

RESIDENTIAL NEW DWELLING, ADDITION OR ALTERATION PERMIT CHECKLIST

- FILL OUT AND SIGN THE "RESIDENTIAL NEW DWELLING, ADDITION, OR ALTERATION BUILDING AND ZONING PERMIT APPLICATION" FORM.
- 2 COPIES OF THE PROPERTY SURVEY PLAN AND DRAW THE PROPOSED STRUCTURE 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.
- 2 COPIES OF PLANS AND DETAILS AS PER THE ATTACHED "GUIDE FOR PLANS AND DETAILS".
- 2 COPIES OF ENERGY CONSERVATION CODE COMPLIANCE PLANS AND DETAILS OR RES-CHECK OR SIMILAR WORKSHEET.
- A COPY OF PROOF OF PAYMENT RECEIPT FROM MOON TOWNSHIP MUNICIPAL AUTHORITY FOR SEWER AND WATER TAP FEES. (ONLY NEW DWELLINGS)
- FILL OUT AND SIGN THE "PERMIT AGREEMENT" FORM.
- FILL OUT AND SIGN THE "WORKERS COMPENSATION AFFIDAVIT OF EXEMPTION" FORM.
OR,
PROVIDE A PROOF OF WORKERS COMPENSATION INSURANCE CERTIFICATE NAMING MOON TOWNSHIP AS A CERTIFICATE HOLDER.
- READ AND SIGN THE "DECK AFFIDAVIT" FORM. (ONLY IF CONSTRUCTING A DECK AS PART OF THIS PROJECT)
- FILL OUT AND SIGN THE "STREETS AND SIDEWALKS AFFIDAVIT".
- FILL OUT THE "ELECTRICAL PERMIT APPLICATION" AND INCLUDE THE ELECTRICAL PERMIT FEE CHECK.

It usually takes about a week to process a building permit.
This office will call to let you know when the permit is ready to be picked up and how much the fee is.

Building permit fees will be required to be paid when you pick up the permit.
Electrical permit fees are required to be paid when submitting the application.

RESIDENTIAL NEW DWELING, ADDITION or ALTERATION BUILDING and ZONING PERMIT APPLICATION
1000 Township of Moon Beaver Grade Road, Moon Township, PA 15108 - Phone 412-262-1700 –Fax 412-262 -5344

1. Location of Proposed Construction: _____
(Street No.) (Street Name)

2. Applicant's Name: _____ Applicant's Address: _____
Email: _____ Cell Phone No.: _____ Home: _____

3. Type of Construction: Residential Other (specify) _____

4. Type of Improvement: New Construction Alteration Addition Repair/Replace

5. Proposed Use: One Family Dwelling Detached Garage/Carport Other (specify) _____

6. Property Information: Zoning District _____ County Lot & Block _____ Lot No. _____ Lot Size _____

Subdivision Name: _____

Owner's Name: _____ Owner's Address _____

Owner's Phone No. _____ Email _____

Occupant's Name: _____ Occupant's Phone No. _____

Water Supply: Public Private Sewage Public Private Type of Heat: Gas Electric

Gas Company _____ Electric Company _____

Zoning Setbacks: (the distance between the structure and the property lines)

Front Yard: _____ Rear Yard: _____ Right Side: _____ Left Side: _____

7. Proposed Construction Information: Total Cost of Construction: _____

Exterior Finish to Grade: Brick Siding Other architectural finish (specify) _____

Type of Frame: Masonry Wood Structural Steel Reinforced Concrete Other (specify) _____

Proposed Construction: New Dwelling Addition Alteration Other _____

No. of Stories: _____ Total Height of Building _____ Size of Structure: Ft, Wide: _____ Ft. Long: _____

Total Area: 1st _____ 2nd _____ 3rd _____ Basement: _____ Garage: _____

Porch: _____ Other: _____

Describe Proposed Construction: _____

8. Contractor Company Name: _____ Contact Person: _____

Contractor's Address: _____ Cell or Office No.: _____ Email _____

Cell No.: _____ Office Phone: _____ Email _____

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 insuring compliance to 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 the purpose of inspection 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 Signature: _____ Owner Signature: _____

