

## WHAT YOU SHOULD KNOW ABOUT BUILDING & ZONING PERMITS

(Pull out for future reference)

With spring right around the corner, it's natural that we begin to think about our future plans for home improvements. Putting up a retaining wall, replacing the roof, adding a privacy fence or swimming pool could be high on that list. But do these jobs require a building permit? One way to be absolutely sure is to call Code.Sys, Code Consulting, Inc., 321 Grant Avenue, Pittsburgh, PA 15209, at 1-877-821-0337. Code.Sys approves all commercial and residential construction in the Borough. Officer Gary Cutenese, Code Enforcement Officer, at the Municipal Building, 412-781-0569, Ext. 25, inspects all rental properties once every three years at a cost of \$40.00 per rental unit. He will tell you that even though some work may not require a building permit, it does require a zoning permit.

The Borough of Etna, along with all the other Pennsylvania municipalities, abide by the Pennsylvania Uniform Construction Code (as required by State law), a certain other State and Federal Laws and Etna Ordinance No. 1289 (as well as other local ordinances), which adopted rules handed down from the International Property Maintenance Code. The following is a partial list of residential and commercial work exempt from building permits:

**ALL CONSTRUCTION REQUIRES A ZONING PERMIT WHETHER A BUILDING PERMIT IS REQUIRED OR NOT. ZONING PERMITS MAY BE ACQUIRED THROUGH THE BOROUGH OF ETNA, CODE ENFORCEMENT OFFICE, AT A COST OF \$30.00.**

(The following is from the Uniform Construction Code)

Residential work exempt from BUILDING permit: Permits shall not be required for the following. **EXEMPTION FROM THE PERMIT REQUIREMENTS OF THIS CODE SHALL NOT BE DEEMED TO GRANT AUTHORIZATION FOR ANY WORK TO BE DONE IN ANY MANNER IN VIOLATION OF THE PROVISIONS OF THIS CODE OR ANY OTHER LAWS OR ORDINANCES OF THIS JURISDICTION.**

### **Building**

1. One-story detached accessory structures provided the floor area does not exceed 200 square feet.
2. Fences not over 6 feet in height. Etna Zoning law has specific requirements which are as follows (a) A fence along the rear property line shall not exceed eight feet in height; (b) a fence located along the side property line shall not exceed six feet in height; (c) No fence higher than four feet shall be erected between the principal building and the street line.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade in the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches deep.

8. Swings and other playground equipment accessory to a one or two-family dwelling.
9. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

Commercial work exempt from permit. EXEMPTIONS FROM PERMIT REQUIREMENTS OF THIS CODE SHALL NOT BE DEEMED TO GRANT AUTHORIZATION FOR ANY WORK TO BE DONE IN ANY MANNER IN VIOLATION OF THE PROVISIONS OF THIS CODE OR ANY OTHER LAWS OR ORDINANCES OF THIS JURISDICTION. Permits shall not be required for the following:

Building:

1. One story detached accessory structures used as tool and storage sheds, playhouses and similar uses-provided floor area does not exceed 120 square feet.
2. Fences not over 6 feet high (see above for further regulations regarding fences).
3. Oil derricks.
4. Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding class I, II or III-A liquids.
5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
6. Sidewalks and driveways not more than 30 inches above grade and that are not located over a basement or story below it and which are not part of any accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3, occupancy, as applicable in Sections 101.2, which are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.
11. Swings and other playground equipment accessory to detached one and two family dwellings.
12. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3, as applicable in Section 101.2, and Group U occupancies.
13. Movable cases, counters and partitions not over 5 feet 9 inches in height.

After reading this, if you still have questions, it is better to "ask first" than begin your project and face problems later. It's also a good idea to plan accordingly. Apply for your permit a few days a head of time. It's not always possible to receive a permit the same day that you apply.

All of these rules are mandated and upheld to ensure our community is a safe place to live. They help to increase our property values and maintain a sense of pride in the appearance of our homes and property.

