

Township of O'Hara Residential Building & Zoning Package



Visit us on our web site – www.ohara.pa.us



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,

A handwritten signature in blue ink, appearing to be 'Julie A. Jakubec', with a long horizontal line extending to the right.

Julie A. Jakubec, CPA, CGMA
Township Manager

TABLE OF CONTENTS

<u>Section</u>	<u>Content</u>	<u>Pages</u>
Section I:	General Permit Information	3
Section II:	Submittal Requirements	4-6
Section III:	Residential Permit Application	7-8
Section IV:	Associated Permit Forms	
	• Required Inspection Checklist	9
	• Permit Agreement	10
	• Insurance Addendum	11-12
	• Street Restoration	13
	• Dirt, Mud, Debris Removal	14
	• Safety Standards	15
Section V:	PA Residential Energy Provisions Worksheet	16-17
Section VI:	Air & Duct Sealing Testing Options	18

Section I: General Permit Information

Whether it is as simple as building a shed or deck, or as complex as a new home or addition, O'Hara Township realizes that there are many things to consider when undertaking a new residential construction project.

The Residential Building and Zoning Package will help you complete the construction process. In it you will find the information you need to complete the building permit and construction inspection process from filing the correct information to getting a final inspection.

If there are any questions, or additional information is required, do not hesitate to contact the Department of Community Development at (412) 784-1784, extension 213.

➤ **A Residential Building and/or Zoning Permit is required prior to the construction including but not limited to the following:**

1. New homes
2. Additions
3. Garages
4. Decks, porches
5. Deck roof, porch roof
6. Chimneys and built-in fireplaces
7. Remodeling/Alterations/Repairs
8. Roof - changes to the roof (such as adding dormers or in changing from a flat roof to a gable roof)
9. Sheds
10. Fencing
11. Swimming pools - (in-ground and above ground)
12. Spas/hot tubs - indoors and outdoors
13. Finished basements - permits are required when new walls, doors, windows, bedrooms, or other habitable spaces or passageways are created
14. Installation/changes to plumbing/mechanical/electrical - additions to, alterations of, or relocations
15. New driveways, driveway expansions.
16. Changes to roof drainage, French drains, storm water
17. Items not listed as determined by the Building Official.

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA FOR O'HARA TOWNSHIP

Building design shall be regulated by the International Residential Code and the local design criteria established in this table.

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

Section II: Submittal Requirements

1. APPLICATION & FORMS

A. COMPLETE & SIGN THE FOLLOWING APPLICATION & FORMS

1. Permit Applicationpg. 6
2. Required Inspection Checklistpg. 8
3. Permit Agreementpg. 9
4. Insurance Addendumpg. 10-11
5. Dirt, Mud, Debris Removalpg. 13
6. Safety Standardspg. 14
7. Pennsylvania Energy Provision Worksheetpg 15-16
8. Envelope & Duct Testing Optionspg 17

2. ZONING REGULATIONS / SITE PLAN REQUIREMENTS

A. PLOT PLAN OR LOT SURVEY - A drawing of the lot that shows its dimensions and bearings, the existing house, or proposed house or new structure and its distance from the property lines. O'Hara Township requires that all site plans be based on an existing survey which is required to be submitted with the application. The following MUST be included on the site plan:

1. BUILDING LINE and any EASEMENTS or RIGHTS-OF-WAY.
2. DISTANCE of any proposed addition or structure to any BUILDING LINE or PROPERTY LINE.
3. Additionally, the site plan must include details on the location, size and elevations of ALL utilities. This includes the sanitary and storm sewer connection locations. For all new construction, basement elevation must be shown along with the sanitary and storm sewer invert elevations to permit sewer line connections. The location of sewer manholes must be indicated on the plan. Manholes are required to be visible at all times and may not be covered under any circumstances.
4. Storm water management plans shall be submitted in accordance with Township Ordinance #1228. The details, including size and location of the proposed sump, bioretention, etc. must be shown on the site plan. Specifications are available upon request.
5. Details on the location and grade of the proposed driveway must be included. Drainage information for driveway runoff is to be included.

