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

Residential Building/Zoning Permit Process

Residential Building/Zoning Permits are required for all Single and Two-Family Dwellings when there is a change in 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 construction.

BUILDING/ZONING PERMIT REVIEW PROCESS

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

1. Submit a Residential Building/Zoning Permit application along with the application fee and (2) complete set of construction documents and specifications describing the proposed work. (*Electronic media documents are permitted.*)

2. Submit a ***site plan*** drawn to scale of *1" inch = 20" feet* on a property survey that is current and sealed by a licensed land surveyor**.** When an application requires zoning approval the zoning officer will review the *site plan* for compliance with the buildings use, setbacks, and other zoning regulations and either approve or deny the application**.**

3. Not Approved: Applications that are not approved will receive a written decision from the zoning officer denying the permit application and referencing the ordinance requirements which have not been met. The Zoning Officer has ***30 days*** from the date application is received to either deny or approve the application.

4. Approved: Applications that are approved by the zoning officer will be sent to the building department for review. The building official shall review construction documents to verify that the plans submitted for the permit are in compliance with the building codes and related ordinances. Approved construction documents will be stamped *approved for code compliance,* and a permit will be issued. ***Note: Construction plans are reviewed in the order they are received (please allow an additional 15-30 days for building plan review.)***

DESCRIPTION OF REQUIRED DOCUMENTS

Application: Submit a Residential Building/Zoning Permit Applications along with the required application fee. 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 and shall be drawn preferably at a scale of (1" inch = 20' feet). A property survey must show 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. The site plan shall be drawn accurately and legibly to describe what exist on the property in addition to what is being proposed. A **site plan** shall be drawn to scale of *one inch = 20 feet* on the property survey showing all the following:

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- The location and dimensions of the building on the lot and size of all existing structures including decks/porches, roofs, or other overhangs on the property.
- Any existing driveways, parking-pads, walkways, etc. and accessible curb cuts, ramps, and access ways to the building.
- All proposed changes or structures you are adding or constructing in feet, width, length, depth, height and spaces between the primary structures and the proposed structures.
- All property lines and rights-of-way with distance to the building or structure and front, sides, and rear setbacks from property line.
- Existing and proposed utilities to serve the site.
- All easements and required buffers.

Construction Documents: Construction documents "plans and specifications" are required to determine that the proposed construction complies with the building codes and related ordinances. All drawings must be neatly drawn upon suitable material with clean, crisp lettering preferably on pages (*18"x24") (electronic media documents are permitted)*. Construction documents shall consist of designs, drawings, photos, illustrations, or graphic representations of the proposed work to indicate the equipment, installation and nature of work will conform to all building and zoning codes.
***Note**:* Construction documents must be complete and accurate, missing, or incomplete documents slow down the plan review process and may delay your permit to be issued in a timely manner.

Design Professional: 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 is 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. A floor plan shall indicate the use of the room, space and physical features including window locations, interior walls, stairs, and the location of structural elements such as columns, beams, headers, etc. Additional information may be required 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 the type of work being constructed additional permits are required to: install, 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.

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Non-Refundable Residential Application Fee: $50.00
Additional fees will be applied on issuance based on the current Borough Fee Schedule

Applications that are completely filled-out and with the required supporting documents will be processed in the order they are received. All applications must have a valid property address, if the address is not valid your application will not be processed.

Any person who commences any work on or before obtaining the necessary permit(s) shall be subject to a penalty fee of $150.00 in addition to the required permit fee(s).

PROPERTY INFORMATION

Property Address _____ Lot and Block No. _____

Applicants Name _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ (e-mail) _____

OWNER

Owner Name (If different from above) _____

Address (If different from above) _____ City _____ State _____ Zip _____

Phone _____

CONTRACTOR INFORMATION

Name _____ Contact Name _____

Contractor Address _____ Zip Code _____

Contractor Phone Number _____ Contractor e-mail _____
(Contractor must attach a copy of current insurance certificate.)

Design Professional (if applicable) _____

Phone Number _____ Email _____

CONSTRUCTION DOCUMENTS REQUIREMENTS

Applicants must submit (2) complete sets of construction documents, all drawings must be neatly drawn upon suitable material, electronic media documents are permitted. Drawings must describe in detail the type of work that is to be constructed and provide basic construction plans consisting of (drawings, floor plan, photos, manufacturer instructions, etc.) and indicate the location, nature and extent of work proposed will conform to the provisions of the International Building Codes and all relevant laws and ordinances.
(UCC) Whenever structural change is involved or when required by the building official a statement from a licensed architect or engineer must accompany the application. This sealed statement should indicate that the work described on the application will satisfy all structural requirements of the UCC.

REVISED 10/2023

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Estimated Cost of Work: $_____

Proposed Work (check all that apply)

☐ New Building (Garage): Sq. Ft.: _____
☐ Addition/Enclosure: Sq. Ft.: _____
☐ Interior Renovations Sq. Ft.: _____
☐ Demolition Interior Elements only
☐ Electrical
☐ HVAC/Mechanical work

Accessory Structures-New or Replace/Repair Existing Structures (check all that apply):

☐ Fence (type): ☐ Wood/Stockade ☐ Aluminum ☐ Vinyl ☐ Chain Link ☐ Wrought-Iron
Height: _____ Length: _____
☐ Retaining Wall (type): ☐ Concrete-Block ☐ Poured-Concrete ☐ Wood ☐ Brick ☐ Stone
Height: _____ Length: _____
(Construction Drawing are required for walls 4 Ft to 6 Ft in height, over 6 Ft must provide Engineered Stamped Drawing)
☐ Concrete Surfaces: ☐ Parking-Pad ☐ Patio ☐ Walkway ☐ Driveway ☐ Other _____
Height/Width: _____ Length: _____ Sq. Ft.: _____
☐ Steps: Number of Steps _____ **(4+ Steps Needs Drawings)**
☐ Deck/Shed: Width: _____ Length: _____ Elevation (Height): _____ Sq. Ft.: _____
☐ Roof Shingles-Number of Squares: _____
☐ Solar Panels: Sq. Ft.: _____
☐ Swimming Pool (24 inches or deeper): ☐ Above Ground ☐ In Ground ☐ Hot Tubs
(Must attach pool dimensions and the IBC requirements for barriers along with an electrical permit application)
☐ Chicken Coop: Width: _____ Length: _____ Height: _____ Sq. Ft.: _____

Description of Work:_____

_____

_____

All work shall be performed in accordance with the construction documents which were submitted with the Building Permit Application. The Permit Holder shall immediately notify the Building Inspector of any changes during the course of the work. If it is determined that such change warrants a new or amended Permit, such change shall not be made until a new or amended Building Permit is issued. I hereby agree to be bound by the provisions of the ordinances, specifications and restrictions as may be imposed by the Borough of Dormont regarding this application. I verify that the statements made in this application are true and correct to the best of my knowledge. I understand that any false statements herein are made subject to the criminal penalties of 18 Pa. C.S. as 4904, relating to unsworn falsification to authorities.

_____ _____
Applicants Signature Date of Application

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For internal use only – to be completed by Borough office.

☐ **Zoning: Approved**

I hereby certify that this application complies with the Ordinances of the Borough of Dormont, Pennsylvania, and approve the issuing of this Permit for same, after paying a Fee $_____.

Zoning District _____ Lot & Block_____ Zoning Hearing Y / N

_____ _____
Zoning Officer's Signature Date

_____ _____
Building Official Signature Date

☐ **Zoning: Disapproved:** Reason for Disapproval _____

_____ _____
Zoning Officer's Signature Date