

RESIDENTIAL PERMIT APPLICATION CHECKLIST

NEW DWELLING, ADDITION OR ALTERATION

TOWNSHIP OF MOON

| | |
|--------------------------|--|
| <input type="checkbox"/> | Fill out and sign the "Residential Permit Application" form. |
| <input type="checkbox"/> | Fill out and sign the "Permit Agreement" form. |
| <input type="checkbox"/> | Fill out and sign the "Workers Compensation Affidavit of Exemption" form <i>Or</i> Provide proof of Workers Compensation Insurance Certificate and name Township of Moon as a certificate holder. |
| <input type="checkbox"/> | Fill out and sign the "Streets and Sidewalks Affidavit". |
| <input type="checkbox"/> | Fill out the "Electrical Permit Application" and <u>include the electrical permit fee check.</u> |
| <input type="checkbox"/> | Provide 2 copies of the property survey plan with the proposed structure drawn, to scale, on it. Show setback dimensions from proposed structure to each side, rear and front property lines. Show all proposed improvements including structures, driveway and sidewalks. |
| <input type="checkbox"/> | Provide 2 copies of construction plans and details as per the attached "Guide for Plans and Details". |
| <input type="checkbox"/> | Provide 2 copies of Energy Conservation Code Compliance plans and details or res-check or another approved worksheet. |
| <input type="checkbox"/> | ONLY for new dwellings; A copy of the payment receipt from Moon Township Municipal Authority for sewer and water tap fees, for new dwellings ONLY. |
| <input type="checkbox"/> | If constructing a deck as part of this project, read and sign the "Deck Affidavit" and "Footer Affidavit" form. |

You will be contacted when the building permit is ready and informed of the building permit fee.

The building permit fee is due at the time of building permit pick-up.

Electrical work permit fee check is required when submitting all permit application and information.

TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA 412-262-1700

RESIDENTIAL PERMIT APPLICATION

Address of Proposed Construction: _____

Describe Proposed Construction: _____

Describe Use of Property: _____

Property Lot #: _____ Tax Parcel ID #: _____

Property Owner: _____

Property Owner Address: _____

Property Owner Phone #: _____ Property Owner Email: _____

Property Occupant Name: _____ Property Occupant's Phone #: _____

Proposed Construction: New Building Addition Alterations Other: _____

Number of Stories: _____ Total Height: _____ Ft. Long: _____ Ft. Wide: _____

Area of: 1st Flr.: _____ 2nd Flr.: _____ 3rd Flr.: _____ 4th Flr.: _____

Area of: Basement: _____ Garage _____ Deck: _____ Porch: _____ Total Area: _____

Fire Sprinklers: _____ ICC Code Use Group: _____ ICC Code Construction TYPE: _____

Total Cost of Construction: _____

Zoning Building Setback (Distance between proposed structure and property line)

Front: _____ Back : _____ Right: _____ Left: _____

Applicant Type: Owner Design Professional Contractor

Applicant's Name: _____

Address: _____

Phone #: _____ Email: _____

Contractor Name: _____ Company Name: _____

Company Address: _____

Phone #: _____ Email: _____

Design Professional Name: _____ Company Name: _____

Address: _____

Phone #: _____ Email: _____

The Applicant/Owner hereby certifies that the statements made herein, and representatives contained in all accompanying matter part of this application are true and correct. The Applicant/Owner shall be responsible for reviewing and fully understanding all permit conditions and ensuring compliance with all applicable codes and ordinances. The Applicant/Owner shall also be responsible for any fees incurred in relation to the above project. The Applicant/Owner grants Moon Township Officials the right to enter onto the property for inspecting the work permitted and posting notices. As Applicant, I hereby certify that proposed work is authorized by the Owner of record, and I have been authorized by the Owner to make this application as his authorize agent.

