



**CITY OF WASHINGTON**



# NEW BUSINESS GUIDE

## PERMITS AND LICENSES REQUIRED

- Zoning Permit
- Gamewell Fire Protection Box  
(Required by City Ordinance)
- Building Permit
- Business Privilege & Mercantile Tax  
Licenses
- Dumpster Permit (Required if using a dumpster  
during remodeling/ addition / construction)
- Sign Permit
- Demolition Permit

Permit Applications can be downloaded at  
[www.washingtonpa.us](http://www.washingtonpa.us) >Services>Permits & Licenses

### CODE ENFORCEMENT

**Ron McIntyre**  
code.enforcement@washingtonpa.us  
724-223-4203

### BUILDING INSPECTOR

**Municipal Consulting  
Service LLC**

**Harold Ivery Jr. & Peter Grieb**  
P.O. Box 6 Westland, PA 15378

(724-263-0377 / 724-470-8254)

EMAIL:

[mcservices111@gmail.com](mailto:mcservices111@gmail.com)  
[www.pamunicipalsconsulting.com](http://www.pamunicipalsconsulting.com)

### FIRE DEPARTMENT

**Gamewell Box**  
**Chief Coleman**  
724-745-1744

### BUSINESS PRIVILEGE & MERCANTILE TAX LICENSES

**Tax Office**  
**Patti Chappel**  
724-223-4218

### CITY CLERK

**Michelle R. Sperl**  
724-223-4200 EXT 6

### WASHINGTON BUSINESS DISTRICT MANAGER

**Will Prince**  
[will@downtownwashingtonpa.com](mailto:will@downtownwashingtonpa.com)  
724-288-7156



*Scott Putnam, Mayor*

**CITY OF WASHINGTON**  
**OFFICE OF THE CITY CLERK**  
55 WEST MAIDEN STREET  
WASHINGTON, PA 15301  
PHONE: (724) 223-4200, Option 6  
FAX: (724) 223-4229  
[www.washingtonpa.us](http://www.washingtonpa.us)



*City Council*  
*Joe Manning, Councilman*  
*Ken Westcott, Councilman*  
*Monda Williams, Councilwoman*  
*Matt Staniszewski, Councilman*

Thank you for your interest in bringing your business to the City of Washington. The downtown business district in Washington, PA is the heart of our community. The business district is home to the Washington County offices and Courthouse, Washington and Jefferson College as well as numerous businesses.

A lively and growing traditional main street, the business district offers visitors excellent restaurants, breweries, distilleries as well as historic landmarks. We are also the home of street festivals and the regionally renowned Whiskey Rebellion Festival.

From Main Street, you can travel out to our neighborhoods and area attractions. Washington is a highly rated walkable city, with ready access to public transportation and parking. With over # of spaces, you are never far from a prime parking spot.