Good luck in your home improvement projects!

## ZONING PERMIT INFORMATION SHEET

1. Zoning permit must be displayed on the job site in public view.
2. Required inspections must be done prior to the next step of construction.
3. All structures must meet all Etna zoning requirements.
4. Height limitations for fences in Etna are:
  - 8 feet or less along rear property line
  - 6 feet or less along side property line
  - 4 feet or less between principal building and street line**(Fence posts, rails and piers must face the inside of the fence)**
5. If any dispute arises concerning whether or not a fence or any structure is on or hanging over an adjoining property, the owner of the property on which the fence or structure is erected will be required to obtain a property survey to solve the dispute.
6. Construction for residential properties must conform to the following:  
Residential yard requirements (setbacks from property lines)
  - R-1
    - Side property line - 5 feet
    - Rear property line - 15% of lot depth or 25 feet whichever is less
    - Front property line - 15 feet
  - R-2 (also required for residential properties in C- 1 & C - 2 zones)
    - Front property line - 10 feet
    - Rear property line - 15% of lot depth or 15 feet whichever is less
    - Side property line - Beyond 35 feet from front property line - 7 feet
7. Carports, parking pads or parking areas must meet all requirements of zoning ordinance 1248 Section 5.206
  8. You must provide a signature on all sheets that require one.
  9. Zoning Permit Fee due when application is filed. \$30.00 (Borough of Etna)

Signature: \_\_\_\_\_

# BOROUGH OF ETNA

DEPARTMENT OF CODE ENFORCEMENT

437 BUTLER STREET  
PITTSBURGH, PA 15223  
Telephone: (412) 781-0569  
Fax: (412) 782-5302

## I. APPLICANT INFORMATION

Name	Address (no., street, city, state, zip code)	Telephone
Applicant		
Owner of Record		
Contractor		
Architect/Engineer		

I hereby certify that the proposed work is authorized by the owner of record and I am the owner's authorized agent to make this application, and I/we do hereby agree to conform to all applicable ordinances of the Borough.

Signature of Applicant	Address	Date

## II. SITE LOCATION

At (location) \_\_\_\_\_  
Street Address \_\_\_\_\_ Lot/Block \_\_\_\_\_

Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_

Located within an Identified Flood-prone Area \_\_\_\_\_ Yes \_\_\_\_\_ No

## III. DESCRIPTION OF PROPOSED IMPROVEMENT/ACTIVITY

### A. Type of Improvement/Activity

- |  |   |
|--|---|
| <input type="checkbox"/> Sign                    | <input type="checkbox"/> Demolition                                 |
| <input type="checkbox"/> New Structure or Use    | <input type="checkbox"/> Change of Use of Existing Building or Land |
| <input type="checkbox"/> Alteration, Enlargement | <input type="checkbox"/> Temporary Use                              |
| <input type="checkbox"/> Repair, Replacement     | <input type="checkbox"/> Other (specify) _____                      |
| <input type="checkbox"/> Moving (relocation)     | _____   |

### B. Proposed Use

- Residential. List number of units by type (check ordinance for definitions):  
 Single Family     Two Family     Townhouse     Garden Dwellings  
 Multifamily, Multi-story    Total Dwelling Units \_\_\_\_\_
- Commercial (specify) \_\_\_\_\_  
\_\_\_\_\_
- Industrial (specify) \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_ Public, Semi-Public (church, school recreation, etc.) (specify) \_\_\_\_\_

