

Applicant Name: _____

FEE: \$25.00

Permit # : _____

West Finley Township

RESIDENTIAL BUILDING PERMIT APPLICATION PACKET

A **TOWNSHIP PERMIT** is required for the following types of construction:

- * Agricultural Excluded Buildings (*separate addendum must be attached to this permit*)
- * Recreational Cabins (*separate addendum must be attached to this permit*)
- * Accessory Structures *under* 1,000 square feet
- * Portable electrical appliances (*ex. generators on wheels*)
- * Swimming pools *less than* 24" deep
- * Retaining walls with a total depth of *less than* 4 feet
- * Fences *under* 6 feet in height

A **BUILDING PERMIT** is required for the following types of construction:

- * ALL new home construction, including manufactured and mobile homes
- * Additions to homes (*accessory structures over 1,000 square feet*)
- * Remodeling of home that *increases* the size of the structure
- * Electrical work that changes the scope of the existing work
- * Water tanks *over* 5,000 gallons
- * Garages *over* 1,000 square feet
- * Retaining walls *over* 4 feet (*includes block foundation in ditch*)
- * Fences *over* 6 feet in height
- * Decks (*unless unattached under 200 sq. ft., and less than 30" from the ground*)
- * Out Buildings (*ex. permanent non-agricultural buildings over 120 square feet*)
- * Swimming pools *over* 24" deep (*will require two safety inspections for a total \$100 fee*)

****ALL BUILDING PERMITS WILL REQUIRE INSPECTIONS BY THE BCO****

OFFICE USE ONLY:

Permit Packet Fee \$ 25.00 ___ cash ___ check # _____ date _____

Inspection Fees \$ _____ ___ cash ___ check # _____ date _____

TOTAL PAID \$ _____

Reported to County: _____ Occupancy Permit Issued: _____

RESIDENTIAL BUILDING PERMIT APPLICATION PACKET

PROCEDURE TO OBTAIN A PERMIT

1. Fully complete this application packet.
2. Submit the completed application packet and \$25.00 fee to the township office. Payment can be made via cash or check made payable to ***West Finley Township***.
3. The Municipal Building Code Official, David Martin, will review the completed application and verify any setback requirements.
4. Inspection fees, if applicable, will be calculated by the Building Code Official according to the fee schedule as listed in this packet on page 9.
5. The applicant will be contacted regarding the amount of additional inspection fees due, if applicable. Payment of the fees is due as soon as possible.
6. A permit will be issued when ALL fees have been paid.

INSTRUCTIONS FOR COMPLETING PERMIT APPLICATION PACKET

1. Fill in every line. Do NOT leave any spaces blank. If an item does not apply to your specific project, please write "N/A" on the line. Incomplete applications will be returned to the applicant.
2. If applying for an Agricultural Exclusion or Recreational Cabin Exemption, a separate addendum must be completed and attached to this permit application. Please request the necessary form from the office.
3. Insurance information MUST be included. When work is to be done by a contractor or builder, the applicant must obtain a copy of their insurance policy. If the work is being done by the applicant, the Declaration Page of the homeowners' insurance policy must be included with the application. Insurance information can be sent directly to the office via fax or email.

UNIFORM CONSTRUCTION CODE AGREEMENT

I understand the requirements of the applicable building codes. I agree that constructing to compliance with all applicable building code standards is MY RESPONSIBILITY. I also understand that any non-compliant construction discovered upon inspection will require reconstruction to meet all applicable codes.

Applicant's Signature

Date

Section A

APPLICANT INFORMATION:

Name: _____ Phone: _____

Homeowner's Name: _____ Phone: _____

Address of Residence: _____

City: _____ State: _____ Zip: _____

PROPERTY INFORMATION:

Location of Property: _____

Parcel ID #: 680 - _____ Lot Size: _____

Subdivision: Yes, Name of Subdivision: _____

No

Is this proposed construction located in a FLOODPLAIN? Yes NO

SETBACKS:

*NOTE – Any side facing a road requires a 50 foot setback from the center of said road. If the 50 foot setback is not met, a **VARIANCE APPLICATION** must also be completed and filed with this building application.

RIGHT side property line: _____ ft. LEFT side property line: _____ ft.

FRONT of property line: _____ ft. BACK of property line: _____ ft.