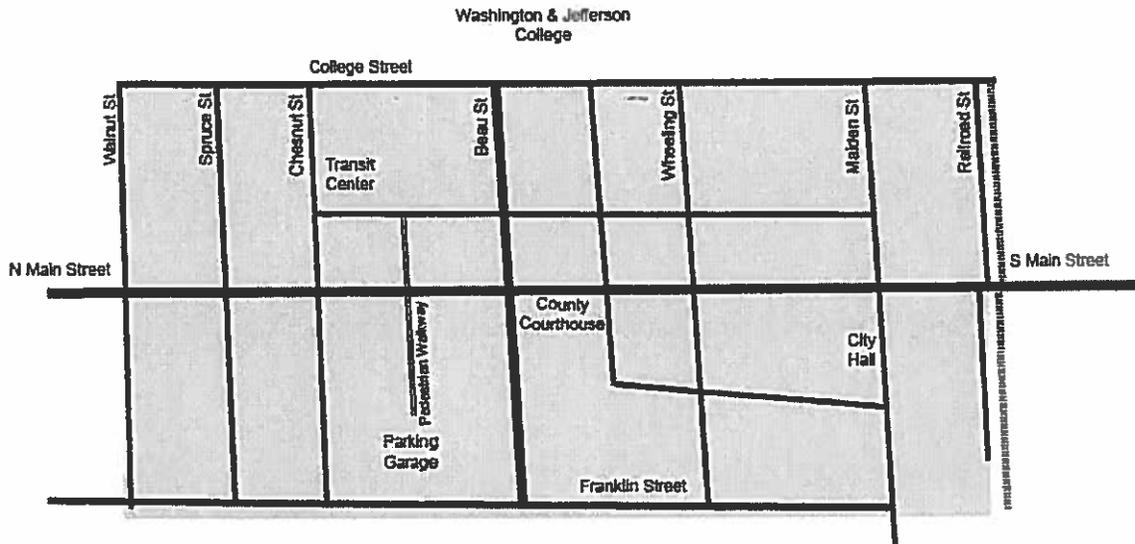
Since 2016, 15 new businesses have moved to our Main Street District and over \$150,000 has been allocated to Facade improvements. We hope that you decide to make downtown Washington home to your new residence or business.

We have enclosed the new business information packet to help you get started, but please don't hesitate to reach out to one of the points of contact. We are happy to help you with any questions or issues. Washington knows that people make the place.

**Welcome to Washington Pennsylvania!**



The Washington Business District Authority is public entity working to revitalize the historic downtown commercial district. The WBD is a defined district within the City of Washington covering a 14 block radius, framed by Walnut Street to the north, the train tracks to the south, the center line of Franklin to the west, and the centerline of College to the east.



Within these 14 blocks, the WBDA works to

- Attract and retain sustainable businesses
- Host, sponsor, and promote events and activities attracting people to town
- Connect businesses to resources including financing and educational workshops
- Implement programs for improvements to downtown

As a new business, you can contact our Main Street Manager to help plan and grow your business by

- Finding available properties for sale or rent
- Attending lunch & learns, business mixers, and other networking events
- Applying for sign and facade grants (as available)
- Including your business in the directory, newsletter, social media, and other promotional opportunities

For more information visit [downtownwashingtonpa.com](http://downtownwashingtonpa.com) or contact Will Prince directly at [will@downtownwashingtonpa.com](mailto:will@downtownwashingtonpa.com) or 724-288-7156.

# Zoning and Inspection Checkoff list

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

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#1 – Applicant will complete Zoning Approval Request Form and submit to Code Enforcement.

- Ron McIntyre    Date Received: \_\_\_\_\_    Date Reviewed: \_\_\_\_\_

#2 – Code Enforcement reviews request and will issue a letter to applicant regarding completeness of application. If complete – letter will also include a copy of the zoning ordinance. Code Enforcement will check for any outstanding taxes, fees, citations etc. If incomplete letter is states the process ends here, unless further information is received.

- Ron McIntyre    Date Letter Sent: \_\_\_\_\_     - Zoning Denied

#3 – Applicant will submit plans and complete Planning Commission Application paying \$375.00. Code Enforcement will forward plans to the Planning Commission, Building Code Office and City Engineer for review.

- Ron McIntyre    Date Submitted: \_\_\_\_\_

Code Enforcement    Date Received: \_\_\_\_\_    Date of Comment Letter: \_\_\_\_\_

City Engineer    Date Received: \_\_\_\_\_    Date of Comment Letter: \_\_\_\_\_

Planning Commission Schedules Public Hearing.

Ron McIntyre    Date of Meeting: \_\_\_\_\_

Planning Commission reviews Engineer Comments, Building Code Office Comments, and Public Comments. Planning Commission comments forwarded to Mayor and Council. If Mayor and Council reject the plans the process ends here. If the plans are approved notifications are sent to the Building Code Official and Widmer Engineering.