GUIDE FOR PLANS AND DETAILS

PROPERTY SURVEY PLAN: SHOW ALL EXISTING AND PROPOSED CONSTRUCTION INCLUDING STRUCTURES, DRIVEWAYS, AND SIDEWALKS. INCLUDE DIMENSIONS FROM PROPOSED STRUCTURES TO EACH REAR, SIDES AND FRONT PROPERTY LINES.

PLANS: 2 COMPLETE SETS OF LEGIBLE TO SCALE DETAILED PLANS

FOUNDATION PLAN: FOUNDATION DRAINS AND WATERPROOFING DETAILS. PLAN OF FOOTINGS WITH SIZE DIMENSIONS. MATERIALS DIMENSIONS. BASEMENT EGRESS WINDOW OR DOOR LOCATIONS AND DETAILS.

FLOOR PLANS: LABEL ALL ROOMS. SHOW ALL DIMENSIONS. WINDOW AND DOOR LOCATIONS AND SIZES. DETAILS OF BEDROOM AND BASEMENT EGRESS WINDOWS OR DOORS. FLOOR AND CEILING JOIST SPAN AND SIZES. SMOKE AND C/O DETECTOR LOCATIONS. BEAM SIZES, SPANS, LOCATIONS.

ELEVATIONS: FRONT, REAR AND SIDES INCLUDING WINDOW SILL HEIGHTS ABOVE FINISH FLOOR, CHIMNEYS, FINISH GRADES AND SLOPE AWAY FROM FOUNDATION, PORCH , STEPS, WINDOWS, DOORS, VENTILATION, AND ALL DIMENSIONS.

CROSS-SECTION DETAIL: LISTING AND DETAILING ALL MATERIALS SIZES AND SPACING. ROOF PITCH, STAIRS RISE AND RUN, CEILING HEIGHTS, SOFFIT AND ROOF VENTILATION.

ENERGY CODE: DETAILS OF INSULATION INCLUDING R-VALUES AND MATERIAL OR SUBMIT RES-CHECK OR SIMILAR ENERGY WORKSHEET.

ELECTRICAL PLAN: LIGHTING, RECEPTICALS. SHOW PANEL AND METERBASE LOCATION. SHOW SMOKE AND C/O DETECTOR LOCATIONS.

MECHANICAL: SHOW LOCATIONS AND TYPE DESCRIPTION OF HVAC EQUIPMENT

MISCELLANEOUS: WINDOW AND DOOR SCHEDULES, STAIR DETAILS, FIREPLACE DETAILS. BEDROOM AND BASEMENT EGRESS. WINDOW SILL HEIGHT ABOVE FINISH FLOOR.

PERMIT AGREEMENT

In consideration of the issuance by the Township of Moon (the "Township") of a Building Permit, Zoning Permit and other permits for the property located at

address: _____

and to the undersigned property owner(s) or the agent (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 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's Signature _____ Date _____

Print Name _____

Owner's Signature _____ Date _____

Print Name _____

Address of proposed work _____

WORKERS COMPENSATION AFFIDAVIT OF EXEMPTION

Basis for exemption is (please check one):

- The Contractor for this building permit is a sole proprietorship without employees
- The 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: _____
- All of the contractor's employees on the project are exemption religious grounds under Section 304.2 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:

- ⇒ Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
- ⇒ Violation of the Workers' 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) _____

Cell Phone Number _____

STREETS AND SIDEWALKS AFFIDAVIT

As the owner and/or contractor for the property

located at: _____ in Moon Township,
I agree to meet or exceed the requirements outlined in Chapter 21 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 is 18'. I have received a copy of the requirements, Chapter 21.

I am aware that all street sidewalk and driveway apron forms must be inspected by Moon Township inspector before the concrete is poured.

