
	min tread 9”	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

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.