



1444 Hillsdale Avenue
Pittsburgh, PA 15216-2019
(412) 561-8900
FAX (412) 561-7805
www.boro.dormont.pa

Residential Building/Zoning Permit Process

Residential Building/Zoning Permits are required for all Single and Two-Family Houses.

A Residential Building/Zoning Permit is required if you plan on changing the use of any building, structure, or lot or to construct, erect, repair, enlarge, move, demolish, or structurally alter any building, structure, or lot within the Borough of Dormont. It shall be the responsibility of the Applicant to apply for and secure all permits and certificates required by the Borough of Dormont prior to the construction on any building, structure, or lot.

BUILDING/ZONING PERMIT REVIEW PROCESS

The Building/Zoning Permit review process consist of two (2) parts, Zoning Regulations and Building Code Compliance. The following is required to determine compliance with each part.

1. A Residential Building/Zoning permit applications along with a survey of the property and the required construction documents (site plan) will be reviewed for approval by the Building/Zoning Department, (a survey will not be required if work is pertaining to interior work *only*).
2. The Zoning Officer will review the property survey and site plan for compliance with the buildings use, setbacks, and other zoning regulations and either approve or deny the application.
3. If **approved** the applications along with the construction documents will be sent to the building department to be reviewed for compliance with the required building codes before issuing a permit.
4. Applications that are **denied** will receive a written decision denying the permit application and referencing the ordinances which have not been met.

Note: The Borough's zoning officer has 30 days from date application is received for the review process, any work that commences before a permit is issued is in violation of the Borough of Dormont's Building/Zoning ordinance and will be subject to a penalty fee in addition to the permit cost.

REQUIRED DOCUMENTS

Application: Submit a Residential Building/Zoning Permit application and the required application fee along with the following documents to the Borough of Dormont's Building/Zoning Department. Applications are available at the Borough of Dormont Municipal Building and on the Borough of Dormont's website.

Property Survey: All applications that require zoning approval must submit a property survey that is current and sealed by a licensed land surveyor who is registered by the commonwealth. A property survey must be for the entire lot for which the application is being made.

Site Plan: A site plan shall be submitted to verify that the building or structure is located properly on the lot and the use is appropriate for the zoning district. A site plan shall be drawn to scale of *one inch=20 feet* on the *property survey* and shall be drawn accurately and legibly to describe what exist on the property in addition to what is being proposed.

Please show all of the following:

- Show location and size of all existing structures on the lot including porches/decks, roofs or other overhangs, chimneys and existing driveways, parking-pads, walkways, and all non-pervious surfaces.
- Show all proposed changes or structures you are adding or constructing in feet, width, length, depth, and height.
- Show dimension of the building and setbacks from front, sides and rear property line and spaces between the primary structures and accessory structures.



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Construction Documents: Applicants must submit (1) complete set of construction documents or plans (when applicable), construction documents shall be dimensional and drawn upon suitable material, (*electronic media documents are permitted*), plans must be legible and describe in detail the type of work that is to be constructed. Construction documents shall consist of drawings and specifications and may include (photos, drawings, manufacturer's installation instructions, etc.) to indicate the location, nature and work proposed will conform to the provisions of the required building codes and ordinances as required by the *building official*.

Note: Construction documents are *required* to be prepared by a registered design professional (licensed architect or engineer) when it is found necessary to obtain compliance with the PA Uniform Construction Code.

Floor Plan: A floor plan may be required for work related to the interior of a building and shall represent the layout or scaled diagram of a room or building viewed from above. Floor plan shall indicate the use of the room, space and physical features including window locations, interior walls, beams and header locations, electrical receptacles, and other required information as determined by the building official.

Contractors Insurance: All applicants must provide a valid copy of the contractor's insurance when applicable.

Additional permits: Depending on type of work being constructed additional permits are required to: install, enlarge, alter, repair, remove, convert, or replace any *electrical, gas, mechanical or plumbing system*. Prior to starting work, please contact the Borough of Dormont's Building Department for more information.