

# NON-RESIDENTIAL BUILDING & ZONING PACKAGE



*Township of O'Hara*



# Township of O'Hara

325 Fox Chapel Road • Pittsburgh, PA 15238 • Telephone: 412-782-1400 • Fax: 412-782-4530

Welcome to the Township of O'Hara Building Permit Process. Attached is a building permit application that will need to be filled out for your project.

We are here to help with any questions you may have. Please do not hesitate to call us or to request a meeting with one of our building professionals to go over your application prior to submission or to answer any questions during the project's life.

We strive to turn applications around as quickly as possible. Please know that by Pennsylvania State Law, we have 30 days to process a building permit. Applications are reviewed in the order they are submitted, so please allow time for the review process before you schedule the start of your project(s).

Remember to call ahead for inspections so that your project runs smoothly. We would request that you call at least 48 hours in advance to schedule an inspection. A listing of all needed inspections is included in your packet.

We always hope that all projects run smoothly, but if there are any issues that arise they will be communicated to you clearly so that they can be addressed. We will do our best to work with you so that the project continues to move forward.

At the end of your project, we would appreciate it if you would fill out the satisfaction survey that is attached to your building permit package. The survey is also included on our website under documents and forms as part of the downloadable building permit package. By completing the survey, you can help us identify ways to possibly streamline our process or allow staff members to know they are doing a great job.

Happy Building!

Sincerely,



Julie A. Jakubec, CPA, CGMA  
Township Manager







## TOWNSHIP OF O'HARA PROPOSED USE APPLICATION NARRATIVE

Please print all information

**Complete the below proposed use narrative and submit with building permit application.**

- Business name \_\_\_\_\_
- Exact nature of business \_\_\_\_\_
- Days of business \_\_\_\_\_
- Hours of business operation \_\_\_\_\_
- Number of employees \_\_\_\_\_
- Materials/products/supplies used in conjunction with business \_\_\_\_\_
- List hazardous materials used or manufactured (MSDS sheets are required)  
\_\_\_\_\_
- Does the business operation require reporting to the U.S. EPA?     Yes         No
- Address of business main office \_\_\_\_\_  
Phone number \_\_\_\_\_
- Alarm system    Burglar \_\_\_\_\_                      Fire \_\_\_\_\_
- Monitoring Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_
- Contact Person** \_\_\_\_\_
- Emergency contact name** \_\_\_\_\_                      **Phone number** \_\_\_\_\_
- Gross square footage of tenant space \_\_\_\_\_



## TOWNSHIP OF O'HARA FIRE PREVENTION SURVEY

DATE \_\_\_\_\_

Name of Establishment \_\_\_\_\_ Location \_\_\_\_\_

Address \_\_\_\_\_ Suite # \_\_\_\_\_

Business phone \_\_\_\_\_

Nature of Business \_\_\_\_\_

Emergency contact \_\_\_\_\_  
(Name) \_\_\_\_\_ (Home Phone #) \_\_\_\_\_

Keyholder

Occupant

\_\_\_\_\_  
(Cell Phone#)

Emergency contact \_\_\_\_\_  
(Name) \_\_\_\_\_ (Home Phone #) \_\_\_\_\_

Keyholder

Occupant

\_\_\_\_\_  
(Cell Phone#)

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ICC type of Construction \_\_\_\_\_

Roof materials \_\_\_\_\_

Number of stories \_\_\_\_\_ Number of floors \_\_\_\_\_ Basement (yes/no) \_\_\_\_\_

Length of building \_\_\_\_\_ Width of building \_\_\_\_\_ No. of elevators \_\_\_\_\_ No. of Stairways \_\_\_\_\_

Use Group \_\_\_\_\_

Notes to Fire Department \_\_\_\_\_

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**Fire Protection Equipment:**

Automatic Sprinkler System       Full       Partial       None

Number of risers \_\_\_\_\_ Type of system: Wet \_\_\_\_\_ Dry \_\_\_\_\_ Combination \_\_\_\_\_

Fire Department Connection (yes/no) \_\_\_\_\_ Size and type of connection \_\_\_\_\_ Location \_\_\_\_\_

Standpipes & Hose Cabinets (yes/no) \_\_\_\_\_ Location \_\_\_\_\_

Fire Alarm System (yes/no) \_\_\_\_\_ Smoke Detectors          Heat Detectors   

Pull Stations          Duct Detectors   

Fire Alarm Panel Location: Remote Panel \_\_\_\_\_  
Main Panel \_\_\_\_\_

**Facilities with cooking appliances:**

Hood provided (yes/no) \_\_\_\_\_ Automatic Hood suppression provided (yes/no) \_\_\_\_\_

Last test date of hood suppression system: \_\_\_\_\_

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**Utilities:**

Electric \_\_\_\_\_ Panel Location \_\_\_\_\_

Gas \_\_\_\_\_ Shut off Valve Location \_\_\_\_\_

Water \_\_\_\_\_ Shut off Valve Location \_\_\_\_\_

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Hazardous Materials Stored/Processed?  YES  NO