3. GRADING, EROSION & SEDIMENTATION, HIGHWAY OCCUPANCY, ETC.

- A. All new construction is required to submit a grading plan which shows both existing and proposed contours. If the project is minor in nature, a written narrative describing the amount of grading to be done must be submitted with the application and approved by the Township Engineer
- B. Soil erosion and sedimentation control plans must be submitted. If appropriate this information can be included on your site plan.
- C. If located on a state highway, a Highway Occupancy Permit issued by Penn DOT must be provided prior to the issuance of any permit.

4. BUILDING CODES/COMPLIANCE

A. **TWO (2) SETS OF CONSTRUCTION DRAWINGS OR BLUEPRINTS** signed and sealed by an architect or engineer must be submitted with the Residential Building Permit Application in conformance with Section R106 (Plans shall be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed and conformance to the provisions of this code.)

1. Drawings may not need to be prepared by an architect or engineer if the work is of a minor nature, but must be drawn clearly, accurately to scale, and with sufficient detail. Sketches and doodles cannot be accepted.
2. **Details that must be shown:**
 - a. Footer - size of the footer which must be below the frost line of thirty-six (36") inches; reinforcing size and spacing as required.
 - b. Foundation wall - size of block, course height, backfill height, reinforcing as required, anchor bolts size and spacing.
 - c. Floor joists – size, spacing and orientation of floor joists; floor sheathing - type & thickness.
 - d. Walls - Type of construction of walls, such as 2" x 4" wood stud spacing; interior finish, such as 5/8" gypsum board.
 - e. Walls exterior coverings - Exterior covering of walls, such as brick or siding
 - f. Floor or wall beams - size and material of any beam supporting floors or walls
 - g. Doors, windows (headers or lintels) - size and type of header or lintel over any opening such as doors and windows
 - h. Ceiling joists - size and spacing of ceiling joists
 - i. Rafters - size, space of rafters, and type of wood
 - j. Roof or floor trusses - size and spacing of roof or floor trusses; pre-manufactured truss details.
 - k. Roof - Pitch or slope of the roof and type of wood sheathing, type of covering shingles, etc.
 - l. Elevations - front, side & rear elevations (if applicable)
 - m. The attached Energy Provisions Worksheet must be completed. Choose path of compliance and submit required documentation. (Res-Check calculations - see www.energycodes.gov or provide required energy specifications)
 - n. HVAC plans indicating location of equipment, supply ducts, returns, etc. must be submitted. Submit HVAC load calculation.
 - o. Complete and sign the air sealing and duct sealing testing option sheet.
 - p. Window schedule: type, size, location. Emergency egress required in all bedrooms and basements.

Section III: Residential Building Permit Application

1. LOCATION OF PROPERTY (Including lot # & plan, and street address):

Lot # / Plan or Development Street # Street Name Suite # (If applicable)

2. DESCRIPTION OF CONSTRUCTION ACTIVITY: _____

3. TYPE OF PERMIT(S) REQUESTED: (CHECK ALL THAT APPLY)

BUILDING FIRE PROTECTION ELECTRICAL MECHANICAL DEMOLITION

4. ESTIMATED COST OF CONSTRUCTION: \$ _____

5. _____
(OWNER NAME) (Phone) (Fax)

(Street Address) (City, State, & Zip Code)
E-Mail _____

6. _____
(CONTRACTOR/COMPANY) (Phone) (Fax)

(Street Address) (City, State, & Zip Code)
E-Mail _____

7. _____
(ARCHITECT) (Phone) (Fax)

(Street Address) (City, State, & Zip Code)
E-Mail _____

8. Applicant is HOMEOWNER: YES NO

9. WORKER'S COMP CERTIFICATE PROVIDED WITH APPLICATION: YES NO

10. Applicant is EXEMPT (NOTARIZED STATEMENT REQUIRED) YES NO

11. LOT & BLOCK #: _____ ZONING DISTRICT: _____

12. NUMBER OF STORIES: _____

I hereby acknowledge the information contained herein is true and correct and I hereby agree that All applicable provisions of the O'Hara Township Codes shall be met.

