

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 any interior or exterior structural changes, additions to or changes in the exterior dimensions of a building, relocation or reconstruction of 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/Zoning 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.

Required Commercial Inspections

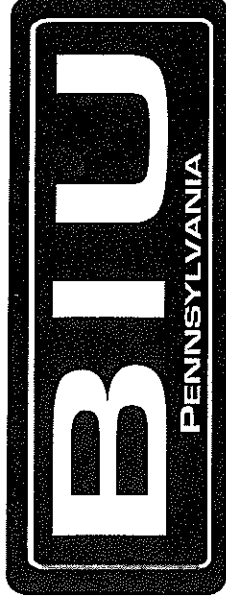
- Building
- Electrical
- Mechanical
- Plumbing
- Fire Protection
- Accessibility

* All requests for inspections must be made at least 24 hours in advance.

* The field copy of the approved plans must be on site and available for review by the inspector.

* Please have the work to be inspected completed before requesting inspections.

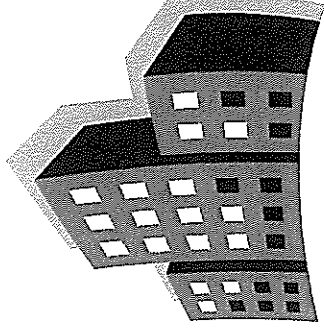
* No work is to be covered or concealed without the required inspection approval.



BUILDING INSPECTION UNDERWRITERS

A GUIDE TO COMMERCIAL PLAN REVIEW AND PERMIT APPLICATIONS

Building Inspection
Underwriters of
Pennsylvania, Inc.



BIU of PA

Building Inspection Underwriters of PA
343 Eicher Road
Pittsburgh, PA 15237

Phone: 412-766-2565

Fax: 412-766-2711

Toll Free: 1-800-922-6062

www.biupa.com

COMMERCIAL

Overview

ACCORDING TO STATE ACT 45, ENTITLED THE “PENNSYLVANIA UNIFORM CONSTRUCTION CODE”, PERMITS AND INSPECTIONS ARE REQUIRED FOR ALL BUILDING PROJECTS AND **ALTERATIONS** ASSOCIATED WITH COMMERCIAL STRUCTURES. VERY FEW EXCEPTIONS APPLY.

PLEASE CONTACT OUR OFFICE SHOULD YOU HAVE A QUESTION REGARDING YOUR PROJECT.

Step by Step Guide to the Building Permit Process

- Contact the municipality's zoning office to get required zoning and land development applications and approvals
- Submit 3 sets of signed/stamped construction documents completed by a PA licensed design professional
- Submit a completed construction permit application completely filled out
- After the plans have been approved, our office will contact you to finalize the construction permit
- Permit fees are due at the time you pick up the permit

Commercial Plan Review Requirements:

Three sets of signed/stamped plans completed by a PA licensed design professional WHICH INCLUDE THE FOLLOWING:

- **Site plan with building location and lot lines**
- **Building**
- **Electrical**
- **Mechanical**
- **Plumbing**
- **Fire Protection**
- **Accessibility**
- **Construction data including:**

Construction Type

Use Group

Occupancy Load

BUILDING PERMIT _____ **ELECTRICAL PERMIT** _____

Municipality _____ County _____ 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 signed 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 signed exemption form)</p> <p>Estimate of total costs for all work _____</p> <p>Technical Site</p> <table border="0" style="width:100%;"> <tr> <td style="width:15%;">Data No.</td> <td style="width:15%;">Size</td> <td style="width:70%;">Items</td> </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 _____</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> </table> <p>Others: _____</p> <p>Signature: _____ Owner () Contractor () Owner Representative ()</p>	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 _____	_____	Heater _____	Central A/C Units _____	_____		Signs _____	_____		Survey Fee _____
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<p>BUILDING CODE OFFICIAL USE ONLY</p> <p>Plans Approved _____ Plans Approved with Comments _____</p> <p>UCC Building Fee: _____</p> <p>Plan Review Fee: _____</p> <p>Admin. Fee: _____</p> <p>State Fee: _____</p> <p>Total Cost: _____</p> <p>Code Official: _____ State Cert.# _____</p> <p>Date Issued: _____</p>	<p>ELECTRICAL CODE OFFICIAL USE ONLY</p> <p>Plans Approved _____ Plans Approved with Comments _____</p> <p>UCC Electrical Fee: _____</p> <p>Plan Review Fee: _____</p> <p>Admin. Fee: _____</p> <p>State Fee: _____</p> <p>Total Cost: _____</p> <p>Code Official: _____ State Cert.# _____</p> <p>Date Issued: _____</p>
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MECHANICAL PERMIT _____ **PLUMBING PERMIT** _____