I am aware that the maximum size mailbox post is 4"x 4". Mailbox and post with 4' street numbers on both sides of the post is required to be installed for the final building inspection.

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.

Owner or Contractor Name
(print)

Owner or Contractor Signature

Date

DECK AFFIDAVIT

As the owner or contractor for the property located at _____, in Moon Township where the proposed deck is to be constructed, I agree to meet or exceed the design criteria on the attached wood deck plan, Typical Deck Details - Prescriptive Residential Deck Construction Guide. I have received a copy of the requirements for the typical deck construction details based on the Pennsylvania Uniform Construction Code. Your deck must be constructed in accordance with the Prescriptive Residential Wood Deck Construction Guide. If you choose not to construct in accordance with the Prescriptive Residential Wood Deck Construction Guide, then Design Professional Architects plans details of the proposed deck are required to be submitted.

A deck may not be permitted to attach to or hang from a house overhang, bay window or chimney.

I am aware that the use of this package applies to single span, single level and residential decks only.

I am aware that the dimension of the deck cannot increase without prior approval. I am aware that a footing inspection and final inspection is always required. A framing inspection is required when the frame, beams, joist, lateral load connectors, flashing at house above ledger board, etc. will not be visible at the final inspection. All Decks that are 6' or lower above grade require a framing inspection before decking boards are installed. All guard rail post with (2) 1/2 thru bolts and one hold down bracket on each "top Bolt" must be in place for the framing inspection. Flashing at the house must be installed for the framing inspection.

Deck to house lateral load connectors are always required unless the deck is free standing and structurally independent of the house.

Owner or Contractor Name (Print)

Owner or Contractor Signature

Date

ELECTRICAL PERMIT APPLICATION

RESIDENTIAL FEES (TWO TRIP MAXIMUM)

NEW CONSTRUCTION UP TO 200 AMP: \$225.00
NEW CONSTRUCTION OVER 200 AMP:\$350.00
ROOM ADDITIONS WITH OR WITHOUT SERVICE UP TO 200 AMP: \$150.00
RESIDENTIAL FEES (ONE TRIP MAXIMUM)
ALTERATIONS UP TO 15 OUTLETS AND SERVICE UP TO 200 AMP: \$90.00
EXTRA TRIP: \$85.00

FEE PAYMENT MUST BE INCLUDED WITH THIS APPLICATION

ELECTRICAL INSPECTIONS ARE AVAILABLE ON MONDAY'S, WEDNESDAY'S, AND FRIDAY'S.

CONTACT ELECTRIC INSPECTOR TED NEFF WITH ANY QUESTIONS AND TO REQUEST INSPECTIONS. (412) 563-3006 OR (412) 766-2565

Permit Fee

Permit No.

Receipt No.

Permit Approved By

Project Address: _____
(No.) (Street) (City) (State) (Zip)

Subdivision: _____ Lot No. _____

Applicant's Name: _____ Phone: (_____) _____
(Name)

(Mailing Address) (No.) (Street) (City) (State) (Zip)

Landowner's Name: _____ Phone: (_____) _____
(Name)

(Mailing Address) (No.) (Street) (City) (State) (Zip)

Occupant's Name: _____ Phone: (_____) _____
(Name)

(Mailing Address) (No.) (Street) (City) (State) (Zip)

Contractor's Name: _____ Phone: (_____) _____
(Name)

(Mailing Address) (No.) (Street) (City) (State) (Zip)

Type of Improvement:

Repair/Replace New Construction Addition Alteration Other _____

Description of work (wiring, equipment, data, service size, number switching, lighting, receptacles, etc.)

Current and former use of property in detail (residential, commercial, industrial, school, church, office, etc.): _____

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 insuring compliance to 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 Twp. Officials the right to enter onto the property for the purpose of 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 authorized agent.

Signed: _____ Applicant _____ Date _____

Signed: _____ Owner _____ Date _____