Building Placarded?  YES  NO

Explosive Materials?  YES  NO

If yes, what type? \_\_\_\_\_

Flammable liquids (i.e.: Gal. Above ground) \_\_\_\_\_

Flammable liquids (i.e.: Gal. Below ground) \_\_\_\_\_

List of Hazardous Materials:

\_\_\_\_\_ Quantity \_\_\_\_\_

\_\_\_\_\_ Quantity \_\_\_\_\_

\_\_\_\_\_ Quantity \_\_\_\_\_

Provide complete list for additional items. Check here if additional list is provided

Knox Box provided (yes/no) \_\_\_\_\_ If yes, list location of box \_\_\_\_\_

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**(FOR TOWNSHIP USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE)**

- Site plan provided on 8 ½ x 11 sheet
- Floor plan layout provided on 8 ½ x 11 sheet
- Fire Prevention Survey complete
- MSDS Sheets provided for HAZMAT
- Locations of Knox Box, Fire Alarm panels, sprinkler valves, fire hydrants, etc. on plans.

Permits required: \_\_\_\_\_

# COMMERCIAL BUILDING PLAN REVIEW PROCEDURE

- Completed building permit application.
- Two (2) complete sets of building plans and specifications which have been approved by O'Hara Township's contracted Plan Review Agency.
- All construction documents required for a building permit shall be prepared by a registered design professional consistent with the professional registration laws of the state of Pennsylvania.
- When the proposed work is minor in nature and has no effect on the structural integrity of an existing building, and is in compliance with all other provisions of this code and have been approved by the Building Official plans need not be prepared by a licensed engineer, or registered architect provided such plans are drawn to scale and contain sufficient detail and clarity that the work will be of sound construction and in compliance with the provisions of this code.
- Upon receipt of submittal, the Township will perform an administrative review of the submission for completeness.
- Permit applicant shall provide written responses, item by item, for review comments and revise plans and specifications to meet code compliance.
- Applicant shall submit two (2) complete sets of revised plans, specifications and written response to plan review comments.
- Township may require new or revised structural calculations to be submitted for review if necessary to determine code compliance.
- If plan review comments are minor in content and require no plan or specification revisions, then the applicant may provide a written response from the plans and specification preparer for the comments.
- Once it has been determined by the Township that the plans and specifications are code compliant, the plans and specs are stamped approved and one set of documents for construction are returned to applicant with building permit issuance. These approved plans must be retained on-site as a reference for construction.

## CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND SPEED* (mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN CATEGORY	ICE SHIELD UNDER-LAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			WEATHERING	FROST LINE DEPTH	TERMITE	DECAY					
25	90	A	SEVERE	36"	MOD/HVY	SLT/MOD	0-20	YES	FEMA	1500 OR LESS	50





# Township of O'Hara

Permit # \_\_\_\_\_

Address \_\_\_\_\_

## REQUIRED NON-RESIDENTIAL INSPECTIONS

### 48 HOURS NOTICE IS REQUIRED!

*Please call the inspection scheduling line at (412) 782-1400.*

- \_\_\_\_\_ **A. FOOTER:** prior to concrete pour when rebar is in place.
- \_\_\_\_\_ **B. FOUNDATION:** made after foundation is constructed and prior to backfilling.
- \_\_\_\_\_ **C. CONCRETE FLOORS:** prior to concrete pour.
- \_\_\_\_\_ **D. REINFORCED MASONRY - as block or poured concrete walls are prepared and after steel reinforcement is installed.**
- \_\_\_\_\_ **E. STEEL: after erection and installation is complete.** (Special inspection required)
- \_\_\_\_\_ **F. ELECTRICAL, SERVICE, ROUGH WIRING AND FINAL:** performed by the Township Inspection Agency.
  - \_\_\_\_\_ SERVICE CONNECTION
  - \_\_\_\_\_ ROUGH WIRE
  - \_\_\_\_\_ FINAL ELECTRICAL

**– Electrical Inspections ONLY-  
Call – Richard Round  
#724-591-3941**
- \_\_\_\_\_ **G. ROUGH FRAMING:** prior to closing in and concealment of framing.
- \_\_\_\_\_ **H. GREASE TRAP:** Visual
- \_\_\_\_\_ **I. ENERGY CONSERVATION**
- \_\_\_\_\_ **J. PLUMBING AND MECHANICAL ROUGH-INS:** prior to concealment. (ABOVE GROUND)
- \_\_\_\_\_ **K. FIRE BLOCKING ND DRAFTSTOPPING:** when completed.
- \_\_\_\_\_ **L. FIRE LINE:** Visual and hydrostatic test of all pipe, valves and hydrants from tee or valve to double check backflow prevention device. Hydrostatic testing performed by contractor.
- \_\_\_\_\_ **M. FIRE PROTECTION AND FIRE DETECTION SYSTEMS:** shall be witnessed by O'Hara Township. All Fire Protection/Detection/Suppression systems that are taken out of service must be reported to 412-782-1400.
- \_\_\_\_\_ **N. FINAL SEWER & WATER:** Final site inspection of meter spread, remote meter, curb box, valve box, manhole, and fire hydrants. Final inspection from Allegheny County Health Department must be presented. (All sanitary and storm sewer taps must be witnessed by O'Hara Township).
- \_\_\_\_\_ **O. FINAL & ACCESSIBILITY: walk-through inspection is made after construction is completed, final electrical inspection verified, and structure is made ready for occupancy.**
- \_\_\_\_\_ **P. ADDITIONAL INSPECTIONS MAY BE REQUIRED AS CONSTRUCTION PROGRESSES.**

Also, please have copies of all third party inspections such as concrete cylinder testing, welding inspections, soils testing reports, and on site erection/installation inspection approvals sent to O'Hara Township.