5. \_\_\_\_\_ Accessory Use

\_\_\_\_\_ Sign (Go to Sec. IV) \_\_\_\_\_ Home Occupation (specify) \_\_\_\_\_

\_\_\_\_\_ Garage/Carport \_\_\_\_\_ Storage Shed/Building \_\_\_\_\_ Fence

\_\_\_\_\_ Swimming Pool \_\_\_\_\_ Parking/Loading \_\_\_\_\_ Other \_\_\_\_\_

6. \_\_\_\_\_ Other (specify) \_\_\_\_\_

**C. Site Characteristics**

1. Total site area \_\_\_\_\_ sq. ft.

3. Lot area per dwelling unit \_\_\_\_\_ sq. ft.

2. Corner Lot \_\_\_\_\_ yes \_\_\_\_\_ no

4. Site area covered by structures \_\_\_\_\_ sq. ft.

**D. Structural Characteristics**

1. Type of Construction: \_\_\_\_\_ Frame \_\_\_\_\_ Brick \_\_\_\_\_ Masonry \_\_\_\_\_ Other \_\_\_\_\_

2. Size of Structure(s) (gross floor area in sq. ft.)

	Existing	Addition/Extension	New	Total
Principal Structure				
Accessory Structure				

3. Height of Structure (after work completed)

Principal Structure \_\_\_\_\_ ft. \_\_\_\_\_ stories      Accessory Structure \_\_\_\_\_ ft. \_\_\_\_\_ stories

4. Type of Heating \_\_\_\_\_      5. Roof Type \_\_\_\_\_ Flat \_\_\_\_\_ Sloped \_\_\_\_\_ Mansard

6. Depth of Excavation at minimum point \_\_\_\_\_      7. Foundation on fill \_\_\_\_\_ yes \_\_\_\_\_ no

8. No. & Description of Buildings to be Razed and Method to be Used \_\_\_\_\_

9. Cost of Construction \_\_\_\_\_      10. Estimated Market Value \_\_\_\_\_

**E. Offstreet Parking and Loading**

1. Parking Spaces \_\_\_\_\_ Proposed \_\_\_\_\_ Existing      2. Stall Size (length X width) \_\_\_\_\_

3. Type of Pavement/Surfacing \_\_\_\_\_  
MUST BE HARD SURFACE, i.e., BRICK, ASPHALT, CONCRETE

4. Describe other actions to provide required parking (e.g., joint use of other parking areas, etc.) \_\_\_\_\_

5. Offstreet Loading: No. of Stalls \_\_\_\_\_ Stall Size \_\_\_\_\_ Location \_\_\_\_\_

Type of Pavement/Surfacing \_\_\_\_\_  
MUST BE HARD SURFACE, i.e., BRICK, ASPHALT, CONCRETE

**F. Landscaping**

Describe type of proposed planting, location, etc. to meet Ordinance requirements \_\_\_\_\_

**IV. SIGN INFORMATION**

Attach illustrations and specifications of proposed sign according to application instructions sheet.

1. Use of Sign

- Residential/Home Occupation     Residential Complex     Commercial Business  
 Industrial Use     Public, Semi-Public     Real Estate (Sale, rental)  
 Outdoor Advertising     Construction Advertising     Permanent Sign  
 Temporary Sign     Window Graphics

2. Type of Sign

- Wall-mounted     Free-standing     Single Face     Double Face     Window Graphics

