

Nottingham Township  
Sugar Run Road  
Eighty Four, PA 15330  
(724) 348-5622 • Fax (724) 348-8822

### **Zoning Certificate Application Requirements**

Construction drawings are necessary to obtain a zoning certificate for most structures. Only complete applications that include construction drawings and other required documents, as described below, will be accepted for review.

Once plans are submitted, any revisions to the project that alters the original description must be approved.

The checklist is provided to insure you have all materials necessary to submit for your project. This checklist will be used to review your application submittal for acceptance. Plans will not be accepted if the checklist is not followed.

An unlicensed person may prepare plans for one and two story wood-framed single family dwellings, accessory structures and decks in conformance with conventional construction provisions; however, the Zoning Officer may require some structural plans and specifications by a licensed engineer or architect. An architect or engineer, registered in the State of Pennsylvania, must prepare calculations, plans and specifications for any other project.

#### **GENERAL REQUIREMENTS FOR SUBMITTAL**

- Completed Zoning Certificate Application.
- Signed and sealed survey or survey waiver (if required)
- Site Plan showing the dimensions and setbacks of existing and proposed structures; see sample site plan enclosed.
- Contractors Certificate of Workers Compensation, listing the Township as the certificate holder, or waiver.
- Proof of property ownership. (*Deed*)
- Home owners letter of approval.
- 1 drawing or sales brochure of proposed structure.

**FOR QUESTIONS AND/OR TO SCHEDULE AND APPOINTMENT WITH THE ZONING OFFICER CONTACT LEE SCHAFFER AT 724-531-4624.**

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Permit No. \_\_\_\_\_

**ZONING CERTIFICATE APPLICATION ACCESSORY STRUCTURES UNDER 1,000 Sq.Ft.**

Sheds, fences, detached garages, etc.

<b>A. Applicant:</b>					
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Authorized agent of owner					
Name / Co.				Phone number	
Street address		Suite	City	State	Zip
<b>B. Purpose of application:</b>					
<input type="checkbox"/> New construction				<input type="checkbox"/> Demolition	
Contractor				Phone	
Description of proposed work					
Area of work (sq.ft.)		No. stories or levels		Project value est. \$	
<b>C. Property information:</b>					
Street address			Parcel ID.		Lot No.
City		State	Zip	Plan Name	
<b>D. Zoning Information</b>					
Zoning District	Front Set back	Rear Set back	Right side Set back	Left side Set back	
Describe Current use <input type="checkbox"/> N/A					
Variances, conditions or other					
<b>E. Owner (if different from applicant)</b>					
Name / Co.				Phone number	
Street address		Suite	City	State	Zip
<b>F. Declaration of applicant:</b>					
I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED ABOVE ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT AND HEREBY APPLY FOR A BUILDING PERMIT TO PERFORM THE WORK ON THE PREMISES AS DESCRIBED ABOVE. I FURTHER UNDERSTAND THAT I MUST COMPLY WITH THE PROVISIONS OF ALL LAWS AND ORDINANCES AS ADOPTED BY THE TOWNSHIP AND THE UNIFIED CONSTRUCTION CODE OF PENNSYLVANIA.					
_____				_____	
Signature of applicant				Date	

**FOR TOWNSHIP USE ONLY**

<b>Zoning Approval</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for denial	
Zoning Officer	Date

**Workers' Compensation Insurance Coverage Information**  
(attach to building permit application)

- A. The applicant is a contractor within the meaning of the Pennsylvania Workers' Compensation Law  Yes  No  
If "Yes", complete sections B and C below as appropriate.
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**B. Insurance Information**

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

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.  Certificate attached.

