

Citizen Information  
On a  
BUILDING/ZONING PERMIT  
WITHIN  
CONWAY BOROUGH

1. A zoning permit is required before you place, erect, or construct any building or structure. A PA UCC building permit is required before you add to or change the exterior dimensions of a building, relocate or reconstruct a building; for example, add a family room, or install a swimming pool. A Razing Permit is necessary to raze a structure.
2. No permit is required for normal maintenance such as painting a house, installing aluminum siding, or replacing roofing. No permit is required for alterations to a building or structure that do not change the exterior dimensions of a building such as replacing windows.
3. Other Permits which may also be needed:
  - a. Pennsylvania Labor and Industry Approval.
  - b. Erosion Control Permit, County Soil Conservation District or Pennsylvania Department of Environmental Resources.
  - c. Subdivision Approval from Borough and County.
  - d. Borough Municipal Authority Approval or a Permit for an on-site sewage disposal system (see the Borough Sewage Enforcement Officer.)
  - e. Pennsylvania Department of Transportation Highway Occupancy Permit.
  - f. PA-DCA, Act 222 approval of energy conservation.
4. The Application for a Building/Zoning Permit shall be filed at the Borough Office by the Applicant. No application shall be officially received unless application is completed in full, is signed, all required attachments have been provided, and fees are paid.
5. Prior to the granting of a Building/Zoning Permit, the Borough will process your application as follows:
  - a. Application will be forwarded to the Zoning Officer for review to determine if Application is complete. If Application is not complete, it will be returned to the Applicant. If Application is complete, it will be declared officially received by the Borough.
  - b. An officially received Application is then reviewed by the Zoning Officer for compliance with the Zoning Ordinance.
  - c. Application may also be forwarded to the following agencies for technical review:
    - 1) Sewage Enforcement Officer.
    - 2) Borough Engineer
    - 3) Borough Planning Commission.
6. If approved, a copy of the Building/Zoning Permit is given to the Applicant and must be publicly displayed at the site.
  - a. A copy of the Building/ZoningZoning Permit is kept on file in the Borough Office.

7. Denial of a Building/Zoning Permit shall include a written statement of reason.
8. A Building/Zoning Permit expires upon completion of authorized work or within one (1) year whichever occurs first. Permits can be issued for more than one (1) year if good reason is given. Further, if the authorized work is not started in 180 days, the permit shall expire.

# BOROUGH OF CONWAY

1208 Third Avenue  
Conway, Pennsylvania 15027-1598

Phone: (724) 869-5550

Fax: (724) 869-9959

## Construction Permit Instructions

All information is required under the Commonwealth of Pennsylvania Uniform Construction Code Act No. 45 of 1999.

1. Application for Plan Examination and Building Permit, Worker's Compensation, as well as the Zoning, Historic District, and Flood Hazard signoff shall be completed and returned to the Municipality along with the required plans.
2. Residential construction projects: Three (3) sets of building plans and specifications are to be submitted with the application and will be subject to a code compliance plan review.
- ★ Commercial construction projects: Three (3) sets of building plans and specifications are to be submitted with the application. Commercial drawings must be sealed by a Pennsylvania registered design professional and will be subject to a code compliance plan review.
3. The Municipality MUST sign off on the Zoning, Historical District and Flood Hazard form. Plan review for construction permits will not proceed until these approvals have been granted by the Municipality.
4. The applicant will be notified when the permit is available for pick up at the Municipal office. The balance of permit fees will be paid to the Municipality at that time.

### **Specific information required for zoning approval:**

In addition to the Application for Plan Examination and Building Permit, Worker's Compensation, as well as the Zoning, Historic District, and Flood Hazard signoff, a plot plan of the property where the project is to be completed showing the location of the primary structures, garage, fence, and all accessory structures shall be included.

The plot plan shall also include dimensions for existing objects from property lines as well as the new project location.

**APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT**

Commercial building permit

Residential building permit

Temporary use permit

Project Address      City,      State,      Zip      Subdivision      Lot#      Block #      Zoning District

Applicant name (print)                      Applicant phone & E-mail                      Applicant mailing address (print)

Property owners name (print)                      Owners phone & E-mail                      Property owners mailing address (print)

Design Professionals name (print)                      Designers phone and E-mail                      Designers mailing address (print)

General Contractors name (print)                      GC's phone & E-mail                      GC's mailing address (print)

Approx. cost of project: \_\_\_\_\_ **Borough fees and some plan review fees are due now**

Description of project (new const., addition, alteration, repair, footing/foundation only, temporary use, etc.)  
**(\*Attach all completed documents with drawings and submit directly to the Municipality\*)**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I/we agree to conform to all applicable laws of this jurisdiction. I understand a minimum of three (3) sets of drawings/plans are required for processing. Application is not valid and cannot be processed without signature below.

- A permit will not be issued without Municipal Zoning approval.
- A permit will not be issued without receipt of permit fee paid to the Municipality.
- Home improvement contractors are required to demonstrate registry with the PA Attorney's office to the Municipality.
- Contractors performing asbestos and/or lead abatement or removal must be certified by the Pa Dept of Labor and Industry.

Applicant Signature

Print name

Date

NIRA Consulting Engineers is a Certified Third Party Agency as per the requirements of the Pennsylvania Uniform Construction Code.



# Conway Borough, Beaver County

## Worker's Compensation Insurance Coverage Information (attach to building permit applications)

**A. The applicant is:**

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

Yes  No

If the answer is "yes", complete Sections B and C below as appropriate

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**B. Insurance Information**

Name of Applicant \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.  *Certificate attached*

Name of Worker's Compensation Insurer \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

Policy Expiration Date \_\_\_\_\_

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**C. Exemption**

*Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.*

The undersigned swears or affirms 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 contractor to perform any work pursuant to building permit, contractor must provide proof of worker's compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

Contractor with 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 township.**

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)  
My commission expires: \_\_\_\_\_

(Seal)

Signature of applicant \_\_\_\_\_

Address \_\_\_\_\_

County of \_\_\_\_\_

Borough of \_\_\_\_\_

\_\_\_\_\_

# BOROUGH OF CONWAY

1208 Third Avenue  
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## Flood Hazard, Historic District, and Zoning Information

### Property location

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

### Property Owner Information

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Please print)

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(If not held privately)

Address of owner: \_\_\_\_\_

Alternate contact information: \_\_\_\_\_  
(Electronic mail, fax, other)

owner or owner's agent is responsible for obtaining required highway occupancy permits from Pa. Dept. of Transportation, permits from the Municipality's sewer authority and water authority, and contact any utility companies as required to complete the proposed project.

Signature of owner/owners agent: \_\_\_\_\_

### For Municipal use only

Tax ID #. \_\_\_\_\_ Zoning District \_\_\_\_\_

Flood hazard area acceptance:  Approved  Denied  
Comments: \_\_\_\_\_

Historical District acceptance  Approved  Does not apply  
Comments: \_\_\_\_\_

Zoning Acceptance  Approved  Denied  
Comments: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Zoning Officer Date: \_\_\_\_\_

**NIRA CONSULTING ENGINEERS, INC.**  
**PA UNIFORM CONSTRUCTION CODE**  
**GENERAL CONSTRUCTION PERMIT AND INSPECTION FEE SCHEDULE**  
**Fee Per Square Foot of Construction (Gross Aggregate)<sup>1, 2, 6</sup> (revised 2007)**

Group	Description	Fee Per Square Foot
A-1	Assembly, theaters with stage	.30
	Assembly, theaters without stage	.30
A-2	Assembly, nightclubs	.30
	Assembly, restaurants, bars, banquet halls	.30
A-3	Assembly, churches	.30
	Assembly, general, community halls, libraries, museums	.30
A-4	Assembly, arenas	.30
B	Business	.30
E	Education	.30
F-1	Factory and Industrial, moderate hazard	.20
F-2	Factory and Industrial, low hazard	.20
H-1	High Hazard, explosives	.30
H-2 through H-4	High Hazard	.30
H-5	Hazardous Production	.30
I-1	Institutional, supervised environment	.30
I-2	Institutional, incapacitated	.30
I-3	Institutional, restrained	.30
I-4	Institutional, day care	.30
M	Mercantile	.28
R-1	Residential, hotels	.30
R-4	Residential, care/assisted living	.50
S-1	Storage, moderate hazard	.20
S-2	Storage, low hazard	.18
U <sup>5</sup>	Utility, miscellaneous > 350 sq. ft.	.18

