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# **BOROUGH OF ASPINWALL**

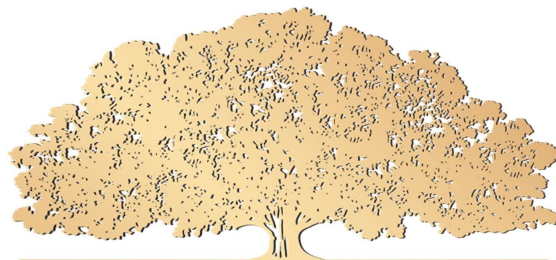
**EST. 1892**

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## **RESIDENTIAL BUILDING & ZONING PACKAGE**

Visit us on our web site:

[WWW.ASPINWALLPA.COM](http://WWW.ASPINWALLPA.COM)



**BOROUGH OF  
ASPINWALL**

EST. 1892

217 COMMERCIAL AVE · PITTSBURGH, PA 15215 · TELEPHONE: (412) 781-0213

Welcome to the Aspinwall Borough Building Permit Process. Attached is a building permit application that will need to be filled out for your project.

We are here to help with any questions you may have. Please do not hesitate to call us or to request a meeting to go over your application prior to submission or to answer any questions during the project.

We strive to turn applications around as quickly as possible. Pennsylvania State Law gives the Borough 30 days to process a building permit. Applications are reviewed in the order they are submitted, so please allow time for the review process before you schedule your project(s). Depending on the scale and extent of your project, the Aspinwall Planning Commission may be required to review your application.

Remember to call ahead for inspections so that your project runs smoothly. We would request that you call at least 48 hours in advance to schedule an inspection. A listing of your required inspections is included in your packet.

We also hope that your project runs smoothly, if there are any issues that arise they will be communicated to you clearly so that they can be addressed. We will do our best to work with you so that the project continues to move forward.

## Section I: General Permit Information

Whether it is as simple as building a shed or deck, or as complex as a new home or addition, the Aspinwall Borough realizes that there are many things to consider when undertaking a new residential construction project.

The Residential Building and Zoning Package will help you complete the construction process. In it you will find the information you need to complete the building permit and construction inspection process from filing the correct information to getting a final inspection.

If there are any questions, or additional information is required, do not hesitate to contact Ryan Santelli, Building Inspector/Zoning Officer at 412-781-0213.

### **A RESIDENTIAL BUILDING AND/OR ZONING PERMIT IS REQUIRED PRIOR TO THE CONSTRUCTION INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

1. New homes
2. Additions
3. Garages
4. Decks, porches
5. Deck roof, porch roof
6. Chimneys and built-in fireplaces
7. Remodeling/Alterations/Repairs
8. Roof - changes to the roof (such as adding dormers or in changing from a flat roof to a gable roof)
9. Sheds
10. Fencing
11. Swimming pools - (in-ground and above ground)
12. Spas/hot tubs - indoors and outdoors
13. Finished basements - permits are required when new walls, doors, windows, bedrooms, or other habitable spaces or passageways are created
14. Installation/changes to plumbing/mechanical/electrical - additions to, alterations of, or relocations
15. New driveways, driveway expansions.
16. Changes to roof drainage, French drains, storm water
17. Solar Panels
18. Items not listed as determined by the Building Official.

### **CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA FOR ASPINWALL BOROUGH**

Building design shall be regulated by the International Residential Code and the local design criteria established in this table.

GROUND SNOW LOAD	WIND SPEED*(mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN CATEGORY	ICE SHIELD UNDERLAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			WEATHERING	FROST LINE DEPTH	TERMITE	DECAY					
25	90	A	SEVERE	36"	MOD/ HVY	SLT/ MOD	0-20	YES	FEM A	1500 OR LESS	50

## Section II: Submittal Requirements

### 1. APPLICATION & FORMS

#### A. COMPLETE & SIGN THE FOLLOWING APPLICATION & FORMS

Permit Application	pg. 6
Required Inspection Checklist	pg. 8
Permit Agreement	pg. 9
Insurance Addendum	pg. 10-11
Street Opening Permit	pg. 12
Dirt, Mud, Debris Removal	pg. 13
Safety Standards	pg. 14
Survey	pg. 15

### 2. ZONING REGULATIONS / SITE PLAN REQUIREMENTS

**A. PLOT PLAN OR LOT SURVEY** - A drawing of the lot that shows its dimensions and bearings, the existing house, or proposed house or new structure and its distance from the property lines. Aspinwall Borough requires that all site plans be based on an existing survey which is required to be submitted with the application. The following **MUST** be included on the site plan:

1. **BUILDING LINE** and any **EASEMENTS** or **RIGHTS-OF-WAY**.
2. **DISTANCE** of any proposed addition or structure to any **BUILDING** or **PROPERTY LINE**.
3. Additionally, the site plan must include details on the location, size and elevations of **ALL** utilities. This includes the sanitary and storm sewer connection locations. For all new construction, basement elevation must be shown along with the sanitary and storm sewer invert elevations to permit sewer line connections. The location of sewer manholes must be indicated on the plan. Manholes are required to be visible at all times and may not be covered under any circumstances.
4. Storm water management plans shall be submitted in accordance with Borough Ordinance #1228. The details, including size and location of the proposed sump, bioretention, etc. must be shown on the site plan. Specifications are available upon request.
5. Details on the location and grade of the proposed driveway must be included. Drainage information for driveway runoff is to be included.

### 3. GRADING, EROSION & SEDIMENTATION, HIGHWAY OCCUPANCY, ETC.

- A.** All new construction is required to submit a grading plan which shows both existing and proposed contours. If the project is minor in nature, a written narrative describing the amount of grading to be done must be submitted with the application and approved by the Borough Engineer
- B.** Soil erosion and sedimentation control plans must be submitted. If appropriate this information can be included on your site plan.
- C.** If located on a state highway, a Highway Occupancy Permit issued by Penn DOT must be provided prior to the issuance of any permit.

#### 4. BUILDING CODES/COMPLIANCE

**A. TWO (2) SETS OF CONSTRUCTION DRAWINGS OR BLUEPRINTS** signed and sealed by an architect or engineer must be submitted with the Residential Building Permit Application in conformance with Section R106 (Plans shall be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed and conformance to the provisions of this code.)

1. Drawings may not need to be prepared by an architect or engineer if the work is of a minor nature, but must be drawn clearly, accurately to scale, and with sufficient detail. Sketches and doodles cannot be accepted.
2. Details that must be shown:
  - a. Footer - size of the footer which must be below the frost line of thirty-six (36") inches; reinforcing size and spacing as required.
  - b. Foundation wall - size of block, course height, backfill height, reinforcing as required, anchor bolts size and spacing.
  - c. Floor joists – size, spacing and orientation of floor joists; floor sheathing - type & thickness.
  - d. Walls - Type of construction of walls, such as 2" x 4" wood stud spacing; interior finish, such as 5/8" gypsum board.
  - e. Walls exterior coverings - Exterior covering of walls, such as brick or siding
  - f. Floor or wall beams - size and material of any beam supporting floors or walls
  - g. Doors, windows (headers or lintels) - size and type of header or lintel over any opening such as doors and windows
  - h. Ceiling joists - size and spacing of ceiling joists
  - i. Rafters - size, space of rafters, and type of wood
  - j. Roof or floor trusses - size and spacing of roof or floor trusses; pre-manufactured truss details.
  - k. Roof - Pitch or slope of the roof and type of wood sheathing, type of covering shingles, etc.
  - l. Elevations - front, side & rear elevations (if applicable)
  - m. Window schedule: type, size, location. Emergency egress required in all bedrooms and basements.