FACILITIES INFORMATION:

Water Supply: public OR private

Sewage Disposal: public OR private

CONSTRUCTION INFORMATION:

Use of Proposed Building/Structure: _____

Description of Building/Structure: _____

Approx. Dimensions: _____ Estimated Cost of Construction: _____

Start Date of Construction: _____ End Date of Construction: _____

Section B

CONTRACTOR/BUILDER INFORMATION:

Reminder – If construction is being done by the applicant, the declaration page of the homeowners' insurance policy must be included with the application packet. Insurance information can be sent directly to the office via fax or email.

Builder Name: _____ Phone: _____

Contact: _____ Address: _____

City: _____ State: _____ Zip: _____

Architect/Engineer Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

WORKERS' COMPENSATION INFORMATION:

Insurer: _____ Agent Name: _____

Name of Policy Holder: _____

Policy Number: _____ Expiration Date: _____

Contractor's Federal/State Employer ID # : _____

A copy of the contractor's insurance policy MUST be attached to this application.

Section C

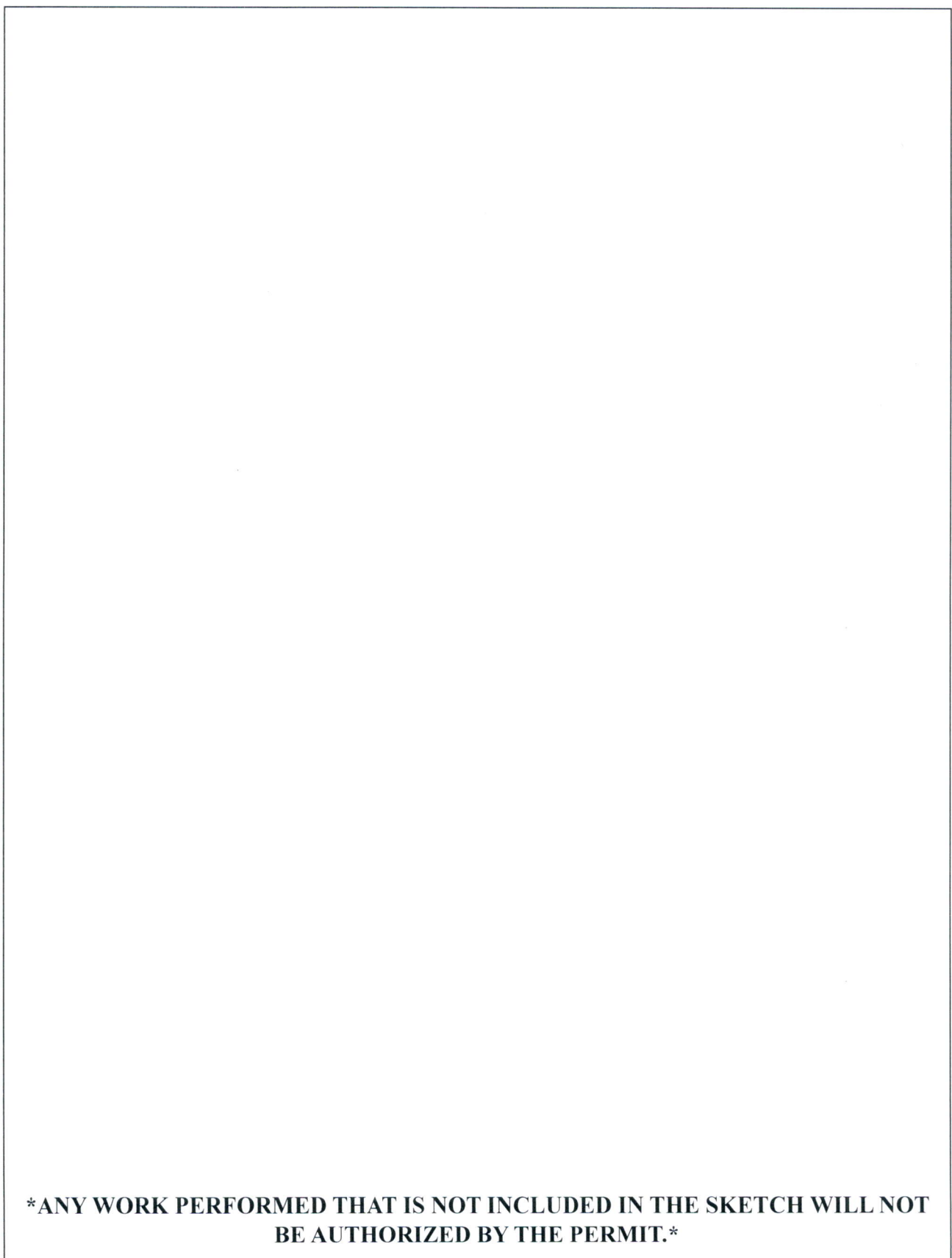
SKETCH PLAN OF PROPOSED WORK:

On the following page, please sketch a plan of the construction work proposed by the application. Please be as detailed as possible. Include the following in the sketch:

- property lines with approximate measurements
- define AND label existing structures
- all setbacks (right, left, front, back)
- distances of all structures from property lines
- overall dimensions of all structures and proposed work
- a floor plan for basements and all other floors
- 2 elevation sketches (PREFERRED: one front and one rear view of structure)

Attach additional pages as needed. Any plans from the CONTRACTOR/BUILDER should be attached here.

