

Introduction to Permit Application

This information is designed to help you submit the information necessary for the Township Staff to process your application for Zoning Review, Building Plan Examination and Building Permit. Your project will be evaluated in terms of compliance with the Zoning, Building, Plumbing, Mechanical, Electrical and Fire Code Ordinances as adopted by the Township. The information presented in this booklet is not all inclusive of the adopted Uniform Construction Code (UCC) as set forth by the Commonwealth of Pa. Act 45. It is intended only to highlight areas which offer present difficulties for contractors and Township residents.

Under the new system of January 2004, required by the Commonwealth of Pa. and set forth by Township Ordinance, failure to provide the complete information of your project will delay the permit process. All information requested on the application for Zoning Permit, Application for UCC Permit and Building Application Requirements must be completed for a permit to be issued.

The permit applicant is responsible for making arrangements for inspections and insuring that the required inspections have been performed by the Township Code Official. The required inspections are listed on the Attachment to the Permit Card. When calling for required inspections, please provide the following information: Contractor Name, 911 Address of job location, Permit number and date, Type of inspection required, at least 24 hours before needed. Remember, site for inspection must be open during regular working hours (8:30 a.m. to 5:00 p.m.) Monday thru Friday.

Please remember that structures may not be used or occupied until Certificate of Use and Occupancy has been issued by the Township Code Official.

Unattached structures under 1,000 square feet are exempt from building permits. All electrical services and upgrades must be inspected. Electrical inspections require a D.R. #. This is obtained through Penn Power. To request a D.R. #, call 1-800-730-3600.

Should you have any questions concerning your project, please contact the Pine Township Office at (724)458-7229, or contact Joe Franks, Building Code Official at (724)-927-2309.