

JEFFERSON TOWNSHIP

Butler County, PA

INSTRUCTIONS FOR OBTAINING TOWNSHIP REVIEW CERTIFICATE and/or BUILDING PERMIT

APPLICATION MUST BE MADE and SIGNED BY THE PROPERTY OWNER(S). APPLICANT IS RESPONSIBLE FOR ACCURACY OF PROPERTY LOT LINES, LOCATION OF BUILDINGS, AND SEPTIC SYSTEM OR LINES, ETC. IF NECESSARY, PROPERTY BOUNDARIES SHOULD BE SURVEYED PRIOR TO APPLICATION.

1. Complete and/or obtain the following for submission:
 - a. Complete Application Package (follow “Construction Permit Instructions”)
 - b. Attach Driveway Permit (either Township or PA Dept. of Transportation)
 - c. Attach “On-Lot” Septic Permit or “Public” Sewage & Water Authorization
 - d. Attach required submissions listed in “Construction Drawings Requirements”

2. When complete, return the above (A,B,C,D) to: **Jefferson Township
157 Great Belt Rd.
Butler, Pa 16002-9026**

3. The Building Permit Officer will review your application and inspect the building location (site) to verify compliance with Township land development, building set-backs, driveway construction, sewage ordinances and other related regulations. Then, your application will be submitted to Code.sys Code Consulting, Inc. (BCO & Inspectors) and you will be notified of building permit approval or denial, available times to obtain permit and the permit fee. The fee is due upon issuance/receipt of the building/construction permit. (Make this check payable to: Jefferson Township)
EXCEPTION: A detached accessory structure (garage, shed, carport, green house) that meets the guidelines for UCC inspections exemption (i.e. under 1,000 sq. ft. on a “single family” residential lot - no electric/no plumbing/no gas hook-up/not in a floodplain.) In this case, **ONLY** the Township Review Certificate is required for a small fee.

WARNING !

DO NOT BEGIN CONSTRUCTION BEFORE A PERMIT IS ISSUED

Construction begun before permit is officially given out is cause for the issue of a Commonwealth of Pennsylvania Non-Traffic Citation.

Conviction of a violation of this provision of the Building Permit Ordinance carries a fine.

Each day the violation continues is considered a separate offense.

Township Site Inspector & Twp. Code Enforcement.....Danielle Sedlak 724-504-5724
And for driveway permits onto township roadDanielle Sedlak 724-504-5724
Township Sewage Enforcement Butler County Sewage Association 724-841-0141
Township Secretary Lois Fennell (Twp. office) 724-352-2324 (FAX 352-8850)
PA Dept. of Transportation (for state permit onto a state road).Indiana, PA Office . . 724-357-2898
Code.sys, Inc. (Dave McGuigan, Inspector & BCO under PAUCC) 1-877-821-0337 ext.#24
Allegheny Inspection Service, Inc. (Max Summerville, Electrical Insp.)1-800-506-5432

JEFFERSON TOWNSHIP
Butler County, PA
{ Requirements }

LOT SIZE:

1. Lots served by a Public sewer & water system are required to be One-Half (½) acre (or more) in size.
2. Lots NOT served by a Public sewer and water must be One and One-Half acres (or more) in size.

RESIDENTIAL:

Front Setbacks:

All structures must be FIFTY (50) Feet from the edge of any road, easement, or cartway at the FRONT of the property.

Side and Rear Setbacks:

All structures must be TWENTY-FIVE (25) Feet from property lines and/or right-of-way, easement, or cartway at the SIDE or REAR of the property.

COMMERCIAL:

Front Setbacks:

All structures must be SEVENTY-FIVE (75) Feet from the edge of the right-of-way at the FRONT of the property.

Side and Rear Setbacks:

All structures must be FORTY (40) Feet from the property lines and/or right-of-way, easement, or cartway at the SIDE of the property and SIXTY (60) Feet at the REAR of the property.