3. Size: Total area (one face) \_\_\_\_\_ sq. ft.    Length \_\_\_\_\_ ft.    Width \_\_\_\_\_ ft.

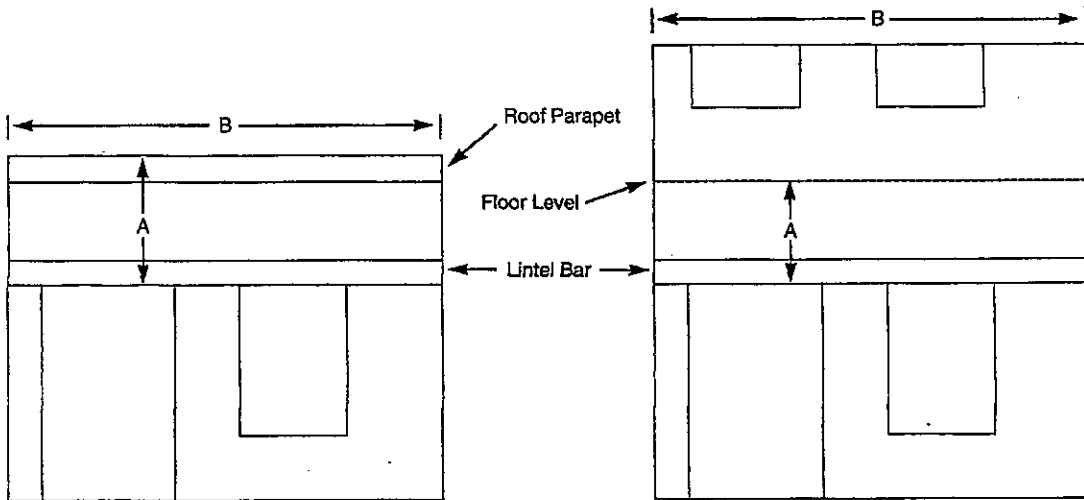
4. Describe proposed type of construction, materials, illumination, method mounting \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Signable wall area is \_\_\_\_\_ sq.ft.

6. Photograph (5" x 7") showing side of building on which sign is to be placed.

7. Complete diagram below. Include dimensions A & B.

8. For multiple use building other information may be required.



Signable Wall Area — 1 Story Building  
Area of Copy = A + B

Signable Wall Area — Multi-story Building  
Area of Copy = A + B

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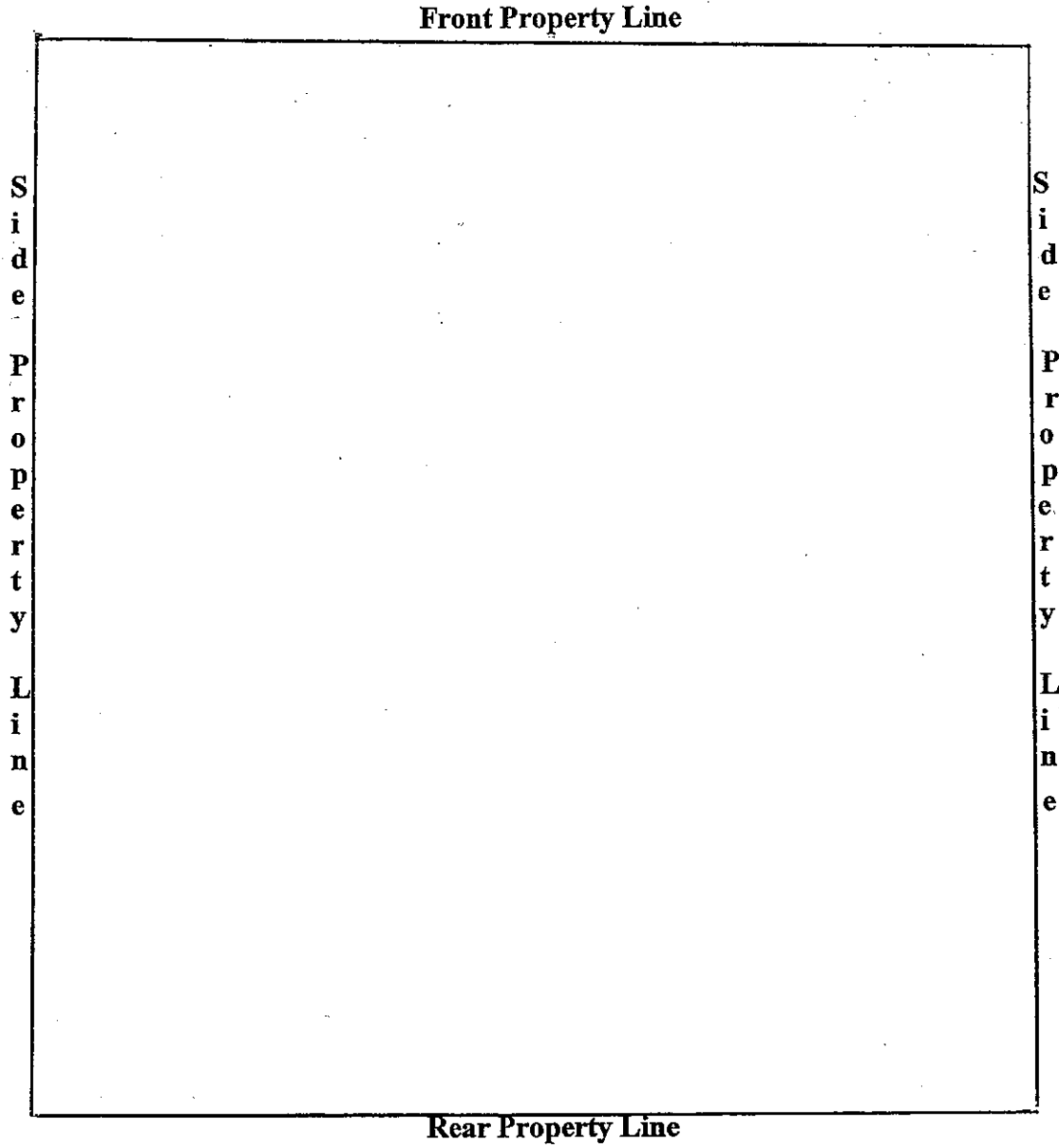
**V. STORMWATER AND FLOODPLAIN MANAGEMENT**

