

Zoning Department – Building Permits

ALL BUILDINGS / LOTS MUST HAVE A STREET ADDRESS OR LOT NUMBER CLEARLY POSTED BEFORE ANY WORK BEGINS.

INSPECTIONS REQUIRE A 48-HOUR NOTICE. CONTACT AN INSPECTOR AT 724-523-5940 MONDAY thru FRIDAY FROM 7:30 AM TO 9:30 AM.

Inspectors must have access to your “on-site plan” and a contact for site inspections. You will be given an inspection report at that time. This will be your proof of Inspection, which is required for an Occupancy Permit.

- Pre-pour footer inspection
- Foundation inspection with anchored treated sill plate and beams in place
- Rough-In inspection Framing/Electrical/HVAC/Plumbing open wall/no insulation
- Under slab/drainage rough
- Storm water/Sewage, if required
- Insulation Inspection
- Blower door/Duct test required – New Structures
- Completed Final Inspection BEFORE occupancy

ALL DOCUMENTS, INSPECTIONS, AND CORRECTIONS MUST BE COMPLETE FOR THE OCCUPANCY PERMIT TO BE RELEASED.

THERE WILL BE NO MOVING IN OR OCCUPANCY OF THE STRUCTURE WITHOUT AN ISSUED OCCUPANCY PERMIT.

This office will work with all parties to assure that your schedule is not delayed as long as the above information and procedures are followed. We will work professionally together to complete your project. If you have any questions please contact the Building Inspector at 724-523-5940 or FAX 724-523-5942.

Tips for providing the information needed for a Building Permit.

Contact your municipal office before starting. You may need a Zoning Permit / Land Use Certificate (where applicable), Sewage Permit or Tap-In and Water Tap-In. Contact the electric, gas, phone and cable companies.

Verify Flood Zones where applicable. Make a PA One Call (8-1-1) to have any Utilities marked. There is no charge to Homeowners using One Call.

THEN

- Provide a plot plan of your property, accurately showing the location(s) of all structures. Show the proposed construction and indicate measurements and setbacks.
- Detail the footer, its depth and size. Minimum 8" x 20".
- Detail the size of concrete block foundation, any reinforcement, and depth below grade.
- Note type and number of foundation anchors, termite stop and sill. Minimum 4' apart and within 1' of each corner.
- Show the floor framing dimensions and type of lumber. Detail any beams and spans.
- Specify the sub-flooring/floor covering.
- Show the size of wall framing, stud spacing, headers over openings, method of "hurricane" fastening and insulation.
- Show the size of roof framing members, spacing and roof sheathing materials. For manufactured trusses provide drawings and certification paperwork.
- Bedrooms must have a minimum of 1 emergency escape window. Need a minimum of 57' clear opening, a max of 44" above floor.
- All basements require emergency egress. Basement bedroom must have egress window.
- All habitable rooms require a switch controlled light, receptacles to Code and ground fault or arc fault protection.
- Minimum service entrance size for new homes is 100 amp.
- All habitable rooms require heat and ventilation.
- Smoke alarms and CO2 alarms are required for new additions/new homes. One in each bedroom and 1 on each floor, and near, but outside the bedrooms.

This is a simplified guide. Additional information may be required.

Chapter 102 Fact Sheet

<http://www.pacode.com/secure/data/025/chapter102/chap102toc.html>

- Any earth disturbance over **5,000 square feet** requires a written erosion and sediment control plan and it must be available on site.