LAND DEVELOPMENT REQUIREMENTS:

If you plan to make improvements to your lot which is used for OTHER THAN a single family dwelling or duplex, your improvements are considered “land development.” (See Land Development definition - Municipalities Planning Code, Article I, Section 107 and Chapter 22, Part 3, Jefferson Township Code of Ordinances.) *(PLEASE obtain SUBDIVISION APPLICATIONS and/or LAND DEVELOPMENT APPLICATIONS from the Township office.)*

Improvements include, but are not limited to: grading, paving, parking areas, curbs, gutters, storm sewers and drains, improvements to existing watercourses, sidewalks, crosswalks, street signs, monuments, water supply facilities, sewage disposal facilities, and storm water control facilities. (Chap. 22, Part 9, Jefferson Township Code)

If you are applying for a building permit, the Township requires submission of a professional drawing indicating all improvements. At the direction of the Planning Commission or Board of Supervisors, this drawing may be reviewed by the township engineer, the cost of which is the responsibility of the land owner/developer. As a condition of acceptance, performance bonds may be required for determined improvements. (Chap. 22, Part 10, Jefferson Township Code.)

ORDINANCES/CODE:

A copy of the Subdivision and Land Development Ordinance and related ordinances is available from the Township for a nominal fee. A copy of the Uniform Construction Code can be obtained by contacting the following: www.dli.state.pa.us 717-787-3806, “1”, “9”

ATTENTION regarding **DEMOLITIONS or RENOVATIONS:**

Owners and operators of structures to be renovated or demolished MUST meet state and federal asbestos requirements (*in addition to PA UCC requirements*). It is the responsibility of the property owner to contact DEP: 814-332-6940 or www.state.pa.us – select “search” and click the word “asbestos”.

ALSO, renovations (specifically change of use of building) and demolitions are subject to review by the sewage enforcement officer (agency). In regards to demolitions, if abandoned AND no replacement building planned, we recommend that wells be capped and septic systems be pumped and filled in.

JEFFERSON TOWNSHIP

TOWNSHIP REVIEW CERTIFICATION and/or BUILDING PERMIT APPLICATION INFORMATION

13) BUILDING SETBACKS

- From Road/Street (Residential)
- From Right-of-way (Commercial)
- From left side
- From right side
- From rear
- Acreage total or lot size

14) DIMENSIONS (*of structure to be built*)

- A. _____ ft. X _____ ft.
- B. Number of stories _____
- C. Living space (incl. garage if attached) _____ sq.ft.
- D. Garage (if unattached) sq. ft. _____
- E. Basement sq. ft. _____
- F. TOTAL square footage under construction _____
- G. For Decks/Porches only: Height from ground _____

15) TYPE OF HEATING

- Gas
- Oil
- Electric
- Coal
- Other: _____

16) TYPE OF MECHANICAL

- Central Air Conditioning
- Elevators
- Special Equipment

17) OTHER STRUCTURES ON PROPERTY

- House
- Mobile Home
- Garage
- Barn
- In ground Pool
- Shed
- Other: _____

18) NUMBER OF PARKING SPACES

- Off Street
- Enclosed
- Outdoors

19) DRIVEWAY PERMIT

- State Road
- Township Road
- Private Lane

20) OWNERSHIP

- Private
- Public
- Give Corporate/Company Name _____

THE UNDERSIGNED ATTESTS THE INFORMATION CONTAINED ABOVE IS TRUE AND ACCURATE UNDER PENALTY OF LAW.

Signature of APPLICANT

DATE

Signature of CO-APPLICANT DATE

(print)

(print)

CONSTRUCTION PERMIT INSTRUCTIONS

ALL INFORMATION IS REQUIRED UNDER THE COMMONWEALTH OF PENNSYLVANIA UNIFORM CONSTRUCTION CODE, ACT #45 OF 1999.