#4 - Mayor and Council will be notified of recommendations of the Planning Commission

- Ron McIntyre    Date Submitted: \_\_\_\_\_

If preliminary approval is issued, Building Code Officer and Widmer Engineering are notified. Upon submission of complete items, Building Code Officer and Widmer Engineering review final documents. (See No. 5 & No.6) If final approval is issued, skip to Step No. 7.

#5 - Received approval of plans from Building Code Officer

- Code Enforcement    Date Received: \_\_\_\_\_

#6 - Received approval of plans from – Widmer Engineering

- City Engineer    Date Received: \_\_\_\_\_

#7 - After final plans are approved by Building Code Officer and Widmer Engineering the project will be formally approved by Mayor and Council at a regular Council Meeting.

- Code Enforcement    Date: \_\_\_\_\_

#8 - Code Enforcement – Building Code Officer will issue Building Permit.

- Code Enforcement    Date: \_\_\_\_\_

#9 - Inspection of project by Building Code Officer

- Code Enforcement Date: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_

#10 - Inspection of Project by Widmer Engineering (if applicable)

- City Engineer Date: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_



**CITY OF WASHINGTON  
DEPARTMENT OF CODE ENFORCEMENT  
55 WEST MAIDEN STREET  
WASHINGTON, PA. 15301  
(724) 223-4203**



# ZONING PERMIT

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Number of units: \_\_\_\_\_ Dumpster: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Location of project: \_\_\_\_\_

Estimated Costs: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

*I hereby certify that I am the owner of the named property, or have the authorization by the owner to make application as the authorized agent and I agree to conform to the Ordinances and Zoning Codes of The City of Washington. This permit conveys NO right to occupy any street, alley, or sidewalk, or any part thereof either temporary or permanently. Encroachment on public property not specifically permitted under the UCC or the ICC MUST be approved by this jurisdiction. Street or alley grades as well as depth and location of public sewers may be obtained from the public utility companies. The issuance of this permit does not release the applicant from the conditions of any applicable zoning or subdivision restrictions.*

**VALIDATION:** Total Cost of Construction: \_\_\_\_\_  
Municipal Fee: \_\_\_\_\_  
Total: \_\_\_\_\_

Zoning Official: \_\_\_\_\_



**City Treasurer's Office  
City of Washington, PA**



**Application For Business Privilege License  
Fee: 75.00**

**Fill In All Spaces Carefully and Type or Print Plainly**

**Make Checks Payable to:** City Treasurer, Carla N Mast  
City of Washington  
55 W. Maiden Street  
Washington, PA 15301

\_\_\_\_\_ **Date of Application**

**Application is hereby made for Business Privilege License as required by City Ordinance No. 847, based on Act 481 of the General Assembly, approved June 25, 1947.**

1. **Business Name:** \_\_\_\_\_

2. **Business Address:** \_\_\_\_\_  
Street City State Zip

3. **Corp/Home Address:** \_\_\_\_\_  
Street City State Zip

**If business is conducted by you individually or by partnership under a fictitious name, give names of true owners and date of registration of business under Fictitious Act and trade Name of Business.**

**Date of Starting Business Within City:** \_\_\_\_\_

**Kind of Business:** \_\_\_\_\_

**Federal I.D. Number:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

\_\_\_\_\_  
**Signature and Title of Person Making Application**

\_\_\_\_\_  
**Print Name and Title**

**Office Use Only**

**Approved**

Yes No

\_\_\_\_\_  
**Zoning Officer**

\_\_\_\_\_  
**Signature**

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

**If No, reason:** \_\_\_\_\_

**Approved**

Yes No

\_\_\_\_\_  
**Fire Chief**

\_\_\_\_\_  
**Signature**

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

**If No, reason:** \_\_\_\_\_

**Date Rec.** \_\_\_\_\_

**License No.** \_\_\_\_\_

**Acct. No.** \_\_\_\_\_





# City of Washington

## Fire Communication Device Application

### Owner Information:

Name: \_\_\_\_\_  
Corporation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Property Information:

Address: \_\_\_\_\_  
Ward: \_\_\_\_\_ Tax Parcel ID: \_\_\_\_\_  
Total Overall Square Footage: \_\_\_\_\_ Total Stories \_\_\_\_\_ Stories above Grade \_\_\_\_\_  
Primary Use: \_\_\_\_\_ Sqft \_\_\_\_\_  
Secondary Use: \_\_\_\_\_ Sqft \_\_\_\_\_  
Additional Uses: \_\_\_\_\_ Sqft \_\_\_\_\_  
If a multifamily dwelling, how many units: \_\_\_\_\_

### Is your property currently or proposed to be equipped with:

- Monitored Fire Alarm System *-if yes-* Proposed Location of Panel \_\_\_\_\_
- Monitored Security System *-if yes-* Proposed Location of Panel \_\_\_\_\_
- Sprinkler System *-if yes-* Wet  Dry
- Elevator

### Please check all applicable devices existing or proposed:

- Smoke Detectors
- Fire Extinguishers
- Hose Stations
- Other: \_\_\_\_\_
- Heat Detectors
- Pull Stations
- Horns / Strobes
- Motion Detectors
- Carbon Monoxide Detectors
- Glass Break Detectors
- CCTV System
- No Devices

### Contacts who have keys to the premises who are authorized to enter at any time, but do not reside at the premises:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

### FIRE DEPARTMENT USE ONLY

- Life Safety Plan Review Required
- Communication Device Required
- Knox Box Required
- Additional Notes \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## City of Washington 2019 Fee Schedule

Lien Certificate	\$50.00
Tax Receipts (3 years)	\$25.00
Duplicate Tax Receipts	\$10.00
Dye Test	\$225.00
Resident Change Registration/ (Formerly Known As: Occupancy Permit)	\$50.00
Transient Merchant License	\$75.00 per month or \$400.00 per year
Rental Registration	No Fee if Submitted by Deadline /\$108.00 Penalty
NSF	\$35.00

### **BUILDING PERMITS: SEE "EXHIBIT A"**

Residential Maintenance & Improvement Permit	\$60.00
Fire Communication Device:	\$3,000.00
Fire Communication Yearly Fee:	\$400.00
Demolition Permit- Residential	\$85.00
Demolition Permit- Commercial	\$340.00
Dumpster Permit	\$50.00
Sign Permits	5% of the total cost of sign including installation
Abandoned/Vacant Property	\$200.00
Fence or Wall	\$10.00
Street/Sidewalk Opening	\$150.00 /\$20,000 BOND
Street Closing	\$50.00
City Planning Commission	\$375.00
Zoning Board Adjustment	\$375.00
Zoning Permit	.75¢ per \$1,000.00 (minimum \$10.00)
Business Privilege Tax	\$75.00 Yearly Fee
Mercantile License Annual Fee	\$25.00 Retail/Broker \$50.00 Wholesale for each place of business in city \$68.00 for Retail/Wholesale

### **Amusement License Annual Fee**

Juke Box	\$100.00 Each
Mechanical/Electronic Amusement Device	\$300.00 Each

### **Items Available for Purchase @ City Hall:**

Copies	\$.50
Tax Bill Re-Prints	\$1.00
Zoning Ordinance -	\$20.00
Zoning Map-	\$25.00
Both-	\$35.00
Street Map/Index-	\$1.00

### **Police Department Fees**

Vehicle Release	\$25.00
Accident Report	\$15.00
Incident Report	\$10.00
Mace Permits	\$5.00