**Section IV: Required Inspection Checklist**

**Permit #** \_\_\_\_\_

**Location:** \_\_\_\_\_

**TO SCHEDULE INSPECTIONS CALL #412-781-0213 EXT. 108**

**THE FOLLOWING ARE REQUIRED INSPECTIONS TO BE AWARE OF:**

- \_\_\_\_\_ **A. FOOTER INSPECTION:** footer inspection made after construction driveway is installed, caissons have been drilled or trenches cut and/or forms erected and required reinforcing steel in place.
- \_\_\_\_\_ **B. FOUNDATION INSPECTION:** made after foundation is completed, French drain installed, damp proofing is applied, and prior to the start of any framing to verify vertical reinforcement.
- \_\_\_\_\_ **C. STRESSED CONCRETE FLOOR OR DECK:** the inspection must be made when the forms are in place and reinforcing steel is in position.
- \_\_\_\_\_ **D. ELECTRICAL:** performed by the Borough's Inspection Agency.
  - \_\_\_\_\_ **SERVICE CONNECTION**
  - \_\_\_\_\_ **ROUGH WIRE**
  - \_\_\_\_\_ **FINAL ELECTRICAL**
- \_\_\_\_\_ **E. PLUMBING:** as required by Allegheny County Health Department. Sanitary and storm tap-ins must be witnessed by the Borough.
- \_\_\_\_\_ **F. MECHANICAL:** Duct work shall be installed and sealed.
- \_\_\_\_\_ **G. ENERGY COMPLIANCE:** at intervals necessary to determine compliance. (See page # 17)
- \_\_\_\_\_ **H. DRYWALL:** after installation of all drywall, but before taping & sealing of fasteners
- \_\_\_\_\_ **I. STRUCTURAL FRAMING, PLUMBING, MECHANICAL, ROUGH IN INSPECTION:** All structural framing is completed and prior to insulation and covering of framing. The electrical, plumbing and mechanical systems have been inspected as specified above.
- \_\_\_\_\_ **J. FIRE BLOCKING/FIRE SEPARATION**
- \_\_\_\_\_ **K. MASONRY:** while masonry is in the process of being installed.
- \_\_\_\_\_ **L. DOWNSPOUT AND RAIN LEADERS:** to their point of termination.
- \_\_\_\_\_ **M. SPRINKLERS:** As required by PA UCC and Allegheny County Plumbing Division.
- \_\_\_\_\_ **N. OTHER:** Additional inspections as required by the Building Official.
- \_\_\_\_\_ **M. FINAL INSPECTION:** made after construction is completed, final electrical inspection verified, structure is made ready for occupancy, and a final as-built dwelling survey is supplied.

**CERTIFICATE OF COMPLIANCE - Certificate of Compliance cannot be issued until Final Inspection and approval are given. Failure to obtain Certificate of Compliance will result in fine and penalties as prescribed by Municipal Ordinance. "Request for Certificate of Compliance" for newly constructed residences must be in writing and must state the expected move-in date and the names of the new owners or occupants. Written request for Certificate of Compliance must be received at least five (5) days before move-in date.**

\*\*I have reviewed and understand the above listed inspections are required by state law

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

\_\_\_\_\_  
DATE

**THIS FORM MUST BE SIGNED BY THE OWNER OF THE PROPERTY**

**PERMIT AGREEMENT**

In consideration of the issuance by the Aspinwall Borough (the "Borough") of a building or grading permit to the undersigned applicant (the "Applicant"), the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in inspecting work of the Applicant, employees of the Borough are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Borough pursuant to the police power of the Borough, and are not warranting to the Applicant or to any third party the quality or adequacy of the design, engineering or work of the Applicant. The applicant further acknowledges that it will not be possible for the Borough to review every aspect of Applicant's design and engineering or to inspect every aspect of Applicant's work. 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 in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during the Borough's review or inspection.

Furthermore, 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 permit or permits, or arising out of or relating to the design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant include Applicant's employees, agents, independent contractors, subcontractors or any other persons or entities performing work pursuant to the issuance of the building or grading permit by the Borough.

**THIS SIGNED FORM MUST BE RETURNED TO THE BOROUGH OFFICE FOR RECORD**

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Building Permit No. /Job Location**

\_\_\_\_\_  
**Date Permit Issued/Type of Work**

\_\_\_\_\_  
**Grading Permit No.**

\_\_\_\_\_  
**Date Permit Issued**

**SAFETY STANDARDS**

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**



# ASPINWALL BOROUGH RESTORATION OF STREET OPENINGS

Restoration of openings in the Aspinwall Borough's rights-of-way is to be as follows:

1. Cut all edged of existing pavement vertically.
2. Backfill excavated area to a maximum of six (6") inches below the existing pavement elevation with an approved granular material. Approved materials are 2RC stone placed in six (6") layers and thoroughly compacted. Granular backfill shall extend two (2') feet outside the paved surface. Outside of these limits the existing material may be replaced and seeded if in a grassed area.
3. Tack coat the vertical surfaces of the existing pavement.
4. Place four (4") inches compacted thickness of bituminous concrete base course.
5. Place two (2") inches compacted thickness of ID-2 surface course.
6. All joints shall be sealed with bituminous material placed in a minimum two (2") inch wide strip and sprinkled with sand or No. 1 course aggregate to prevent pick-up by traffic.