SKETCH OF PROPOSED WORK

A large, empty rectangular box with a thin black border, intended for a sketch of proposed work. The box is mostly blank, with a few faint, illegible marks scattered across its surface.

***ANY WORK PERFORMED THAT IS NOT INCLUDED IN THE SKETCH WILL NOT
BE AUTHORIZED BY THE PERMIT.***

REMINDER: A complete set of drawings must be kept on the job site during construction.

SKETCH OF PROPOSED WORK (cont.)

Continue sketch of proposed work here. Attach additional pages if needed.

Section D

PERMIT AGREEMENT:

Please print the applicant's first and last name, read the agreement, and sign below.

I, _____, the APPLICANT, in cooperation with WEST FINLEY TOWNSHIP, agree to the following terms: In consideration of the issuance of a permit to the undersigned, the APPLICANT acknowledges the in reviewing plans and specifications, and in inspecting work of the APPLICANT/CONTRACTOR, employees of the MUNICIPALITY are performing their duties to maintain compliance with the minimum requirements of the applicable ordinances of said MUNICIPALITY, pursuant to the policy power of the MUNICIPALITY. The MUNICIPALITY is not warranting to the APPLICANT or any THIRD PARTY the quality or adequacy of the design, engineering, or work performed of the APPLICANT/CONTRACTOR.

The APPLICANT further acknowledges that is not possible for the MUNICIPALITY to review or inspect every aspect of the APPLICANT'S/CONTRACTOR'S design or engineering work. Accordingly, neither the MUNICIPALITY, nor any of its elected or appointed officials, or employees shall have any liability to the APPLICANT/CONTRACTOR for any defects or shortcomings in such design, engineering, or work performed, including allegations of such defects or shortcomings that should have been discovered during the MUNICIPALITY'S review or inspection of work. Furthermore, the APPLICANT agrees to defend, hold blameless, and indemnify the MUNICIPALITY, its elected and appointed officials, and/or employees from and against all claims, demands, actions, or causes of actions of any one or more THIRD PARTIES arising out of or relating to the MUNICIPALITY'S review or inspection of the APPLICANT'S/CONTRACTOR'S design, engineering, or work performed. All references in this agreement pertain to the APPLICANT'S employees, agents, independent CONTRACTORS, subcontractors, or any other persons or entities performing work pursuant to this issuance of the township/building permit by the MUNICIPALITY.

The APPLICANT is responsible for obtaining any other required permits, including highway occupancy permits from the Pennsylvania Department of Transportation. The APPLICANT hereby agrees to all applicable provisions of the MUNICIPAL codes, resolutions, and/or ordinances, the **Energy Conservation Act 222 of 1980**, the **2004 Uniform Construction Code**, and the standards set forth in the **2018 International Building and Residential Code** books, and will comply with said provisions, along with any requirements of the MUNICIPAL sewer and/or water authorities, whether specified or not.

As the APPLICANT, I am fully aware of all above specifications and acknowledge the United States Department of Labor and Occupational Safety (OSHA) standards. I agree to comply with all said standards for the duration of my construction project. I also certify that the information provided in this application packet to be true and correct.

Applicant's Signature

Date

Contractor's Signature

Date

Section E

BUILDING INSPECTION CHECKPOINTS:

Please contact the Building Code Official at least **48 hours PRIOR** to completion of construction task as specified below. Re-inspections due to insufficient notification time, poor construction practices, or irregular work sequencing will be billed to the applicant separately, prior to the issuance of any occupancy permit or certificate of completion.

Building Code Official, David Martin: 724-263-4441 (mobile)

~ FOUNDATION FOOTINGS

- Excavation of trenches or basement areas
- Forms and/or reinforcing steel is in place.
- BEFORE concrete placement

~ FOUNDATION WALLS

- AFTER foundation walls are constructed, but BEFORE the backfill is placed.
- AFTER waterproofing and foundation installation is in place
- BEFORE underground plumbing is covered

~ UTILITY ROUGH-IN AND FRAMING

- Plumbing/Mechanical/Gas/Electrical Rough-In
 - BEFORE covering or concealment of access points
 - BEFORE fixtures and/or appliances are set in or installed
- Framing/Masonry
 - When roof, masonry, framing, fire stopping, draft stopping, & bracing are in place.