Applicant/Owner's Signature _____ Date: _____

PERMIT AGREEMENT

TOWNSHIP OF MOON

In considering of the issuance by the Township of Moon (the "Township") of a Building Permit, Zoning Permit and other permits for the property located at _____ and to the undersigned property Owner(s) or the Agent(s) (the "Applicant"), the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits and inspection work of the Applicant; the employees, consultants, elected or appointed official of the Township are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Township and the minimum requirements of the applicable ordinances of the Township and the Pennsylvania Uniform Construction Code pursuant to the police power of the Township and are not warranting to the Applicant or to any third party the quality of adequacy of the design, engineering or work of the Applicant or their agents or contractors.

Applicant further acknowledged that although plan review and inspections will be provided, it will not be possible for the Township to review every aspect of the Applicant's design and engineering or to inspect every aspect of the Applicant's work. Accordingly, neither the Township nor any of its elected appointed officials, consultants, 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 officials, consultants and employees from and against any and all claims, demands, actions, and causes of actions 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's design, engineering or work shall include such design, engineering, and work, which is performed by the Applicant or by the Applicant's employees, agents, independent contractors, subcontractors or any other person or entities performing work pursuant to the issuance of the Building Permit Zoning Permit and other permits by the Township.

Owner/Agent's Signature _____ Date _____

Print Name _____

WORKERS COMPENSATION AFFIDAVIT OF EXEMPTION

TOWNSHIP OF MOON

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

- Contractor is a sole proprietorship with no employees.
- Religious exemption under Section 304.2 of the Workers' Compensation Law.
- Contractor 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:

- Owner is the Contractor
- Other: Please explain: _____

Please be aware of the following requirements under the Pennsylvania Workers' Compensation Act:

1. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
2. Violation of the Worker's Compensation Act or the terms of this information form will subject the Contractor to a stop-work order and other fines and penalties as provided by law.

My signature on behalf of or as the Contractor as stated on this form constitutes my verification that the statements contained here are true.

Signature _____ Date _____

Name (please print) _____ Contact No. _____

Address: _____

I accept and agree to meet or exceed the requirements outlined in the Streets and Sidewalks of the Moon Township Code of Ordinances. The maximum allowed slope of a driveway is 15%. The maximum allowed width of a driveway apron in right-of-way is 22' at the public road curb edge.

I am aware that all street sidewalks along Township Roads are required to have concrete reinforcement WWF 6x6, W4xW4 reinforcement wire or rebar. An inspection of the placement of concrete reinforcement wire and or rebar is required.

I am aware that the maximum size mailbox post is 4" x4". A mailbox and post with 4" street numbers on both sides of the mailbox is required to be installed for the final building inspection. 4" street numbers are also required on the front of the building visible from the road.

Structures, fences, brick mailboxes, concrete or wood steps/stairs, trees, etc. are not permitted to be located within 22' from the curb edge of any public road.

I accept and agree to meet or exceed the requirements outlined in the Streets and Sidewalks of the Moon Township Code of Ordinances

OWNER AND CONTRACTOR PRINT NAME AND SIGN.

PROJECT ADDRESS: _____

PLAN NAME: _____ **LOT No.:** _____

CONTRACTOR NAME _____

CONTRACTOR ADDRESS _____

CONTRACTOR PRINT NAME AND SIGN _____

OWNER NAME _____

OWNER ADDRESS _____

OWNER PRINT NAME AND SIGN _____

ELECTRICAL PERMIT APPLICATION CHECKLIST

MOON TOWNSHIP, 1000 BEAVER GRADE RD, MOON TOWNSHIP, PA 15108 412-262-1700

| | |
|--------------------------|---|
| <input type="checkbox"/> | FILL OUT AND SIGN THE "ELECTRICAL PERMIT APPLICATION" FORM. |
| <input type="checkbox"/> | FILL OUT AND CALCULATE FEE ON THE "ELECTRICAL PERMIT FEE WORKSHEET". |
| <input type="checkbox"/> | ADD UP ALL FEES IN THE COLUMN TO THE TOTAL FEE |
| <input type="checkbox"/> | FEE CHECK FOR TOTAL AMOUNT MADE TO " <u>TOWNSHIP OF MOON</u> ". |
| <input type="checkbox"/> | SUBMIT "ELECTRICAL PERMIT APPLICATION" AND "ELECTRICAL PERMIT FEE WORKSHEET" AND FEE PAYMENT CHECK MADE TO <u>TOWNSHIP OF MOON</u> , ALL IN HARD COPY TO THE MOON TOWNSHIP OFFICE |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

