

TOWNSHIP OF NORTH FAYETTE

BUILDING DEPARTMENT

QUICK GUIDE FOR A COMMERCIAL BUILDING PERMIT

- **Commercial Construction Document Plan Review** – Construction documents for any commercial building permit must be signed and sealed by a registered design professional in the State of PA and must be reviewed and approved by a third party agency prior to submitting a building permit application to the Township. Fire sprinkler, fire alarm and kitchen hood fire suppression systems must also be reviewed and approved by a third party agency prior to submitting to the Township for the permitting process. A list of certified third party plan review agencies is available at the office or on the website under “Cover-all Contacts”. A list of detailed requirements for construction documents is available at the office or on the website under “Non-Residential Permit Package.”
 1. Very minor construction projects may not require a registered design professional and/or third party plan review. If you are planning a very minor construction project, contact the building department first.
 2. A building permit may be issued with the condition that the construction documents or “Shop Drawings” and specifications for the fire sprinkler, fire alarm or kitchen hood fire suppression systems are reviewed and approved by a third party agency and are submitted to the Township prior to any work commencing on these systems. (Note: A separate permit is not required for fire systems. They are included onto the building permit.)
 3. Minor construction document reviews less than 3,000 may be conducted by the Township for an additional cost of \$.15/sq’. Fire systems reviews conducted by the Township are \$.10/sq’ for each fire system.

Upon completion of a third party plan review, you will need to submit the following information to the Township for a building permit:

- **Completed Application** – (Be sure to fill in all blanks including the estimated cost of construction, Allegheny County Tax ID #, Plan Name, Lot #, total square footage and sign and date the application.) (Applications are available at the office or on the website)
- **Worker’s Compensation Insurance Certificate** - for contractor performing the work. If contractor is self-employed or owner is performing the work, an “**Affidavit of Exemption**” form must be completed and returned with the application. (Affidavit of Exemption form is available at the office or on the website)
- **Survey or Site Plan** – Submit a copy of the Township approved site plan/survey for new structures or additions. (A site plan is not required for interior work that does not affect the exterior of the structure.)
- **Two (2) sets of Construction Documents and specifications stamped “Approved” by a third party plan review agency.** (One (1) set will be returned with the building permit.)
- **Energy Compliance** – For new structures and additions. Compliance is determined by one of three methods: IECC, PA Alternative or Comcheck. (Energy compliance is part of the approved construction documents.)
- **Allegheny County Health Department, Division of Agriculture plan approval for food handling.**
- **Sewer Tap Application and Fee** – Only required for a new structure.

****Upon submission of the required information listed above, the permit will be issued within 2-3 business days. Included with the permit will be an inspections required form that indicates what inspections are required and when and how to schedule them.****

You will need to submit the following information for fire sprinkler, fire alarm and kitchen hood fire suppression systems to be included onto the building permit:

- **Two (2) sets of Construction Documents or “Shop Drawings” and specifications stamped “Approved” by a third party plan review agency.** (One (1) set will be returned to the applicant with an “inspections required form.” Also, as noted, in some cases, a third party plan review may not be required.)
- **Approval from the Western Allegheny County Municipal Authority** – for any work to the fire sprinkler and/or standpipe system that involves any work to the water supply system. (They may be contacted at 412-788-4337).
- **Worker’s Compensation Insurance Certificate** - for contractor performing the work.

Upon submission of the required information listed above, Township approval will be issued within 2-3 business days. Included with the approval will be an inspections required form that indicates what inspections are required and when and how to schedule them.**

ADDITIONAL INFORMATION

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND SPEED* (mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN TEMP.	ICE SHIELD UNDER-LAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			WEATHERING	FROST LINE DEPTH	TERMITE	DECAY					
25	90	A	SEVERE	36"	MOD/ HVY	SLT/ MOD	5	YES	FEMA	1500 OR LESS	48

- **Knox Boxes for emergency Fire Department access** into the building is requested. Contact the Building Department for order forms and information.

Permit Application Flow Chart