### **Parking Fees**

Monthly lease in City surface public parking lots: \$45.00 per month per space

Daily lease of a metered parking spot: \$10 per day per space

Cost to lease a reserved on-street parking spot: \$200 per month per space

**"EXHIBIT A"**

**Residential**

New Construction	\$0.40 per square foot of GFA
Additions	\$0.40 per square foot of GFA
Repairs & Alterations	\$8.00 per \$1,000 cost of construction costs
Manufacture Dwellings	\$0.30 per square foot of GFA
Decks, Porch	\$100.00
Swimming Pools	Above ground \$100    In-ground \$200.00
Maintenance Permit \$30 City / \$30 MCS	\$60.00
Demolition- Residential	\$85.00
Demolition- Commercial	\$340.00
Minimum Fee	\$75.00

**Non – Residential**

New Construction:	\$0.50 per square foot of GFA
Additions:	\$0.50 per square foot of GFA
Repairs & Alterations:	\$15.00 per \$1,000 of Construction costs
Signs:	\$2 per sq. foot of sign area
Demolition:	\$75.00
Minimum fee:	\$75.00

**Plan Review Schedule \*\***

Residential:	\$75 per New Family Dwelling
Non-Residential:	*See attached fee schedule
Minimum fee:	\$60.00

**Occupancy Permits**

Non-Residential	\$100.00
Residential	\$50.00
Rental	\$40.00

**Miscellaneous Group**

Residential	*\$60.00 per Inspection
Non-Residential	75.00 per Inspection
Code Enforcement Fee	\$40.00 per hour
DCED (State Act 13)	\$4.50

\* \* Plan review includes Building, Mechanical, Energy, Plumbing, and Accessibility for all Use groups. This fee is pro-rated by Occupancy and Square Feet.

\*\*\* GFA – Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, and attics with floor to ceiling height of 6'6" or more

Condition Not Provided For, Please Apply for Fees

**"EXHIBIT A"**

**Commercial Inspection Fees**

1. \$75.00 per hour / inspection based on the Building Code Officials estimate
2. Large Projects inspections fee will be dictated by scope of project
3. UCC Fee as Required by Law - \$4.50 per each Building Permit

**Commercial Plan Reviews**

1. Plan review must be completed and fee pay prior to the issuance of a commercial building permit by the Township's Building Code Official. Minimum fee of \$200.00 payable in advance as dictated by the scope of the project.

**New Construction, Additions & Extensions**

2,000 sq ft & under	\$200.00 minimum fee
2,001 - 5,000	\$400.00
5,001 - 10,000	\$575.00
10,001 - 20,000	\$900.00
20,001 - 30,000	\$1175.00
30,001 - 40,000	\$1400.00
40,001 - 50,000	\$1575.00
50,001 - 75,000	\$2100.00
75,001 - 100,000	\$2500.00
100,000 sq ft & above	\$20.00 per every 1,000 sq feet

**Alterations, Repairs & Change in Occupancy**

2,000 sq ft & under	\$200.00 minimum fee
2,001 - 5,000	\$350.00
5,001 - 10,000	\$550.00
10,001 - 20,000	\$800.00
20,001 - 30,000	\$1100.00
30,001 - 40,000	\$1250.00
40,001 - 50,000	\$1350.00
50,001 - 75,000	\$1500.00
75,001 - 100,000	\$2100.00
100,000 sq ft & above	\$15.00 per every 1,000 sq feet

Should the actual costs of completing estimated inspection or plan review costs exceed the amount collected upfront, they will be billed to the permit holder separately prior to the issuance of any occupancy permit or certificate of completion. Re-inspections due to insufficient notification time, poor construction practices, or irregular work sequencing will be billed to the applicant separately prior to the issuance of any occupancy permit or certificate of completion.