- <sup>1</sup> For performing Mechanical, Plumbing, Electrical, or Fire Protection Inspections add 20% to the above fees for each trade.
- <sup>2</sup> Review fees may increase or decrease subject to degree of construction complexity, completeness and detail of drawings. Applicant will be advised of plan review cost after review of Permit Application and before start of review.
- <sup>3</sup> Square footage for residential one & two family dwellings shall be calculated based upon maximum building footprint.
- <sup>4</sup> Manufactured (HUD) homes shall be inspected for a flat fee of \$350.00
- <sup>5</sup> Decks, porches, roof replacement, etc. accessory to one and two family dwellings shall be inspected for a flat fee of \$95.00
- <sup>6</sup> Minimum Construction Permit and Inspection Fees
- |  |          |
|--|----------|
| a. New Construction (Minimum Fee)                  | \$250.00 |
| b. Miscellaneous Alterations/Repairs (Minimum Fee) | \$175.00 |

**NIRA CONSULTING ENGINEERS, INC.**  
**PA UNIFORM CONSTRUCTION CODE**  
**RESIDENTIAL PLAN REVIEW FEES**  
*Revised 2009*

The following rates for UCC Plan Review are fees charged by NIRA Engineers. These fees will be paid by the applicant to the Municipality. All plan review applications are available at the Municipal Office or at the offices of NIRA Consulting Engineers. Additional filing fees may be assessed by the Municipality at their option.

All initial residential reviews will be completed within fifteen (15) business days from receipt of the Permit Application.

Compliance with the PA Uniform Construction Code

**New Construction, Renovations and/or Additions General For Construction Plan Review Fees**  
**Includes Accessibility Review**

1. Review fees reflect an initial plan review & review of one subsequent revision. Any additional required reviews may be conducted at 50% of the original review cost.
2. Square footage shall include the aggregate sum of each floor level of new constructions, additions, or renovations.
3. Residential (One and Two Family Dwellings "R-3") New Construction Minimum Fee.....\$250.00  
     Additions and alterations (Minimum Fee).....\$125.00

**NIRA CONSULTING ENGINEERS, INC.**  
**PA UNIFORM CONSTRUCTION CODE**  
**RESIDENTIAL PERMIT AND INSPECTION FEE SCHEDULE**  
*Fee Per Square Foot of Construction (Gross Aggregate)<sup>1,2</sup>*  
*Revised 2009*

R-2	Residential, multiple family	.45
R-3 <sup>3,4,5</sup>	Residential, one & two family	.45
R-4	Residential, care/assisted living	.50

<sup>1</sup> Gross aggregate shall include the sum of the square footage of each floor including basement, subject to degree of complexity.

<sup>2</sup> Inspection fee includes all UCC required inspections (Building general, mechanical, plumbing, energy, and accessibility).

<sup>3</sup> Square footage for residential one & two family dwellings shall be calculated based upon maximum building footprint.

<sup>4</sup> Manufactured (HUD) homes shall be inspected for a flat fee of \$350.00

<sup>5</sup> Decks, porches, roof replacement, etc. accessory to one and two family dwellings shall be inspected for a flat fee of \$95.00





**NIRA CONSULTING ENGINEERS, INC.**  
**PA UNIFORM CONSTRUCTION CODE**  
**PLAN REVIEW FEES (revised 2007)**

The following rates for UCC Plan Review are fees charged by NIRA Engineers. These fees will be paid by the applicant to the Municipality. All plan review applications are available at the Municipal Office or at the offices of NIRA Consulting Engineers. Additional filing fees may be assessed by the Municipality at their option.