****Please submit two (2) sets of plans with your completed submission****

****Please check with your Homeowner's Association prior to applying for building/zoning permits****

APPLICANT'S SIGNATURE DATE

PRINT NAME E-MAIL

(FOR TOWNSHIP USE ONLY)

TOTAL SQUARE FOOTAGE: _____

ZHB # IF APPLICABLE: _____

CONSTRUCTION TYPE CLASSIFICATION: _____

FLOODPLAIN: YES NO

BUILDING USE CLASSIFICATION: _____

SETBACKS:

FRONT _____ **REAR** _____

LEFT SIDE _____ **RIGHT SIDE** _____

LOT COVERAGE _____

BUILDING PERMIT FEE: _____

ELECTRICAL PERMIT FEE: _____

OCCUPANCY PERMIT FEE: _____

SANITARY SEWER TAP-IN FEE: _____

STORM SEWER TAP-IN FEE: _____

STREET OPENING FEE: _____

FIRE SUPPRESSION FEE: _____

MECHANICAL FEE: _____

PA STATE ADMINISTRATIVE FEE: \$4.00

CONDITIONS OF ISSUANCE: _____

Building Code Official

Approval Date

Section IV: Required Inspection Checklist

Permit # _____

To schedule Inspections call #412-782-1400

The following are required inspections to be aware of:

Location _____

- A. FOOTER INSPECTION:** footer inspection made after construction driveway is installed, caissons have been drilled or trenches cut and/or forms erected and required reinforcing steel in place.
- B. FOUNDATION INSPECTION:** made after foundation is completed, French drain installed, damp proofing is applied, and prior to the start of any framing to verify vertical reinforcement.
- C. STRESSED CONCRETE FLOOR OR DECK:** the inspection must be made when the forms are in place and reinforcing steel is in position.
- D. ELECTRICAL:** performed by the Township's Inspection Agency. - Electrical Inspections ONLY -
Call – Dan Skradski
#724-591-2711
 - SERVICE CONNECTION
 - ROUGH WIRE
 - FINAL ELECTRICAL
- E. PLUMBING:** as required by Allegheny County Health Department. Sanitary and storm tap-ins must be witnessed by the Township.
- F. MECHANICAL:** Duct work shall be installed and sealed.
- G. ENERGY COMPLIANCE:** at intervals necessary to determine compliance. (See page # 17)
- H. DRYWALL:** after installation of all drywall, but before taping & sealing of fasteners
- I. STRUCTURAL FRAMING, PLUMBING, MECHANICAL, ROUGH IN INSPECTION:** All structural framing is completed and prior to insulation and covering of framing. The electrical, plumbing and mechanical systems have been inspected as specified above.
- J. FIRE BLOCKING/FIRE SEPARATION**
- K. MASONRY:** while masonry is in the process of being installed.
- L. DOWNSPOUT AND RAIN LEADERS:** to their point of termination.
- M. SPRINKLERS:** As required by PA UCC and Allegheny County Plumbing Division.
- N. OTHER:** Additional inspections as required by the Building Official. _____
- M. FINAL INSPECTION:** made after construction is completed, final electrical inspection verified, structure is made ready for occupancy, and a final as-built dwelling survey is supplied.

CERTIFICATE OF COMPLIANCE - Certificate of Compliance cannot be issued until Final Inspection and approval are given. Failure to obtain Certificate of Compliance will result in fine and penalties as prescribed by Municipal Ordinance. "Request for Certificate of Compliance" for newly constructed residences must be in writing and must state the expected move-in date and the names of the new owners or occupants. Written request for Certificate of Compliance must be received at least five (5) days before move-in date.

I have reviewed and understand the above listed inspections are required by state law.