## EXHIBIT "A"

### Electrical Permit Fees

FEE SCHEDULE (Other than Residential All switches, luminaires and receptacles to be counted as outlets.	SERVICE - METER EQUIPMENT UP TO 600 VOLTS
<b>ROUGH WIRE INSPECTION</b>	
1 to 25 Outlets <span style="float: right;">\$27.00</span>	Not over 150 AMP <span style="float: right;">\$30.00</span>
For each additional 10 outlets or fraction thereof <span style="float: right;">\$ 6.00</span>	Over 150 AMP to 200 AMP <span style="float: right;">\$35.00</span>
	Over 200 AMP to 400 AMP <span style="float: right;">\$75.00</span>
	Over 400 AMP to 600 AMP <span style="float: right;">\$95.00</span>
	Over 600 AMP to 1200 AMP <span style="float: right;">\$200.00</span>
	Over 1200 AMP to 1600 AMP <span style="float: right;">\$225.00</span>
	Over 1600 AMP to 2000 AMP <span style="float: right;">\$275.00</span>
	Over 2000 AMP to 3000 AMP <span style="float: right;">\$325.00</span>
	Over 3000 AMP <span style="float: right;">\$400.00</span>
<b>FINISH INSPECTION</b>	
1 to 25 Outlets <span style="float: right;">\$27.00</span>	
For each additional 10 outlets or fraction thereof <span style="float: right;">\$ 6.00</span>	
<b>EQUIPMENT - APPLIANCES</b>	
Outlet for single unit of 15K.w. or less <span style="float: right;">\$24.00</span>	Ground Fault Protected Services - Add \$75.00
Each additional outlet of 15K.w. or less <span style="float: right;">\$ 9.00</span>	Over 600 Volts - Add \$100.00 per category
	Services Exceeding 1 Meter - \$10.00 for each additional meter
<b>MOTORS, GENERATORS, TRANSFORMERS CENTRAL HEATING, DUCT HEATERS, AIR CONDITIONING, ELECTRIC FURNACES AND WELDERS</b>	<b>PRIMARY TRANSFORMERS, VAULTS ENCLOSURES, SUB-STATIONS</b>
Fractional HP, KW or KVA to 1 HP, KW or KVA, each <span style="float: right;">\$13.00</span>	Not over 200 KVA <span style="float: right;">\$200.00</span>
1 HP, KW or KVA to 3 HP, KW or KVA, each <span style="float: right;">\$15.00</span>	Over 200 KVA to 500 KVA <span style="float: right;">\$250.00</span>
4 HP, KW or KVA to 7 HP, KW or KVA, each <span style="float: right;">\$22.00</span>	Over 500 KVA to 1000 KVA <span style="float: right;">\$300.00</span>
7 1/2 HP, KW or KVA to 29 HP, KW or KVA, each <span style="float: right;">\$27.00</span>	Over 1000 KVA <span style="float: right;">\$350.00</span>
30 HP, KW or KVA to 49 HP, KW or KVA, each <span style="float: right;">\$43.00</span>	<b>SIGNALING SYSTEMS</b>
50 HP, KW or KVA to 74 HP, KW or KVA, each <span style="float: right;">\$54.00</span>	Burglar Alarms, Fire Alarms, Fire Suppression Alarms
75 HP, KW or KVA to 199 HP, KW or KVA, each <span style="float: right;">\$108.00</span>	Smoke Detectors, Telemetering
200 HP, KW or KVA to 500 HP, KW or KVA, each <span style="float: right;">\$215.00</span>	(Telephones or CATV outlets are each separate systems)
Over 500 HP, KW or KVA, each <span style="float: right;">\$270.00</span>	For the system and first 15 devices <span style="float: right;">\$35.00</span>
Over 600 Volts - Add \$100.00 per category	Each additional 10 devices or fraction thereof <span style="float: right;">\$ 6.00</span>
<b>FEEDERS OR SUB-PANELS</b>	<b>SIGNS (Incandescent, Fluorescent &amp; Neon)</b>
Not over 200 AMP <span style="float: right;">\$25.00</span>	First Sign (per occupancy) <span style="float: right;">\$35.00</span>
Over 200 AMP to 400 AMP <span style="float: right;">\$35.00</span>	Each additional sign (per occupancy) <span style="float: right;">\$ 9.00</span>
Over 400 AMP to 600 AMP <span style="float: right;">\$45.00</span>	<b>OUTLINE LIGHTING</b>
Over 600 AMP to 1600 AMP <span style="float: right;">\$100.00</span>	First Transformer <span style="float: right;">\$55.00</span>
Over 1600 AMP <span style="float: right;">\$135.00</span>	Each additional transformer <span style="float: right;">\$ 9.00</span>
Over 600 Volts - Add \$100.00 per category	<b>SWIMMING POOLS</b>
<b>MODULAR AND MOBILE HOMES</b>	Bonding <span style="float: right;">\$60.00</span>
Modular Homes - Service and Outlets <span style="float: right;">\$75.00</span>	Equipment / Wiring (Residential Only) <span style="float: right;">\$65.00</span>
Mobile Homes - Service including feeder or receptacle <span style="float: right;">\$60.00</span>	Commercial - By fee schedule.
Feeder or Power Cord only <span style="float: right;">\$55.00</span>	

