



437 Butler Street  
Etna, PA 15223  
P: 412-781-0569  
F: 412-781-5302

[www.etnaborough.org](http://www.etnaborough.org)

## Zoning Permit Application

### PURPOSE

A Zoning Permit Application is required by the Borough of Etna when undertaking any alterations to a property or changes to a property's use. This ensures that any alterations or changes in use comply with the Borough's zoning ordinance and any work done meets safety standards.

### APPLICATION CHECKLIST

- Fully completed and signed application.
- All applicable PennDOT Highway Occupancy Permits, if required.
- Workers' Compensation Insurance Certificate from all identified contractors.
- Site plan or plat of survey (preferred) drawn to scale, to include:
  - Location and dimensions of lot.
  - Location and dimensions of all existing/proposed buildings on lot and those within 50 feet.
  - All driveways and accesses to property.
  - Setbacks from front, side, and rear property lines.
  - Floor elevation of proposed new buildings.
  - North arrow.
- Copy of Occupancy Permit issued by qualified building inspector - CODE SYS (if commercial unit)
- Any additional information deemed necessary by Borough of Etna officials.

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# Zoning Permit Application



*Incomplete Applications Will Not Be Reviewed*

DATE:	
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PROPERTY INFORMATION	
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ADDRESS:	LOT/BLOCK#:
FEMA FLOOD ZONE:            A/AE            X            N/A	CONSTRUCTION COST (EST.): \$
ZONING DISTRICT:        R-1   R-2   C-1   C-2   I   RO	FAIR MARKET VALUE: \$

APPLICANT INFORMATION	
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APPLICANT NAME:	EMAIL:
ADDRESS:	PHONE:

OWNER OF RECORD        (check here if same as applicant    )	
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NAME OF OWNER:	EMAIL:
ADDRESS:	PHONE:

PROJECT INFORMATION	
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APPLICATION FOR (Check all that apply):	CURRENT BUILDING USE	SETBACK INFORMATION
New Commercial Building New Residential Building Exterior Alteration Interior Alteration Addition to Building Accessory Building Garage    Shed Fence/Wall Deck Pool Parking Change of Use Home Occupation Other:		Front Lot Line:        _____ (ft)
		Side Lot Line:        _____ (ft)
	PROPOSED USE*	Rear Lot Line:        _____ (ft)
	Residential # of Units        _____	STRUCTURE INFORMATION
	Mercantile	Structure Area:        _____ (sq ft)
	Business	Structure Height:     _____ (ft)
	Factory or Industrial	Will this project require Conditional or Special Exception Use review?  <div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>
	Storage	
	Institutional	
	Educational	
	Assembly	
	Utility and Misc.	
	High Hazard	

*\* A guide to Use and Occupancy Classifications from the IBC can be viewed at [bit.ly/etnaibcch3](http://bit.ly/etnaibcch3)*

**Borough of Etna**  
**Zoning Permit Application**

**PROJECT DESCRIPTION**

Please provide a complete and accurate description of the proposed project.

WORK WILL BE PERFORMED BY:                      CONTRACTOR                      HOMEOWNER

**CONTRACTOR / PROFESSIONAL SERVICES**

NAME/COMPANY:

ADDRESS:

PHONE:

EMAIL:

HIC #:

Contractor, in compliance of Act 44 (Workers' Compensation) of 1993, hereby submits: *(please check one)*

Certificate of Insurance

Certificate of Self-Insurance

Affadavit of Exemption

Contractor/Applicant is Sole Proprietorship

Contractor/Applicant is a corporation or partnership and the only employees working on the job have and are qualified as "Executive Employees" under Section 104 of the Workers Compensation Act. Please explain:

**ARCHITECT / ENGINEER**

NAME/COMPANY:

N/A SAME AS ABOVE

ADDRESS:

PHONE:

EMAIL:

LICENSE #:

**FLOOD ZONE REQUIREMENTS**

*Properties located in the flood zone may require additional information as part of the application process and may be subject to additional fees and review procedures. Please consult **Ordinance 1353** for additional requirements.*

**STORMWATER REQUIREMENTS**

*Qualifying projects may require additional information as part of the application process and may be subject to additional fees and review procedures. Please consult **Ordinance 1366** for additional requirements.*

**Borough of Etna**  
**Zoning Permit Application**  
**SIGNATURE**

I hereby certify that the above information is true and correct to the best of my knowledge and belief, and that the proposed use/work is authorized by the owner of record. I further agree to comply with the provisions of the Codes and Regulations of the Borough of Etna and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application. In addition, I agree that if a permit is issued, the permit may be revoked by administrative action of the Borough of Etna for failure to comply with said laws and regulations.

I understand that in consideration of the issuance by the Borough of Etna of a Zoning Permit to the undersigned Applicant, the Applicant acknowledges that, in reviewing plans and specifications, in issuing Zoning Permits, and in inspecting property of the Applicant, employees of the Borough are only performing their duties to require compliance with the minimum requirements of the applicable ordinances. Accordingly, neither the Borough nor any of its elected or appointed officials or employees shall have any liability to the applicant for defects or shortcomings of design or engineering not discovered during the Borough's review or inspections. The Applicant agrees to defend, hold harmless, and indemnify the Borough, its elected and appointed officials and employees from and against any and all claims, demands, actions, and causes of action of any one or more third parties arising out of or relating to the Borough's review or inspection of the Applicant's design, engineering or work, or issuance of a Zoning Permit, or arising out of or relating to the design, engineering or work done by the Applicant pursuant to such Zoning Permit. All references in this agreement are applicable to the Applicant's employees, agents or any other persons or entities performing work pursuant to the issuance of the Zoning Permit by the Borough. Furthermore, the Applicant is hereby informed that any violation(s) of the Building Code and/or the Zoning Code for the Borough of Etna is subject to fines and penalties as stated in the applicable ordinance(s).

APPLICANT SIGNATURE: \_\_\_\_\_

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

OWNER SIGNATURE (if different): \_\_\_\_\_

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

**BOROUGH USE ONLY**

RECEIVED:	<u>STATUS</u>	<u>FEES</u>
	APPROVED	Residential <b>\$30</b>
	DENIED	Commercial <b>\$30</b>
	BUILDING PERMIT REQ'D	Industrial/RO <b>\$30</b>
	CHANGE IN OCCUPANCY	

APPROVAL CONDITIONS:	<b>TOTAL:</b>
	Cash
	Check # _____

DENIAL REASONS:

PERMIT #: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_