Name of Workers' Compensation Insurer \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

Policy Expiration Date \_\_\_\_\_

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**C. Exemption**

*Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.*

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor prohibited by law from employing any individual perform work pursuant to this building permit unless contractor provides proof of insurance to the township

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_

(SEAL)

Signature of applicant \_\_\_\_\_

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

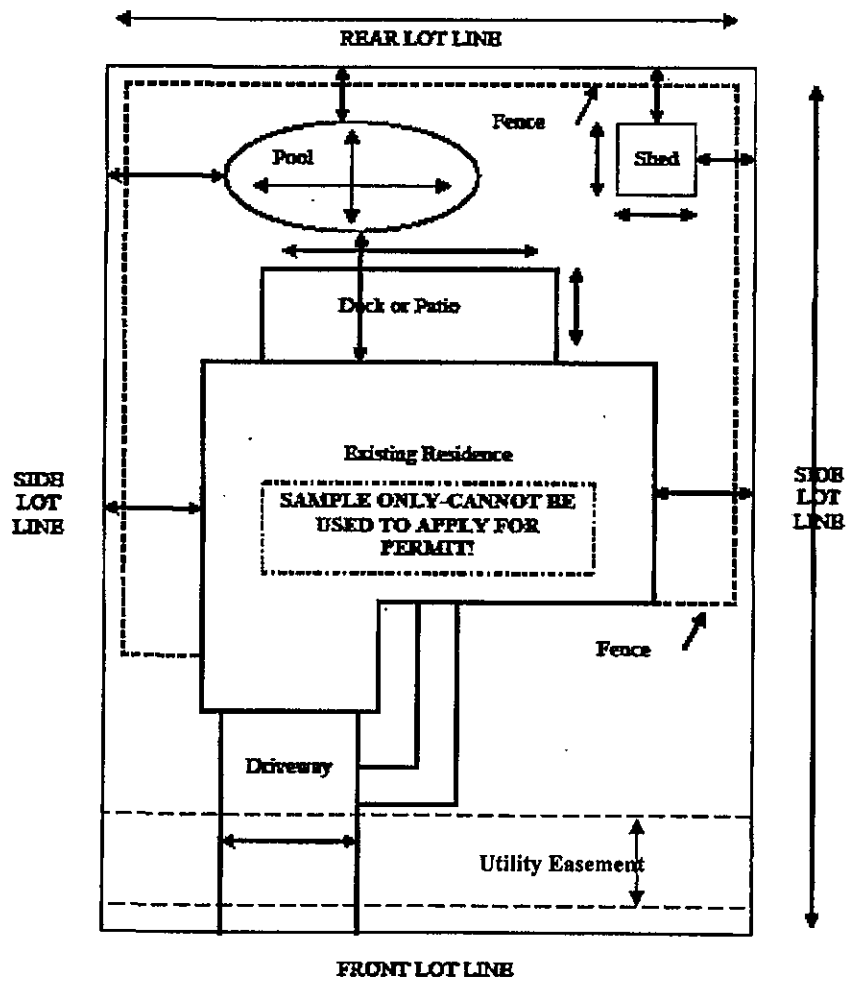
County of: \_\_\_\_\_


Municipality of: \_\_\_\_\_

## TYPICAL SITE PLAN (EXAMPLE ONLY)

All existing structures & proposed structures applied for under permit must be drawn on copy of survey/site plan.

Copy of completed survey must be submitted with permit application.



Include all dimensions where  lines are shown.

Example:  25'6"