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- Electrical permit fee check must be submitted together with the Electrical Permit Application and the Electrical Permit Fee Worksheet.
 - Contact the electrical inspector to schedule electrical inspections at, Electrical Inspector, John Panek, 412-974-5445.

TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA 412-262-1700

Permit No. _____

ELECTRICAL PERMIT APPLICATION

Job Address: _____

Subdivision: _____ Property Lot #: _____

Applicant: _____ Applicant Phone #: _____

Applicant Email: _____

Property Owner: _____

Property Owner Address: _____

Property Owner Phone #: _____

Property Occupant Name: _____ Property Occupant's Phone #: _____

Electrician's Name: _____ Electrician's Phone #: _____

Electrician's Address: _____ City: _____

Type of Improvement: New Construction Addition Alterations Other: _____

Description of Work:

The Applicant/Owner hereby certifies that the statements made herein, and representations contained in all accompanying matter part of this application are true and correct. The Applicant/Owner shall be responsible for reviewing and fully understanding all permit conditions and ensuring compliance with all applicable Codes and Ordinances. The Applicant/Owner shall also be responsible for any fees incurred (engineering, etc.) in relation to the above proposed project. The Applicant/Owner grants Moon Township officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices. As an applicant, I hereby certify that proposed work is authorized by the Owner of Record, and I have been authorized by the Owner to make this application as his authorized agent.

Applicant/Owner's Signature _____ Date: _____

Call Electrical Inspector to schedule your inspection - Electrical Inspector - John Panek 412-974-5445

*****All Electrical Permit Applications MUST be accompanied with the completed Electrical Permit Fee Worksheet and a check made payable to "Township of Moon" *****

Office Use Only

Permit Fee

Check No./ Receipt No.

Permit Approved by



TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA 412-262-1700

RESIDENTIAL ELECTRICAL PERMIT FEE WORKSHEET

| Item Description | Qty | Fee | Total |
|--|-----|-------|--------|
| 1.) Re-inspection Fee, Additional Inspection Fee and Minimum Trip Fee | X | \$150 | |
| 2.) Residential Flat Rate, New Construction up to 400A | X | \$400 | |
| 3.) Residential Additions and Alterations (<i>Two Inspections</i>) | X | \$250 | |
| 4.) Services and Subpanels up to 400A (<i>One Inspection</i>) | X | \$150 | |
| 5.) Residential Alterations up to 15 Outlets and Services to 200A (<i>One Inspection</i>) | X | \$150 | |
| 6.) Hot Tubs (<i>One Inspection</i>) | X | \$150 | |
| 7.) Aboveground Swimming Pools (<i>One Inspection</i>) | X | \$150 | |
| 8.) Inground Swimming Pools (<i>Two Inspections</i>) <i>(Swimming Pool panels and/or pool houses are extra, use above fees)</i> | X | \$250 | |
| 9.) Photo Voltaic Systems | X | \$350 | |
| 10.) Solar array battery backup, power wall | X | \$100 | |
| 11.) Electric vehicle Chargers | X | \$200 | |
| 12.) Temporary construction service | X | \$150 | |
| 13.) Residential Generator Installation | X | \$250 | |
| Flat State Fee | | | \$4.50 |
| Total | | | |

All Commercial Electrical Permit Applications **MUST** include this worksheet and a payment fee check, made to **Township of Moon**, in the total amount calculated.

Job Address _____

Sign and Print Name _____ Date _____
Electrician/Electrical Design Professional

Sign and Print Name _____ Date _____
Applicant