The restoration procedure for roads in RIDC Industrial Park is similar with the exception of the replacement pavement thickness. For these roads the compacted thickness for bituminous concrete base course is five (5") inches, followed by two (2") inches compacted thickness of ID-2 binder and two (2") inches of ID-2 surface course.

**ORDINANCE NO. 1226**  
**Section 301.4**  
**Section 301.4. Interest of Public Safety**

**It shall be unlawful for any dirt, mud, soil, stone or debris to be washed, tracked or otherwise deposited upon the pavement of any street. Any dirt, mud, soil, stone or debris deposited upon the pavement of any street shall be completely removed before 5:00 pm of the same day. Preventative control measures and intermediate cleanings may be deemed necessary by the Borough.**

**RECEIPT FORM FOR ORDINANCE NO. 1226 SECTION 301.4**

**I have read the above Ordinance No. 1226, Section 301.4 and understand that I must comply with it during my construction project. It is also understood that fines may be assessed or the Refundable Cash Deposit submitted for this project may be used to correct any violation of this Ordinance and that the job may be shut down if at any time unsafe conditions are created by the depositing of mud or dirt on any Borough road.**

\_\_\_\_\_  
**Signature Applicant/Owner**

\_\_\_\_\_  
**Date Signed**

**ADDENDUM TO BUILDING PERMIT**

**A.** The applicant for the building permit, in compliance with Act 44 of 1993, hereby submits (check one):

- Certificate of Insurance (please attach)
- Certificate of Self-Insurance (please attach)
- Affidavit of Exemption

**B.** If an exemption is being claimed, please complete the following; and sign in the presence of a notary public:

Basis for exemption (check one):

Applicant is an individual who owns the property

- Contractor/Applicant is a sole proprietorship without employees
- Contractor/Applicant is a corporation and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- All of the contractor/applicant's employees on the project are exempt on religious grounds under Section 304.2 of the Workers' Compensation Act. Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Other - Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's federal or state employer identification number (EIN): \_\_\_\_\_

Any subcontractors used on this project will be required to carry their own workers' compensation coverage.

The applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Act.

Violation of the Workers' Compensation Act or the terms of this permit will subject the applicant to a stop-work order and other fines and penalties provided by law.

**ARE YOU WORKING ON THE SEWER OR WATERLINES?**

**WATER:** The following fees are established pursuant to Chapter 26 of the Aspinwall Borough Code of Ordinances, Water, as amended.

Water Connection Charge: Tap Fee:	\$185 per building, plus cost of meter
Water Meter Testing Fee:	\$10.00
Water-Ferrules and Corporation Cocks: Charge	Cost of Materials, Labor, and 10% Administrative
Water Shut-Off Fee:	\$100.00
Water Turn-On Fee:	\$100.00

Note: In the event the Borough is unable to read a customer's meter and the customer fails to return the meter reading card to the Borough by the third business day following the Borough's attempt to read the customer's meter, the said customer shall owe an estimated Water Usage Charge equal to 10,000 gallons of water used.

Water Meter Replacement Fees: Water meters replaced due to negligence of property owner, tenant and/or occupant will be assessed against the property owner, tenant and/or occupant at the material and equipment incurred by the Borough, in addition to labor charges for replacement an installation.

**STREETS AND SIDEWALKS:** The following fees are established pursuant to Chapter 21 of the Aspinwall Borough Code of Ordinances, Streets and Sidewalks, as amended.

**Street Access Permit/Curb-Cut Permits:**

Residential	\$200 per request
Non-Residential	\$500 per request

**Street Opening/Pavement Cut Permits:**

Permit Fee Commercial/Residential	\$500.00/\$100.00 plus
\$1.00 per sq/ft over 24 sq/ft	
Inspection Fee	\$40.00

## EXTRA ITEMS

### WILL YOUR PROJECT BE USING A DUMPSTER OR PARKING SPACES FOR STREET STORAGE?

Please come into the borough office and fill out a Dumpster/Street Storage permit. Prices for a dumpster permit is:

**2 weeks or less \$50.00**

**3-4 weeks \$100.00**

Anything over 4 weeks will require reapplication and payment.

### DIGGING INTO PROPERTY?

[Call Before You Dig - 811](#)

**Homeowners and contractors must call 8-1-1 at least three business days before starting any digging or excavation project, as required by law.**

Pennsylvania One Call System is a non-profit corporation created to protect underground facilities before anyone begins to disturb the earth. PA One Call receives requests from excavators, contractors, plumbers, builders, designers, and the general public to find out where underground lines are located. Pennsylvania One Call notifies member underground facility owners of the intent to excavate. The facility owner then marks where their lines are located.