IF DISTURBING MORE THAN 1 ACRE READ BELOW

- NPDES permits are required for any earth disturbance activity that **disturbs 1 acre or greater**, regardless of whether the activity results in a point source discharge. **102.5 (a)**
- **General NPDES-** \$500 – payable to WCD Clean Water Fund
\$100/disturbed acre – payable to Commonwealth Clean Water Fund
Individual NPDES- \$1,500 – payable to WCD Clean Water Fund
\$100/disturbed acre – payable to Commonwealth Clean Water Fund – **102.6(b)**
- Written erosion and sediment (E&S) control plans are required for both **agricultural plowing and tilling** activities that disturb over 5,000 square feet AND **animal heavy use areas** that disturb over 5,000 square feet. The E&S plan must identify all “Surface Waters of the Commonwealth”.
102.4 (a)
- **Inspection reports** and monitoring records should be **available on site**. They can be maintained electronically as long as a copy can be produced when requested by the Westmoreland Conservation District (WCD) or Department of Environmental Protection (DEP). **102.4(b)**
- A **pre-construction meeting** must be held for any earth disturbance activity which is authorized by a permit. Any person who has a role in the design or implementation of the E&S control plan or post-construction stormwater management (PCSM) plan must attend this meeting. **102.5(e)**
- A Notice of Termination (NOT) must be submitted to the WCD or DEP which identifies the person(s) responsible for the **long-term operation and maintenance** of PCSM best management practices (BMP's). **102.7(a)**
- “**Record Drawings**” of PCSM structures, with a final certification, should be included with the NOT. **102.8(l)**
- **Permit Renewals:** A person conducting earth disturbance activities under a permit issued before November 19, 2010, and renewed prior to January 1, 2013, shall implement, operate, and maintain the PCSM requirements in accordance with the terms and conditions of the existing permit. After January 1, 2013, the renewal of a permit issued before November 19, 2010 shall comply with the requirements new permit. **102.8 (a) Renewals need submitted 180 days before expiration.**
 - **NOTE: Currently, NPDES permits which are being issued are valid for 5 years. ESCGP-2 permits are valid for 5 years.**
- A **licensed professional** or designee shall be present on site and be responsible during critical stages of PCSM installations. Critical stages may include the installation of underground facilities, structurally engineered BMP's, or other BMP's identified by WCD or DEP. **102.8(k)**

(OVER)

- New buffer requirements: 150' **riparian buffer** required when site is located in high quality (HQ) or exceptional value (EV) watersheds. Also requires protection of any existing buffer. A 150' **riparian forest buffer** required when the site is located in HQ or EV category 4 or 5 impaired stream watershed.
102.14(a)
 - 86,000 – stream miles in PA
 - 26,000 – miles designated HQ or EV – requires **riparian buffer**
 - 700 – miles designated HQ/EV category 4 or 5 impaired – requires **riparian forest buffer**
- Buffers must be **protected in perpetuity** through deed restrictions, conservation easements, local ordinance, or permit conditions. Proof should be submitted with the NOT. **102.14(g)**
- A **stream ReLeaf form** must be submitted to WCD or DEP within one year of buffer establishment
102.14(h)
- **Temporary stabilization** must be applied to a site when cessation of earth disturbance activities will exceed 4 days. **102.22**
- A municipality or county which issues building or other permits shall **notify the WCD or DEP within 5 days** of receipt of the application for a permit involving an earth disturbance activity consisting of 1 acre or more. **102.42**
- With the exception of local stormwater approvals or authorizations, **a municipality or county may not issue a building or other permit** approval to those proposing or conducting earth disturbance activities requiring a DEP permit until the WCD or DEP has issued the E&S or individual NPDES permit, or approved coverage under the general NPDES permit. **102.43**
- **New technologies** must be submitted to Darl Rosenquest/DEP for approvals. WCD cannot grant approvals.

For further information, please contact



J. Roy Houston Conservation Center
218 Donohoe Road
Greensburg, PA 15601-9217
Phone: 724-837-5271
Administrative FAX: 724-552-0143 Technical FAX: 724-837-4127
email: wcd@wcdpa.com website: www.wcdpa.com

Building / Zoning Department Building Permit

These are the forms to be used as of JANUARY 1, 2011, along with the permit checklist. Failure to fill out the complete application providing the required information will delay your permit. **No work is permitted until your permit is released under the Statewide Uniform Construction Codes.** This is Law.

- Fill out the applications COMPLETELY (Building, Electrical, HVAC, Plumbing, Fire)
- Survey **OR** Plot Plan
Must show lot lines, street/alleys, all right of ways, utilities and existing structures. NO FREE HAND DRAWING. Use a ruler and/or graph paper.
- 2 Full sets of construction drawings with details and views of side/front/rear floor plans and footer detail.
 - Truss and roof layout from Manufacturer
 - TJI, LVL, and Beam Specification from Manufacturer
 - Window/Door schedule
 - Manufacturer specifications for HVAC, fireplaces and blow-in insulation.
 - REZ Check
 - Utility work order number for electric service

NOTE: Residential projects do not need drawings from a design professional but must be detailed in the type, size, and spacing of components. NO "Free hand" drawings accepted!

- Provide Zoning Permit and Sewage Permit
- Your Contractor and ALL Subcontractors must provide insurance and Worker's Compensation "Certificate of Insurance".

COMMERCIAL PROJECTS MUST PROVIDE THREE (3) SETS OF DRAWINGS PREPARED AND STAMPED BY A DESIGN PROFESSIONAL AND ALL OF THE ABOVE INFORMATION.

CALL PA ONE CALL 8-1-1 BEFORE YOU DO ANY DIGGING!