All initial commercial reviews will be completed within twenty-five (25) business days from receipt of the Permit Application. All initial residential reviews will be completed within fifteen (15) business days from receipt of the Permit Application.

Compliance with the PA Uniform Construction Code

**New Construction, Renovations and/or Additions General For Construction Plan Review Fees  
Includes Accessibility Review**

Use Groups "B", "E", "M", "R-1", "R-2", "R-4".....	\$ .15/square foot (up to 15,000 s.f.) See Note 4, 5
Plus.....	\$ .10/square foot (15,001 s.f. up to Total s.f.) See Note 4, 5
Use Groups "A", "H", & "I".....	\$ .20/square foot (up to 12,000 s.f.) See Note 4, 5
Plus.....	\$ .12/square foot (12,001 s.f. up to Total s.f.) See Note 4, 5
Use Groups "F", "S", "U" .....	\$ .08/square foot (up to 12,000 s.f.) See Note 4, 5
Plus.....	\$ .05/square foot (12,001 s.f. up to Total s.f.) See Note 4, 5

1. Review fees reflect an initial plan review & review of one subsequent revision. Any additional required reviews will be conducted at 50% of the original review cost. (Commercial Only)
2. Square footage shall include the aggregate sum of each floor level of new constructions, additions, or renovations.
3. Residential (One and Two Family Dwellings) New Construction Minimum Fee.....\$250.00  
    Additions and alterations (Minimum Fee).....\$125.00
4. Miscellaneous (Commercial Only) Plan Reviews
  - a. New Construction (Minimum Fee) \$250.00
  - b. Alterations/Repairs (Minimum Fee) \$125.00
  - c. Stand alone Mechanical, Plumbing, Electrical & Fire Protection Hourly Rate
  - d. Preliminary Review and Consultation (Height & Area & Type of Construction) Hourly Rate
5. For each Mechanical, Electrical, Plumbing, Fire Protection or Fuel Gas Plan Review, Add 20% to General Construction Plan Review Fee.
6. Review fees may increase or decrease subject to degree of construction complexity, completeness and detail of drawings. Applicant will be advised of plan review cost after review of Permit Application and before start of review.

- "A" Assembly Use Groups. This includes assembly occupancies. This is further designated as particular use groups including: A-1 Theaters and rooms with stages; A-2 restaurants & nightclubs where alcohol is served; A-3 places of worship and lecture halls where alcohol is not predominately served; A-4 viewing of indoor sporting events; A-5 outdoor sporting events.
- "B" Business Use. This includes office buildings, outpatient medical facilities, dry cleaning, professional business, etc.
- "E" Education Use. Building where education is provided including schools, certain daycares & vocational training.
- "F" Factory Use. Buildings where production occurs.
- "H" Hazardous Use. Buildings where hazardous materials are manufactured, stored or used in production.
- "I" Institutional Uses. Includes hospitals, rehab facilities, prisons, etc.
- "M" Mercantile Uses. This includes buildings where the displays of goods are sold.
- "R" Residential Uses. This includes building where persons reside and sleep. Further designated as: R-1 hotels/motels; R-2 non-transient occupants i.e. dormitories, boarding houses; R-3 are multi-family residences; R-4 single family and townhouses.
- "S" Storage Buildings
- "U" Utility buildings. This includes accessory structures, garages, barns.



## ■ Construction documents required ■

As per the requirements of § 403.42a of the Pennsylvania Uniform Construction Code, all applications relevant to commercial construction, projects shall be accompanied by three (3) sets of sealed and signed documents from a registered design professional.

As per the requirements of the Pennsylvania Licensure Law, the first page of each set of three sets shall include an original seal and signature of the design professional and subsequent pages of each set may include a facsimile of the seal and signature.

Each of the three (3) sets of drawings shall include specifications that indicate the code by which the plans are to be reviewed, as well as code compliance for all the proposed work including but not limited to the following trades/disciplines:

- Architectural
- Structural
- Mechanical
- Electrical
- Plumbing
- Fire systems
- Fuel gas systems
- Energy compliance
- Accessibility