Please note that the above listing is for reference and that all work performed must comply with all Township codes and approvals, and State and Federal requirements.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Addendum to Building Permit

- I. The applicant for the building permit, in compliance with Act 44 of 1993, hereby submits (check one):
- Certificate of Insurance (please attach)
  - Certificate of Self-Insurance (please attach)
  - Affidavit of Exemption
- II. If an exemption is being claimed, please complete the following; and sign in the presence of a notary public:

Basis for exemption (check one):

- Applicant is an individual who owns the property
- Contractor/Applicant is a sole proprietorship without employees
- Contractor/Applicant is a corporation and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain:

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- All of the contractor/applicant's employees on the project are exempt on religious grounds under Section 304.2 of the Workers' Compensation Act. Please explain:

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- Other - Please explain:

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Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's federal or state employer identification number (EIN): \_\_\_\_\_

1. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
2. The applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Act.
3. Violation of the Workers' Compensation Act or the terms of this permit will subject the applicant to a stop-work order and other fines and penalties provided by law.

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF ALLEGHENY )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
before me, \_\_\_\_\_, notary public, the  
undersigned personally appeared \_\_\_\_\_

\_\_\_\_\_

know to me (or satisfactorily proven) to be the person(s) whose  
name(s) is/are subscribed to the within instrument, and  
acknowledged that he/she/they executed the same for the  
purposes therein contained.

In witness whereof, I hereunto set my hand and official seals.

\_\_\_\_\_  
Notary Public

My signature on behalf of or as the contractor/applicant 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  
falsifications to authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Pennsylvania League of Cities and Municipalities  
Note: Applicant's Copy to be attached to permit and posted.  
Municipality's Copy to be filed with its permit copy.

**MUST BE SIGNED IN THE PRESENCE OF NOTARY.**

**THIS FORM MUST BE SIGNED BY THE OWNER OF THE PROPERTY**

**PERMIT AGREEMENT**

In consideration of the issuance by the Township of O'Hara (the "Township") of a building or grading permit to the undersigned applicant (the "Applicant"), the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in inspecting work of the Applicant, employees of the Township are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Township pursuant to the police power of the Township, and are not warranting to the Applicant or to any third party the quality or adequacy of the design, engineering or work of the Applicant. Applicant further acknowledges that it will not be possible for the Township to review every aspect of Applicant's design and engineering or to inspect every aspect of Applicant's work. Accordingly, neither the Township nor any of its elected or appointed officials or employees shall have any liability to the Applicant for defects or shortcomings in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during the Township's review or inspection.

Furthermore, the Applicant agrees to defend, hold harmless and indemnify the Township, its elected and appointed officials and employees from and against any and all claims, demands, actions and causes of action of any one or more third parties arising out of or relating to the Township's review or inspection of the Applicant's design, engineering or work or issuance of a permit or permits, or arising out of or relating to the design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant include Applicant's employees, agents, independent contractors, subcontractors or any other persons or entities performing work pursuant to the issuance of the building or grading permit by the Township.

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Building Permit No./Job Location**

\_\_\_\_\_  
**Date Permit Issued/Type of Work**

\_\_\_\_\_  
**Grading Permit No.**

\_\_\_\_\_  
**Date Permit Issued**

**THIS SIGNED FORM IS TO BE RETURNED TO THE TOWNSHIP OFFICE FOR RECORD**

## BUILDING PERMIT PROCESS SURVEY

Please evaluate the following questions on a scale of 1 to 5, with 5 being excellent and 1 being poor:

- |    |  |                          |
|----|--|--------------------------|
| 1. | Township staff was helpful during the permit submission process. | <input type="checkbox"/> |
| 2. | Your permit was issued in a timely manner.                       | <input type="checkbox"/> |
| 3. | Questions were answered completely and timely by Township staff. | <input type="checkbox"/> |
| 4. | Township staff was professional during all needed inspections.   | <input type="checkbox"/> |
| 5. | All inspections were performed timely.                           | <input type="checkbox"/> |

Additional comments or suggestions:

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Optional:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Description: \_\_\_\_\_

Would you like to receive a follow-up phone call from the Township Manager regarding your project experience with the Township staff?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Please email the completed survey to: [info@ohara.pa.us](mailto:info@ohara.pa.us)

Mail or drop off at: 325 Fox Chapel Road, Pittsburgh, PA 15238