MANOR



BOROUGH

As-Built Survey

The As-Built Survey required for an occupancy permit in new construction MUST contain the following information.

- ☐ Show all structures on the plot with setbacks and required building lines.
- ☐ Show public sidewalks, driveways, streets, alleys and street lights.
- ☐ ALL driveways must include size and slope.
- ☐ Show all utility poles, stations, connectins, tap-ins, manholes and vaults
- ☐ Show ALL right of ways, public and private.
- ☐ Show all stormwater retention/detention ponds, tanks, swells, inlets, outlets, devices and right of ways.
- ☐ Show Lot Number, Tax Map Number, House Number, and all standard information as provided by the design professional.

MANOR



BOROUGH

DEPT OF BUILDING AND ZONING

44 Main Street, Manor PA 15665

724-864-2525

PERMIT # _____

ZONING PERMIT

Application is hereby made for a Zoning Approval Permit

DATE: _____

RECEIVED: _____

Property Owner: _____

Owner Address: _____

Telephone Nbr: _____

Applicant's Name: _____

Address and Location of Project / Work / Use: _____

Describe Work In Detail: _____

Est Cost: \$ _____ Size of Building: _____ Lot Size: _____

Height and Type of Fence: _____ Use of Building: _____

Please attach a survey or lot plan showing the location of any street, alley, storm/sewer easements, house, garage, decks, etc. Please show distance from all lot lines to proposed work, building, fence, garage, shed, wall, deck, etc.

Signature of Applicant _____ Date _____

Make check payable to Manor Borough.

OFFICIAL USE

Copy of plans attached _____ Check # _____ ☐ \$40.00 ☐ Approved

☐ Denied

Zoning Official _____ Date _____



Workers' Compensation Information Form

AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- ___ Property owner performing own work. If property owner does hire a contractor to perform any work pursuant to building permit, the contractor must provide proof of Worker's Compensation Insurance to the Borough. Homeowner assumes liability for contractor compliance with these requirements.
- ___ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of Insurance to the Borough.
- ___ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from Workers' Compensation Insurance. Attach copies of religious exemption letter for ALL employees.
- ___ Use this form when applicable to Part C on the Workers' Compensation Form.

Signature of Applicant

Commonwealth of Pennsylvania

County of _____

Sworn to and subscribed before me on this

_____ day of _____, 20 ____.

Notary Public

MANOR



BOROUGH

APPLICATION FOR SEWER TAP

APPLICATION
DATE

APPLICANT NAME

APPLICANT
ADDRESS

TELEPHONE NO.

PLAN/LOT NO.

STREET ADDRESS

WWMA FEE PAID

☐ YES ☐ NO

TAP LOCATION

Check one

☐ FRONT ☐ REAR ☐ RIGHT SIDE ☐ LEFT SIDE

TAP FEE

DATE PAID

NOTE: Permit will be issued provided applicant complies with all Borough Rules & Regulations regarding sewers and sewer connections. 48 hours notice must be given for inspection of connection.

PERMIT APPLICATION

Page 1 of _____

MECHANICAL PERMIT _____ **PLUMBING PERMIT** _____

Municipality _____ County _____ Lot# _____ Block _____ Tax Parcel _____

Construction Site Location _____ Date Received _____

Owner _____ Tenant _____

Address _____ Address _____

State _____ Zip _____ Phone# _____ State _____ Zip _____ Phone# _____

Describe proposed work in detail: _____

State Classification: New Commercial _____ Other Commercial _____ New Residential _____ Other Residential _____