Applicant Signature

Date

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 MUST BE RETURNED TO THE TOWNSHIP OFFICE FOR RECORD

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:

- 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:

- other - Please explain:

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 _____, 201____,

Before me, notary public, the
Undersigned personally appeared _____

_____ Known to me (or satisfactorily proven) to be the person(s) whose
Name 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 PRESENCE OF NOTARY.

Township of O'Hara
Restoration of Street Openings

Restoration of openings in the Township of O'Hara's rights-of-way is to be as follows:

1. Cut all edged of existing pavement vertically.
2. Backfill excavated area to a maximum of six (6") inches below the existing pavement elevation with an approved granular material. Approved materials are 2RC stone placed in six (6") layers and thoroughly compacted. Granular backfill shall extend two (2') feet outside the paved surface. Outside of these limits the existing material may be replaced and seeded if in a grassed area.
3. Tack coat the vertical surfaces of the existing pavement.
4. Place four (4") inches compacted thickness of bituminous concrete base course.
5. Place two (2") inches compacted thickness of ID-2 surface course.
6. All joints shall be sealed with bituminous material placed in a minimum two (2") inch wide strip and sprinkled with sand or No. 1 course aggregate to prevent pick-up by traffic.

The restoration procedure for roads in RIDC Industrial Park is similar with the exception of the replacement pavement thickness. For these roads the compacted thickness for bituminous concrete base course is five (5") inches, followed by two (2") inches compacted thickness of ID-2 binder and two (2") inches of ID-2 surface course.

ORDINANCE NO. 1226

Section 301.4

Section 301.4. Interest of Public Safety

It shall be unlawful for any dirt, mud, soil, stone or debris to be washed, tracked or otherwise deposited upon the pavement of any street. Any dirt, mud, soil, stone or debris deposited upon the pavement of any street shall be completely removed before 5:00 pm of the same day. Preventative control measures and intermediate cleanings may be deemed necessary by the Township.

RECEIPT FORM FOR ORDINANCE NO. 1226 SECTION 301.4

I have read the above Ordinance No. 1226, Section 301.4 and understand that I must comply with it during my construction project. It is also understood that fines may be assessed or the Refundable Cash Deposit submitted for this project may be used to correct any violation of this Ordinance and that the job may be shut down if at any time unsafe conditions are created by the depositing of mud or dirt on any Township road.

Signature Applicant/Owner

Date Signed

FOR TOWNSHIP USE ONLY

Building Permit No. _____ Job Location/Address _____

Refundable Cash Deposit Received: \$ _____

Date Received: _____ Check #: _____

Name of Depositor: _____

Address: _____

THIS SIGNED FORM MUST BE RETURNED TO THE TOWNSHIP OFFICE FOR RECORD

SAFETY STANDARDS

I AM FULLY AWARE OF THE U.S. DEPARTMENT OF LABOR,
OCCUPATION SAFETY AND HEALTH ADMINISTRATION (OSHA)
STANDARDS AND UNDERSTAND THAT I MUST COMPLY WITH
THESE STANDARDS FOR THE DURATION OF MY
CONSTRUCTION PROJECT.

SIGNATURE OF APPLICANT/OWNER

DATE SIGNED

THIS SIGNED FORM MUST BE RETURNED TO THE TOWNSHIP OFFICE FOR RECORD PRIOR
TO THE ISSUANCE OF ANY PERMITS

Section V: Pennsylvania Residential Energy Provisions Worksheet

(To be completed by applicant and submitted with construction drawings)¹

¹Values provided on ResCheck or worksheet shall correspond to values and materials shown on construction drawings.

Project

Address _____

Contractor _____

Permit # _____

Date _____ Date of Plan _____

Type of Dwelling: One or two family dwelling Townhouse

Compliance Path: Choose one.