1. Construction permit application(s) are to be completed, signed by property owner and dated.
2. Two (2) sets of building plans and/or specifications (if required) are to be submitted with the application for residential construction projects.
Three (3) sets of building plans and/or specifications are to be submitted with the application for commercial construction projects.
3. If applicable, a site plan/survey shall be submitted with the application. If not, then at least a “bird’s eye view” plot plan drawing should be submitted.
4. Sign OSHA Safety Standards sign-off form.
5. Complete the Energy Code Compliance form.
6. The Municipality MUST sign-off on the Flood Plain, Zoning, and Historic District ‘sign-off’ form. (Please complete the top portion).
7. Provide proof of Workers’ Compensation Insurance or complete the “Affidavit of Exemption”.
8. Affidavit of Exemption (If applicable) for Workmen’s Comp. Insurance, Contractor Registration Number, or Electric.)

NOTE: This list is not all inclusive and the Municipality reserves the right to add, delete, and change this requirement list at any time. Additional information may be required by the Municipality in order to approve and issue a permit.

Your permit application will be processed within 5 to 7 working days. You will be notified of all applicable fees at that time. Once the permit fees are paid, you will be given the Permit Placard(s) that is (are) to be placed in the window at the construction site and a list of all required inspections with the names and phone numbers of the inspector(s).

CONSTRUCTION DRAWINGS REQUIREMENTS

Drawings should be drawn to scale and shall provide the necessary information to verify compliance with the Pennsylvania Uniform Construction Code.

Two (2) sets of building plans and/or specifications shall be submitted for residential construction projects. **Three (3) sets** of building plans and/or specifications shall be submitted with the application for **commercial construction projects**. All construction drawings shall include the following information:

-Site Plan Drawing: The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of the existing structures and construction that are to remain on the site or plot.

-Structural Drawings: To include footing construction detail, foundation construction details, framing construction detail, masonry construction detail, wood construction detail, steel construction detail, stair detail and chimney detail as apply.

-Foundation Drawings: To include all applicable dimensions including footing sizes with description of reinforcement (if applicable), layout and description of foundation drain system, and location of all slabs describing thickness of slab, base, reinforcement, vapor barrier and any slopes.

-Floor Plans: To include location and sizes of all doors, windows, closets, decks, and plumbing fixtures; wall and column sizes - thickness and material; and location and type of insulation. To include the use of all areas and means of egress components.

-Roof Framing Drawings: To include size, type, location and anchoring of roof trusses. NOTE: for "pre-engineered" trusses, floor joists and beams, all specifications, bracing and installation instructions must be available at time of inspection.

-Floor Framing Drawings: To include same as above (copy in correct information from above), except for floor joists on each floor!

-Electrical Drawings: To include all lighting facilities, smoke detectors, GFI and ARC fault protection, outlet box size, electrically operated equipment and electrical circuits required for all service equipment of the building or structure.

-Mechanical Drawings: To include size and type of appliances, construction of flues and chimney system, ventilation air provided, fresh air make-up provided and gas shut-off locations.

-Plumbing Drawings: To include a plan view and a riser diagram of waste and water piping, pipe sizing, grade of pipe, drainage fixture unit loads on stacks and drains, and water distribution design criteria.

JEFFERSON TOWNSHIP
BUTLER, PA
{ **REQUIRED - Plot Plan** }



REQUIRED INFORMATION CHECK LIST

- | | |
|--|--|
| <input type="checkbox"/> Lot Shape | Construction Location: _____ |
| <input type="checkbox"/> Lot Dimensions | Drawing Completed by: _____ |
| <input type="checkbox"/> Building Location | Address: _____ |
| <input type="checkbox"/> Driveway Location | _____ |
| <input type="checkbox"/> Distances to property lines | _____ |
| <input type="checkbox"/> Water Supply | _____ |
| <input type="checkbox"/> Sewage/Septic Location | REQUIRED Signature _____ |
| <input type="checkbox"/> Road/Street Name | (Property Owner) Date Completed: _____ |

OSHA SAFETY STANDARDS SIGN-OFF

LOCATION OF PROPERTY: _____
(LOT # AND STREET NAME or Street Address)

MAP & PARCEL NUMBER: _____

MUNICIPALITY: _____ COUNTY: _____

I AM FULLY AWARE OF THE U.S. DEPARTMENT OF LABOR, OCCUPATION SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS AND UNDERSTAND THAT I MUST COMPLY WITH THESE STANDARDS FOR THE DURATION OF MY CONSTRUCTION PROJECT.