Plumbing, mechanical, and electrical rough inspections MUST be approved BEFORE framing/masonry inspections can be approved.

~ ELECTRIC SERVICE

- When system is ready to be energized

~ INSULATION

- AFTER utility rough-in and framing inspection are approved
- BEFORE covering or concealment

~ SPRINKLER SYSTEM

- When system is ready to be tested

~ FINAL INSPECTION

- AFTER permitted work is complete
- BEFORE occupancy

THE CONSTRUCTION STANDARD TO WHICH ALL WORK WILL BE INSPECTED FOR COMPLIANCE IS THE 2018 INTERNATIONAL RESIDENTIAL AND BUILDING CODES. WORK BEYOND ANY OF THE SPECIFIED TASKS WITHOUT FIRST OBTAINING THE APPROVAL OF THE BUILDING INSPECTOR WILL BE CONSIDERED NON-COMPLIANT.

FOR BCO USE ONLY

ESTIMATE OF FEES FOR RESIDENTIAL PROJECTS:

The Building Code Official will complete this page. After applicable fees have been calculated, the office Secretary will contact the applicant. **THIS IS ONLY AN ESTIMATE.** The final cost may vary depending on the review conducted by the Building Code Official.

Part I: Residential New Home Fees

Construction Fee – New on site built homes (fee \$450)		\$
All Manufactured/Mobile Homes (fee \$350)		\$
Misc Fees (decks/pools)		\$
Permit Fees (projects valuing over \$15,000*)	+	\$
Total Permit Fees	=	\$
Application Fee (if already paid)	-	\$
New Balance:	=	\$

*Applicant will be charged an additional \$1 permit fee for every \$1,000 over \$15,000 in construction value.

Part II: Additions/Alterations/ Renovations

Footers/Excavation		x \$50/hr	\$
French Drains/Waterproofing/Insulations		x \$50/hr	\$
Underground Drain Piping		x \$50/hr	\$
Utility Rough-In/Framing		x \$50/hr	\$
Insulation/Energy		x \$50/hr	\$
Electric Service		x \$50/hr	\$
Other:		x \$50/hr	\$
FINAL for Occupancy		x \$50/hr	\$
Total Estimated Inspection Fees			\$
Balance from Part I		+	\$
TOTAL FEES DUE:		=	\$

*** THESE ITEMS ARE ESTIMATED AMOUNTS AND ARE COLLECTED DURING THE PERMIT APPLICATION REVIEW PROCESS. SHOULD THE ACTUAL COST OF COMPLETING THESE ITEMS EXCEED THE AMOUNT COLLECTED, A SEPARATE BILL WILL BE ISSUED TO, AND PAID BY THE APPLICANT PRIOR TO THE ISSUANCE OF ANY PERMIT OF OCCUPANCY OR COMPLETION. THIS ESTIMATE ASSUMES EACH INSPECTION VISIT WILL LAST FOR A DURATION OF ONE HOUR, HOWEVER, IT IS POSSIBLE THAT, IN SOME CASES A VISIT MAY EXCEED AN HOUR. IN THIS INSTANCE, THE PERMIT HOLDER WILL BE BILLED FOR ANY ADDITIONAL TIME THE BUILDING CODE OFFICIAL REQUIRES TO COMPLETE THE INSPECTION. WEST FINLEY TOWNSHIP WILL NOT ISSUE A FINAL INSPECTION REPORT OR OCCUPANCY PERMIT UNTIL ALL OUTSTANDING FEES HAVE BEEN PAID.**

RESIDENTIAL BUILDING PERMIT APPLICATION PACKET

WEST FINLEY TOWNSHIP

401 Beham Ridge Road
West Alexander, PA 15376
724-484-9200 (office)
724-484-7566 (fax)
westfinelypa@gmail.com

Building Code Official

David D. Martin
724-263-4441 (mobile)

Township Office Hours

Monday – Friday
8:00 am – 4:00 pm

WASHINGTON COUNTY SEWAGE COUNCIL

70 East Beau Street
Suite 850
Washington, PA 15301
724-223-0504
R.C. Cassidy, Representative
412-855-2555

ICC

International Code Council
Member

REV 01/24 AY