MECHANICAL PERMIT		PLUMBING PERMIT	
Contractor _____ (if owner, put same name above)		Contractor _____ (if owner, put same name above)	
Address _____		Address _____	
City _____ State _____ Zip _____		City _____ State _____ Zip _____	
Phone _____ Cell _____		Phone _____ Cell _____	
Fed Employee No. _____		Fed Employee No. _____	
(Certificate of Insurance for Workers Compensation needed or sign exemption form)		(Certificate of Insurance for Workers Compensation needed or sign exemption form)	
Estimate of total costs for all work _____		Estimate of total costs for all work _____	
Technical Site Data No.	Fixture/Equipment	Technical Site Data No.	Technical Site Items
_____	Water Heater	_____	Water Closet
_____	Fuel Oil Piping	_____	Urinal/Bidet
_____	Gas Piping	_____	Bath tub
_____	Steam Boiler	_____	Lavatory
_____	Hot Water Boiler	_____	Shower
_____	Hot Air Furnace	_____	Floor drain
_____	Oil Tank	_____	Sink
_____	LPG Tank	_____	Dishwasher
_____	Fireplace	_____	Drinking fountain
_____	Hydronic Piping	_____	Washing Machine
_____	Appliances	_____	Hose Bibb
_____	Solar	_____	Water Heater
_____	Heat Pump	_____	Fuel Oil Piping
_____	Fire Dampers	_____	Gas Piping
_____	Exhaust Hood Sys.	_____	Steam Boiler
_____	HVAC	_____	Hot Water Boiler
_____	Others: _____	_____	Water Service Connection
Signature: _____		Signature: _____	
Owner () Contractor () Owner Representative ()		Owner () Contractor () Owner Representative ()	
MECHANICAL CODE OFFICIAL USE ONLY		PLUMBING BUILDING CODE OFFICIAL USE ONLY	
Plans Approved _____ Plans Approved with Comments _____		Plans Approved _____ Plans Approved with Comments _____	
UCC Mechanical Fee: _____		UCC Plumbing Fee: _____	
Plan Review Fee: _____		Plan Review Fee: _____	
Admin. Fee: _____		Admin. Fee: _____	
State Fee: _____		State Fee: _____	
Total Cost: _____		Total Cost: _____	
Code Official: _____ State Cert.# _____		Code Official: _____ State Cert.# _____	
Date Issued: _____		Date Issued: _____	

PERMIT APPLICATION

Page 1 of _____

FIRE PROTECTION PERMIT

Municipality _____ County _____ Lot# _____ Block _____ Tax Parcel _____
 Construction Site Location _____ Date Received _____
 Owner _____ Tenant _____
 Address _____ Address _____
 State _____ Zip _____ Phone# _____ State _____ Zip _____ Phone# _____
 Describe proposed work in detail: _____

State Classification: New Commercial _____ Other Commercial _____ New Residential _____ Other Residential _____

FIRE PROTECTION PERMIT

Contractor _____
 (if owner, put same name above)

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Fed Employee No. _____

(Certificate of Insurance for Workers Compensation needed or
 sign exemption form)

Estimate of total costs for all work _____

Technical Site Data:

Water Supply Source _____

Method of Alarm/Supr. Sys Supervised _____

Storage Tanks:

Type - ☐ Flammable Liquid ☐ Combustible Liquid
☐ LPG ☐ LNG Capacity _____ Fuel _____

Alarm Systems ☐ 110V Interconnected
☐ System

No.

ITEM

_____	Alarm devices (smoke, heat, pulls, waterflow)
_____	Supervisory devices (tamper, low/high air)
_____	Signaling devices (horns/strobes, bells)
_____	Fire pump GPM Type
_____	Dry pipe/Alarm valves
_____	Sprinkler heads (dry & wet)
_____	Standpipes
_____	Wet chemical or Dry chemical

Circle one: CO2 suppression-Foam suppression-Halon suppression

Others: _____

Estimate of total costs for all work _____

Signature: _____

Owner ☐ Contractor ☐ Owner Representative ☐

CODE OFFICIAL USE ONLY

Plans Approved _____ Plans Approved with Comments _____

UCC Fire Protection Fee: _____

Plan Review Fee: _____

Admin. Fee: _____

State Fee: _____

Total Cost: _____

Code Official: _____ State Cert.# _____

Date Issued: _____

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PERMIT APPLICATION

Page 1 of _____

BUILDING PERMIT _____		ELECTRICAL PERMIT _____	
Municipality _____	County _____	Lot# _____	Block _____ Tax Parcel _____
Construction Site Location _____		Date Received _____	
Owner _____		Tenant _____	
Address _____		Address _____	
State _____	Zip _____	Phone# _____	State _____ Zip _____ Phone# _____
Front Yard _____ Ft. (Front of building to property line)	Describe proposed work in detail _____ _____ _____		
Rear Yard _____ Ft. (Rear of building to property line)			
Side Yard _____ Ft. Side Yard _____ FT.			
State Classification: New Commercial _____ Other Commercial _____ New Residential _____ Other Residential _____			