(SIGNATURE OF APPLICANT/OWNER)

(DATE SIGNED)

ENERGY CODE COMPLIANCE

LOCATION OF PROPERTY: _____
(LOT # AND STREET NAME or Street Address)

TAX MAP & PARCEL NUMBER: _____

MUNICIPALITY: _____ **COUNTY:** _____

SELECT TYPE OF ENERGY CODE COMPLIANCE:

REScheck ATTACH COMPLIANCE CERTIFICATE

REScheck SOFTWARE CAN BE OBTAINED AT: www.energy/codes.gov

NOTE: Section N1 101.8 of the 2006 International Residential Code requires that: A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall be completed by the builder or registered design professional. The certificate shall list the predominate R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and/or floor) and ducts outside conditioned spaces; U-factors for fenestration; and the solar heat gain coefficient (SHGC) of fenestration.

===== OR =====

SIMPLIFIED PRESCRIPTIVE BUILDING ENVELOPE THERMAL COMPONENT CRITERIA

CLIMATE ZONE 5 REQUIREMENTS

| | | | |
|--------------------------|---------------|------------------|---------------------|
| FENESTRATION – (WINDOWS) | U-0.35 | SKYLIGHTS | U-0.60 |
| CEILING | R-38 | WOOD FRAME WALLS | R-19 OR R-13 & R-5a |
| MASS WALLS | R-13 | FLOORS | R-30b |
| BASEMENTS | R-10 or R-13c | SLABS | R-10 – 2 FOOT |
| CRAWLSPACES | R-10 or R-13c | | |

- a. R-13 & R-5 means R-13 in the walls and R-5 insulated sheathing. Less than 25% corner bracing no insulated sheathing required, over 25% R-2 insulated sheathing required.
- b. Floor insulation is to fill framing cavity R-19 minimum.
- c. Either R-10 continuous or R-13 cavity insulation.

SIGN ENERGY COMPLIANCE FORM

My signature below, as owner or contractor on behalf of owner, for this building permit, constitutes that I will comply with the energy code as outlined in the REScheck certificate or the climate zone checked above.

OWNER or CONTRACTOR SIGNATURE PRINT NAME DATE

FLOOD PLAIN, ZONING, and HISTORIC DISTRICT SIGN-OFF

LOCATION OF PROPERTY: _____
(Site Address --- LOT # AND STREET NAME or Street Address)

MAP & PARCEL NUMBER: _____

MUNICIPALITY: _____ COUNTY: _____

OWNER NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (____) _____

APPLICANT NAME (if not owner): _____
APPLICANT'S ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (____) _____

- ZONING AND/OR HISTORICAL DISTRICT COMPLIANCE CERTIFICATES WILL BE ACCEPTED IN LIEU OF THIS FORM.
- APPLICANT/OWNER IS RESPONSIBLE FOR OBTAINING REQUIRED HIGHWAY OCCUPANCY PERMITS FROM THE PA DEPT. OF TRANSPORTATION AS REQUIRED UNDER SECTION 402 OF THE STATE HIGHWAY LAW (36 P.S. § 670-420) AS WELL AS COMPLIANCE WITH THE REQUIREMENTS OF THE MUNICIPAL SEWER AND WATER AUTHORITY WHETHER SPECIFIED OR NOT.