<input type="checkbox"/> IECC <input type="checkbox"/> REScheckSoftware (2015) <input type="checkbox"/> Other (Submit ResCheck)	<input type="checkbox"/> IRC 2015 (Complete worksheet below)	<input type="checkbox"/> PA-Alternative Residential Energy Provisions (2018) (Complete worksheet below)
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Thermal Enclosure

	Required	Actual
Windows/Doors (U-value)		
Windows	U- 0.32	U-
Skylights	U- 0.55	U-
Other _____	U- 0.32	U-
Glazed Doors (> 50% glass)	U- 0.35	U-
Opaque Doors (≤ 50% glass)	U- 0.35	U-
Exterior Wall Insulation (R-Value)		
Cavity	R- 20	R-
Continuous (Insulated Sheathing)	R- 13 + 5	R-
Roof (R-value)		
Standard Truss or Rafter	R- 49	R-
Raised Heel/Energy Truss	R- 49	R-
Cathedral Ceiling 500sf max	R- 30	R-
Floors (R-Value)		
Over Unconditioned Space (unconditioned basements, vented crawlspaces, garages, etc.)	R- 30	R-
Floors Exposed to Outside Air	R- 30	R-
Crawlspace Walls (Non-vented Crawlspace)		
Cavity	R- 15	R-
Continuous (Insulated Sheathing)	R- 19	R-
Basement Walls - % above ground		
Front _____ %	If ≤ 50% R-15 Continuous R-19 Cavity If >50% R-19 or R-13+5 R- 10 @ 2 ft Add R-5 if heated slab	R-
Rear _____ %		R-
Left Side _____ %		R-
Right Side _____ %		R-
Slab Insulation (required if slab is < 12" below grade)		R- _____ @ _____ ft

Recessed Light Fixtures Type: ASTM E-283
 Other (list) _____

Mechanical

Equipment Efficiency (For PA Alternative Trade-off; REScheck Performance Alternative)

Furnace _____ AFUE
 Air Conditioner _____ SEER
 Heat Pump _____ HSPF

Location of Duct	Compliance Option	
	IECC+IRC	PA-Alt
Outside of the Building	8	8
Within Insulated Outside Walls or Floors ¹	8 ¹	8 ¹
Unconditioned Attics	8	8
Unconditioned Basements	8	6
Vented Crawlspace, and Garages	8	8

Section VI: Testing Options: Envelope & Duct Sealing

(Testing Options must be selected for each item.)

1. **Building envelope air sealing & insulation.** Building envelope air tightness and insulation installation shall be demonstrated to comply as follows.
- Testing Option.** Tested air leakage is less than 3 ACH when tested with a blower door at a pressure of 50 Pascals (0.007 psi) in accordance with ASTM E 779 OR ASTM 3 1827. Testing shall occur after all penetrations of the building envelope, including penetrations for utilities, plumbing, electrical, ventilation and combustion appliances. See IRC1102.4.1 for complete requirements.

2. **Mechanical Systems: Duct Sealing.** Ducts air handlers, filter boxes and building cavities used as ducts shall be sealed. Joints and seams shall comply with IRC Section 1601.4. Please choose either option 1 or 2 for duct tightness testing or exception if it applies.
- Option 1. Post-construction test:** Leakage to outdoors shall be less than or equal to 4 cfm (3.78 L/s) per 100 s.f. of conditioned floor area. .
- Option 2. Rough-in test:** Total leakage shall be less than or equal to 4 cfm (2.83 L/s) per 100 s.f. of conditioned floor area.
- Exception:** Duct tightness test is not required if the air handler and all ducts are located within conditioned space.

Compliance Statement: The proposed building design described herein is consistent with the building plan, specifications and other information submitted with the building permit application. Additionally, the building and its systems will comply with all requirements of the 2009 Pennsylvania Residential Energy Provisions.

 Name (Print) Signature Date

**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.
- 2. Your permit was issued in a timely manner.
- 3. Questions were answered completely and timely by Township staff.
- 4. Township staff was professional during all needed inspections.
- 5. All inspections were performed timely.

Additional comments or suggestions:

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

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