# NOTTINGHAM TOWNSHIP

## RESIDENTIAL INSPECTION REQUIREMENTS

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TYPE INSPECTION	WHEN TO SCHEDULE	REQUIRED FOR
FOOTING / PIER	After footing is dug, chairs and rods are in place and concrete is scheduled. Frost depth is 36" to bottom of footing. The inspector is to be scheduled for arrival time of concrete. Call for pre-inspection if questionable soil is involved.	All structures, including decks. Accessory structures over 1000 sq. ft.
FOUNDATION / FRENCH DRAIN	Prior to back filling: Waterproofing shall be installed and foundation drain tile shall be complete with minimum 12" of stone cover and filter membrane installed. Straw <b>IS NOT</b> a filter membrane.	All residential structures with habitable space below grade.
UNDERGROUND PLUMBING	Prior to back filling all interior underground DWV piping shall be installed per the plumbing plans and tested with water to a head pressure of 10 lbs. or 5-psi air. Pipe standard shall be visible.	Any structure with underground plumbing attached to a municipal sewage disposal system
ELECTRICAL ROUGH	Prior to enclosing or insulating any electrical wiring, grounding or bonding systems and outlets, all electrical work shall be inspected by a township approved agency.	North Strabane Insp. 724-745-8880  MDIA (800) 532-6342
PLUMBING ROUGH	Prior to closing or insulating any plumbing systems. DWV shall tested by air to 5 psi for 15 minutes or water to a point above the highest fitting. Distribution piping shall be tested to the working pressure or for piping systems other than plastic, an air test of not less than 50 psi for 15 minutes.	All Residential Plumbing.
MECHANICAL ROUGH	Prior to enclosing any mechanical systems. System installation instructions shall be on hand for the inspection.	Any mechanical instillation.
FRAMING	Framing inspections are normally done at the time of other rough-in inspections. All fire blocking and energy sealing must be complete and structure should be ready for insulation. Separate system inspections can be arranged if required.	All residential structures over 1000 sq. ft.
ENERGY / INSULATION (Basic requirements)	Insulation in place per 1 of the following <b>Performance Method</b> – REScheck, PA. <b>ALT OTHER Prescriptive Method</b> <i>Ceiling</i> R-38 (with attic) R-30 (no attic) <i>Walls</i> R-19 or R-13 (cavity) R-5 (continuous) <i>Floors</i> Fill cavity (Min R-19, R-30 pref.) <i>Basement</i> R-10 (continuous) R-13 (cavity) <i>Slab edge</i> R-10 (for 2' around perimeter) <i>Crawl Space</i> R-10 (continuous) R-13 (cavity)	All residential structures intended for habitation.

### ALL INSPECTION REQUESTS REQUIRE 24 HOUR NOTICE

Inspections will be done between 9:00 and 3:30 Monday through Friday except on holidays.

WALL BOARD	Prior to painting or finishing and after attic insulation is in place, if blown in insulation is being used.	All residential structures intended for habitation.
FIRE DETECTION	At any time after completion of detection system. Normally during final inspection.	All structures with a fire detection system
FIRE SUPPRESSION	At any time after completion of the suppression system or zone. Normally during final inspection.	Any fire suppression system
ELECTRICAL FINAL	Prior to scheduling a final inspection with the Township	All electrical work. MDIA (800) 532-6342 Steel City (412) 653-2110
FINAL OCCUPANCY	When structure is complete and ready to be moved into or utilized including but not limited to interior and exterior finish, egress, site compliance and electrical, plumbing, fire protection, mechanical and energy conservation work is complete.	All structures requiring a permit.  <b>ALLOW 24 HOURS TO PROCESS CERTIFICATE OF OCCUPANCY!</b>

**INSPECTION REQUIREMENTS FOR POOLS, AND ACCESSORY USE STRUCTURES WITH ELECTRICAL SERVICE**

ELECTRICAL ROUGH	Prior to covering any electrical work, grounding or bonding.	Grounding and bonding for all pools including pools and pool decks with steel reinforcing.  All sheds and structures with electrical equipment.
ELECTRICAL FINAL	Prior to scheduling a final inspection with the Township	North Strabane Insp. (724)745-8880  MDIA (800) 532-6342
FINAL OCCUPANCY	When any structure is complete and final electrical work is approved	All structures requiring a permit.

**ZONING PERMIT FOR ACCESSORY USE STRUCTURES UNDER 1000 SQ. FT. WITH NO ELECTRICAL SERVICE**

FINAL OCCUPANCY	When any structure is complete	All structures requiring a zoning permit.
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**ALL INSPECTION REQUESTS REQUIRE 24 HOUR NOTICE**  
Inspections will be done between 9:00 and 4:00 Monday through Friday except on holidays.