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Describe proposed drainage control methods to comply with ordinances. If proposing to connect with existing sewer or drainage system, identify point of connection and adequacy of system to handle additional flow. Show all drainage provisions on site plans.

If located within a flood-prone area, describe methods and materials that will be used to minimize flood damage in accordance with Borough ordinances. Attach plans and elevations to demonstrate compliance; delineate area subject to flooding and any existing stream improvements or protective works.

# PLOT PLAN



Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

# APPLICATION FOR ZONING PERMIT

## WORKER'S COMPENSATION INFORMATION:

INSURER: \_\_\_\_\_

NAME OF POLICY HOLDER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

CONTRACTOR'S FEDERAL OR STATE EMP. ID#: \_\_\_\_\_

<b>APPLICATION</b> <input type="radio"/> <b>APPROVED</b> <input type="radio"/> <b>DENIED</b>	<b>(FOR MUNICIPAL USE ONLY)</b>
BY: _____	DATE: _____
PERMIT FEE: _____	
REASON(S) FOR DENIAL:	
_____	

(APPLICANT/OWNER IS RESPONSIBLE FOR OBTAINING REQUIRED HIGHWAY OCCUPANCY PERMITS FROM THE PA

DEPT. OF TRANSPORTATION

THE ABOVE INFORMATION IS TRUE AND CORRECT, I HEREBY AGREE THAT ALL APPLICABLE PROVISIONS OF THE BOROUGH CODES SHALL BE COMPLIED WITH, AS WELL AS THE REQUIREMENTS OF THE MUNICIPAL SEWER AND WATER AUTHORITY WHETHER SPECIFIED OR NOT.

\_\_\_\_\_  
APPLICANT/AGENT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

# The Borough of Etna

DEPARTMENT OF CODE ENFORCEMENT

437 BUTLER STREET  
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## ZONING PERMIT APPROVAL AND ISSUANCE

Upon receipt of an approved zoning permit, such zoning permit must be posted on the job site so it is visible from the street and remain posted until a final inspection has been made.

### REQUIRED INSPECTIONS PROVIDED BY THE BOROUGH OF ETNA

These inspections may be scheduled by contacting the Borough Office, Code Enforcement Department, at 412-781-0569. Kindly give two working days advanced notice.

\_\_\_\_\_ **Final Inspection** - After work is completed.

#### NOTICE

**ALL PERMITS require a final inspection. Requests for a final inspection must be submitted, giving at least two working days notice.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_