<p>BUILDING PERMIT</p> <p>Contractor _____ (if owner, put same name above)</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ Cell _____</p> <p>Fed Employee No. _____ (Certificate of Insurance for Workers Compensation needed or sign exemption form)</p> <p>Estimate of total costs for all work _____</p> <p>Total square feet: _____ Use Group _____ Type Construction _____</p> <p>No. of Stories: _____ Height of Structure _____</p> <p>Description of work: _____ _____</p> <p>Type of work:</p> <p>Alterations/Additions of: _____ Square Ft. _____</p> <p>() Roofing - Total square feet _____</p> <p>() Fencing, supply height if it exceeds 6 foot _____</p> <p>() Sign - Total Square feet _____</p> <p>() Pool - Total Square feet _____</p> <p>() Decks - Total Square feet _____</p> <p>() Demolition - Total Square feet _____</p> <p>() Accessibility _____</p> <p>Other: _____</p> <p>I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordinances and state laws regarding construction.</p> <p>Signature: _____ Owner () Contractor () Owner Representative ()</p>	<p>ELECTRICAL PERMIT</p> <p>Contractor _____ (if owner, put same name above)</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ Cell _____</p> <p>Fed Employee No. _____ (Certificate of Insurance for Workers Compensation needed or sign exemption form)</p> <p>Estimate of total costs for all work _____</p> <table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">Technical Site Data No.</th> <th style="text-align: left;">Size</th> <th style="text-align: left;">Items</th> </tr> <tr><td>_____</td><td>_____</td><td>Lighting Fixtures</td></tr> <tr><td>_____</td><td>_____</td><td>Receptacles</td></tr> <tr><td>_____</td><td>_____</td><td>Switches</td></tr> <tr><td>_____</td><td>_____</td><td>Detectors</td></tr> <tr><td>_____</td><td>HP _____</td><td>Motor-Fractional</td></tr> <tr><td>_____</td><td>_____</td><td>Communication Devices</td></tr> <tr><td>_____</td><td>_____</td><td>Alarm Devices/Systems</td></tr> <tr><td>_____</td><td>_____</td><td>Emergency & Exit Lights</td></tr> <tr><td>_____</td><td>_____</td><td>Pool Bonding</td></tr> <tr><td>_____</td><td>_____</td><td>Service</td></tr> <tr><td>_____</td><td>_____</td><td>Sub-Panels</td></tr> <tr><td>_____</td><td>_____</td><td>Feeders</td></tr> <tr><td>_____</td><td>_____</td><td>Baseboard Heater</td></tr> <tr><td>_____</td><td>_____</td><td>Dryer Receptacle</td></tr> <tr><td>_____</td><td>Range _____</td><td>Dishwasher _____ Garbage Disposal _____</td></tr> <tr><td>_____</td><td>Heater _____</td><td>Central A/C Units _____</td></tr> <tr><td>_____</td><td>_____</td><td>Signs _____</td></tr> <tr><td>_____</td><td>_____</td><td>Survey Fee _____</td></tr> <tr><td colspan="3">Others: _____</td></tr> </table> <p>Signature: _____ Owner () Contractor () Owner Representative ()</p>	Technical Site Data No.	Size	Items	_____	_____	Lighting Fixtures	_____	_____	Receptacles	_____	_____	Switches	_____	_____	Detectors	_____	HP _____	Motor-Fractional	_____	_____	Communication Devices	_____	_____	Alarm Devices/Systems	_____	_____	Emergency & Exit Lights	_____	_____	Pool Bonding	_____	_____	Service	_____	_____	Sub-Panels	_____	_____	Feeders	_____	_____	Baseboard Heater	_____	_____	Dryer Receptacle	_____	Range _____	Dishwasher _____ Garbage Disposal _____	_____	Heater _____	Central A/C Units _____	_____	_____	Signs _____	_____	_____	Survey Fee _____	Others: _____		
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Plumbing Permit and Inspection Worksheet

Indicate Quantity of Items Installed. Use blank spaces for unlisted fixtures or items.

[illegible]

MANOR



BOROUGH

PERMIT CHECKLIST

LOT # _____

- ___ Completed Building Permit Application
- ___ Two (2) sets of Complete Construction **documents and drawings**, including ResCheck
- ___ Completed Mechanical Permit Application
- ___ Two (2) sets of Complete Mechanical **documents and drawings**
- ___ Completed Plumbing Permit Application
- ___ Two (2) sets of Complete Plumbing **documents, drawings, and fixture quantity worksheet**
- ___ Completed Electrical Permit Application
- ___ Certificate of Worker's Compensation Insurance (Borough as "Certificate Holder") AND/OR completed and Notarized Exemption Form
- ___ Completed Zoning Permit / Certificate Application and Fee
- ___ Two (2) original copies Survey Plot Plan by Surveyor
- ___ Completed Application for Sewer Tap and Fee

This is a Basic Checklist. Additional information may be required to verify compliance with local, state, and federal statutes, prior to and for permit issuance.