===== bottom section for municipal completion =====

FLOODPLAIN SIGN-OFF APPROVED DOES NOT APPLY
ADDITIONAL COMMENTS: _____

HISTORICAL DISTRICT SIGN-OFF APPROVED DOES NOT APPLY
ADDITIONAL COMMENTS: _____

ZONING SIGN-OFF APPROVED DOES NOT APPLY
ADDITIONAL COMMENTS: _____

BY: SIGNATURE: _____ TITLE: _____
PRINT NAME: _____ DATE: _____
PHONE NUMBER: (____) _____ - _____

WORKER'S COMPENSATION INSURANCE COVERAGE

LIABILITY INSURANCE COVERAGE and

CONTRACTOR'S REGISTRATION INFORMATION

(General Contractors must supply information for all sub-contractors.)

A. Insurance Information: (Insurance Certificates may be submitted in lieu of completion.)

Name of Property Owner _____

Name of Contractor/Developer _____

Federal or State Employer I.D. Number _____

Applicant is a qualified self-insurer for worker's compensation: Yes _____ No _____

Name of Worker's Compensation Insurer _____

Worker's Compensation Insurance Policy Number _____

W/C Ins. Policy Expiration Date _____

Name of Liability Insurance Carrier/Company _____

Liability Insurance Policy Number _____

Liability Ins. Policy Expiration Date _____

B. PA STATE "Contractors Registration Number" _____ as required by the Home Improvement Consumer Protection Act 132 of 2008, effective 7/1/09.

(You may attach copy of certificate from the Office of the Attorney General.)

Complete information below if the Contractor is 'exempt' from being registered under the Pennsylvania "Home Improvement Consumer Protection Act 132 of 2008" (contractor's registration law):

_____ due to my income for performing home improvements being less than \$5,000 per year; or

_____ other (explain) _____

PRINT Contractor's 'doing business as' Name _____

(Contractor please sign.) _____

C. Affidavit of Exemption: Required if A (workmens compensation coverage) is not applicable. (See form, #1 on page 12 of Building Permit Application)

Affidavit of Exemption

ATTENTION: You are required to have your signature notarized.

- 1) **Affidavit of Exemption from Workers' Compensation Insurance:** *(If applicable)*
The undersigned affirms that he/she is not required to provide worker's compensation insurance under the provisions of the Pennsylvania Worker's Compensation Law for one of the following reasons, as indicated:
_____ Property owner is performing own work. If property owner later hires a contractor to perform any work pursuant to building, the owner must have the contractor provide proof of worker's compensation insurance to the municipality. The property owner assumes liability for the contractor's compliance with this requirement. *(In this case the property owner must sign.)*
_____ Contractor has no employees. The contractor is prohibited by law from employing any individual(s) to perform work pursuant to this building permit unless the contractor provides proof of insurance to the municipality. *(Contractor must sign.)*
_____ Religious exemption under the Worker's Compensation Law. All employees of the contractor are exempt from worker's compensation insurance *(attach copies of religious exemption letters for all employees – ref: 304.2 of PA Law. (Contractor must sign.)*

- 2) **Affidavit of Exemption from Residential Electrical Inspection:** *(If applicable)*
_____ The undersigned affirms and certifies that NO ELECTRIC will be installed in the proposed structure (type of structure: _____) for which I am applying for a building permit at my residence at (Address & Phone #: _____.) Furthermore, I hereby acknowledge that should I decide to install electric in said structure at a later date, I must contact the township inspector for an electrical inspection according to the PA Uniform Construction Code adopted by Jefferson Township. *(In this case the property owner must sign.)*

Signature of Property Owner or Contractor (as implied above) *

County of _____ Subscribed, sworn to and acknowledged
Township of Jefferson before me this _____ day of _____.

SEAL

(Notary Public signature) *

* Copy this form to accommodate quantity of signatures needed *(i.e. if both the Owner + Contractor need to sign.)*

* **Original signatures to be provided to the Township.**