[Calling 811 Keeps You Safe](#)

Underground power lines, communication cables, gas lines, water lines or other utilities may lie below the surface of your property or areas of planned excavation. To keep you safe and prevent damage to utilities, it is critical to call 8-1-1 before starting any digging or excavating. Be sure to allow time for utility companies to visit the area to mark the location of their underground facilities.

[Pennsylvania One Call Enforcement](#)

Act 50 of 2017 authorizes the Pennsylvania Public Utility Commission (PUC) to enforce provisions of the state's Underground Utility Line Protection Law, Act 287, also known as the "One Call Law." The PUC's Bureau of Investigation and Enforcement has created a section called "PA1Call Enforcement." This section will consist of a supervisor and investigators. As a requirement of Act 50, all underground facility damages are to be documented and submitted to the PA1Call System via a facility damage investigation form found on the PUC website and the PA1Call System website.

# MUST BE SIGNED IN THE PRESENCE OF A NOTARY

MY SIGNATURE ON BEHALF OF OR AS THE CONTRACTOR/APPLICANT FOR THIS BUILDING PERMIT CONSTITUTES MY VERIFICATION THAT THE COUNTY OF ALLEGHENY STATEMENTS CONTAINED HERE ARE TRUE, AND THAT I AM SUBJECT TO THE PENALTY OF 18 PA. C.S.A. §4904 RELATING TO UNSWORN FALSIFICATIONS TO AUTHORITIES.



\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
PENNSYLVANIA LEAGUE OF CITIES AND MUNICIPALITIES.

NOTE: APPLICANT'S COPY TO BE ATTACHED TO PERMIT AND POSTED. MUNICIPALITY'S COPY TO BE FILED WITH ITS PERMIT COPY.

(COMMONWEALTH OF PENNSYLVANIA)

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,

BEFORE ME, NOTARY PUBLIC, THE UNDERSIGNED,

\_\_\_\_\_, PERSONALLY APPEARED KNOWN TO ME (OR SATISFACTORILY PROVEN) TO BE THE PERSON(S) WHOSE NAME IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT, AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME FOR THE PURPOSES THEREIN CONTAINED.



IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEALS.

NOTARY PUBLIC: \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_



FOR BOROUGH USE ONLY

Building Permit No. : \_\_\_\_\_

Job Location/Address \_\_\_\_\_

Refundable Cash Deposit Received: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_

Name of Depositor: \_\_\_\_\_

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

Roll-up code (if applicable) : \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF PROJECT: \_\_\_\_\_

ZHB # IF APPLICABLE: \_\_\_\_\_

CONSTRUCTION TYPE CLASSIFICATION: \_\_\_\_\_

FLOODPLAIN:  YES  NO

BUILDING USE CLASSIFICATION: \_\_\_\_\_

<p style="text-align: center;"><b>PROJECT SETBACKS</b></p> <p>FRONT: _____</p> <p>REAR : _____</p> <p>LEFT SIDE: _____</p> <p>RIGHT SIDE : _____</p>	<p style="text-align: center;"><b>ZONING REQUIREMENTS</b></p> <p>FRONT: _____</p> <p>REAR : _____</p> <p>LEFT SIDE: _____</p> <p>RIGHT SIDE : _____</p>
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LOT COVERAGE: \_\_\_\_\_

BUILDING PERMIT FEE: \_\_\_\_\_

ELECTRICAL INSPECTION – 3<sup>RD</sup> PARTY INSPECTOR \_\_\_\_\_

OCCUPANCY PERMIT FEE: \_\_\_\_\_

SANITARY SEWER TAP-IN FEE: \_\_\_\_\_

STORM SEWER TAP-IN FEE: \_\_\_\_\_

STREET OPENING FEE: \_\_\_\_\_

FIRE SUPPRESSION FEE: \_\_\_\_\_

MECHANICAL FEE: \_\_\_\_\_

FENCE PERMIT FEE: \_\_\_\_\_

SOLAR PANEL FEE: \_\_\_\_\_ \$250.00

CURB CUT FEE: \_\_\_\_\_

PA STATE ADMINISTRATIVE FEE: \_\_\_\_\_ \$4.50

CONDITIONS OF ISSUANCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Building Code Official

\_\_\_\_\_  
Approval Date