Municipality _____ County _____ 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

Contractor _____
(if owner, put same name above)

Address _____
City _____ State _____ Zip _____
Phone _____ Cell _____
Fed Employee No. _____
(Certificate of Insurance for Workers Compensation needed or signed exemption form)

Estimate of total costs for all work _____

Technical Site Data No.	Fixture/Equipment
_____	Water Heater
_____	Fuel Oil Piping
_____	Gas Piping
_____	Steam Boiler
_____	Hot Water Boiler
_____	Hot Air Furnace
_____	Oil Tank
_____	LPG Tank
_____	Fireplace
_____	Hydronic Piping
_____	Appliances
_____	Solar
_____	Heat Pump
_____	Fire Dampers
_____	Exhaust Hood Sys.
_____	HVAC

Others: _____

Signature: _____
Owner () Contractor () Owner Representative ()

PLUMBING 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 signed exemption form)

Estimate of total costs for all work _____

Technical Site Data No.	Items	Technical Site Data No.	Items
_____	Water Closet	_____	Interceptor/Separator
_____	Urinal/Bidet	_____	Backflow preventer
_____	Bath tub	_____	Grease trap
_____	Lavatory	_____	Sewer Connection
_____	Shower	_____	Sewer Pump
_____	Floor drain	_____	Stacks
_____	Sink	_____	Solar
_____	Dishwasher		
_____	Drinking fountain		
_____	Washing Machine		
_____	Hose Bibb		
_____	Water Heater		
_____	Fuel Oil Piping		
_____	Gas Piping		
_____	Steam Boiler		
_____	Hot Water Boiler		
_____	Water Service Connection		

Others: _____

Signature: _____
Owner () Contractor () Owner Representative ()

MECHANICAL CODE OFFICIAL USE ONLY

Plans Approved _____ Plans Approved with Comments _____

UCC Mechanical Fee: _____

Plan Review Fee: _____

Admin. Fee: _____

State Fee: _____

Total Cost: _____

Code Official: _____ State Cert.# _____

Date Issued: _____

PLUMBING BUILDING CODE OFFICIAL USE ONLY

Plans Approved _____ Plans Approved with Comments _____

UCC Plumbing Fee: _____

Plan Review Fee: _____

Admin. Fee: _____

State Fee: _____

Total Cost: _____

Code Official: _____ State Cert.# _____

Date Issued: _____

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 Reresentative

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: _____

WORKERS' COMPENSATION INFORMATION FORM

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide workers compensations 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, contractor must provide proof of workers' compensation insurance to the municipality. 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 municipality.

___ 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

County of _____

Municipality of _____

Subscribed, sworn to and acknowledged before me by the above

_____ this _____ Day of _____ 20 _____

SEAL

Notary Public

MUST BE NOTARIZED

BOROUGH OF CONWAY

801 First Avenue
Conway, Pennsylvania 15027

Phone: (724) 869-5550

Fax: (724) 869-9959

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: _____

BOROUGH OF CONWAY

801 First Avenue
Conway, Pennsylvania 15027

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.

PLANNING COMMISSION

NOTE: PLANNING COMMISSION APPROVAL IS REQUIRED FOR ALL STRUCTURES EXCLUSIVE OF SINGLE-FAMILY DETACHED DWELLINGS AND ASSOCIATED ACCESSORY USE(S) STRUCTURES AND RESIDENTIAL ACCESSORY STRUCTURES.

And now, this _____ day of _____, 20_____, the within application is approved subject to the following special conditions which shall be made part of the Zoning Permit to be issued by the Zoning Officer.

Attest:

PLANNING COMMISSION

Secretary

By _____
Chairman

DISAPPROVAL

And now, this _____ day of _____, 20_____, the within application is disapproved for the following reasons:

Attest:

PLANNING COMMISSION

Secretary

By _____
Chairman

Conway Borough Uniform Construction Code Permit
Fee Schedule

Applicant _____

The following fees accompany this application:

- 1. Plan Review Fee \$ _____
- 2. Borough Fee \$ _____
- 3. Borough Inspection Fee \$ _____

The above fees, the total amount of \$ _____, were paid this
_____ day of _____, 20_____.

Check No. _____

Receipt No. _____

The following fees are due with permit issue when applicable:

- 4. Permit and Inspection Fee \$ _____
- 5. State Education Fund \$ _____
- 6. Street Opening Fee \$ _____
- 7. Street Opening Bond \$ _____
- 8. Water Meter Installation Fee \$ _____
- 9. Water Tap Fee \$ _____
- 10. Sewer Tap Fee \$ _____
- 11. Other Fees \$ _____

The above fees, the total amount of \$ _____, were paid this
_____ day of _____, 20_____.

Check No. _____

Receipt No. _____