#### RESIDENTIAL FEES

Flat Rate Schedule*	
Single Family Dwelling - Not over 200 AMP Service	\$150.00
2 Family Dwelling Units - Not over 200 AMP Service	\$175.00
Over 2 Family Dwelling - First 3 Units (each)	\$ 70.00
Each Additional Unit	\$ 40.00
Townhouses - Each	\$ 60.00
Attentions and additions (service and 25 outlets or less)	\$ 100.00

\* Add Service Equipment

Single Family Dwellings with over 200 AMP Service apply Flat Rate  
Schedule plus Equipment, Appliances and Motor Schedule.  
Dwelling with a Spa, Hot Tub, Hydromassage Tub, Sauna etc.  
Apply Flat Rate Schedule plus \$25.00 for each item.

***Municipal Consulting Service***  
*"Even the smallest of matter is our Business"*

***Building Permit Application***

***PA UNIFORM CONSTRUCTION CODE***



### **Improvements and repairs that Do NOT require a permit:**

- Fences that are no more than 6 feet high. (Note: See local municipality regarding all fence requirements, zoning approval may be required)
- Retaining walls that are not over 4 feet in height measured from the lowest level of grade to the top of the wall unless the wall supports a surcharge.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
- Sidewalks and driveways that are 30 inches or less above adjacent grade and not placed over a basement or story below it.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finishing work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment accessory to a one or two-family dwelling.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- Residential window replacement without structural change
- Minor electrical repair and maintenance including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

#### **The following mechanical work or equipment does not require a permit:**

- A portable heating appliance.
- Portable ventilation appliances.
- A portable cooling units.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated or governed under the Uniform Construction Code.
- Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.  
Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are put into action by motors one (1) horsepower or less.
- Portable evaporative cooler.
- A portable fuel cell appliance that is not connected to a fixed piping system and is not interconnected to a power grid.

#### **The following plumbing work does not require a permit:**

- Stopping leaks in a drain, a water, soil, waste or vent pipe. The uniform construction code applies if a concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and is removed and replaced with new material.
- Clearing stoppages or repairing leaks in pipes, valves or fixtures and the removal and installation of water closets, faucets and lavatories, or pipes that are not replaced or rearranged.

## Municipal Consulting Service Permit Checklist

(All pertinent information must accompany the application or it will not be accepted.)

H – Required for Residential Home or addition C – Required for Commercial Structure A – Required for Accessory Structures

### 1. Copy of plot or site plan showing the following: (As applicable)

- HCA  Property Lines
- HCA  All setback lines
- HCA  Any easements, wetlands, flood plains or other
- HCA  Location of structure
- HCA  Proposed rain conductor and storm water control/outlets
- HCA  Elevation of the Structure if in floodway
- HCA  Elevations of the property
- HCA  Driveway location and grades
- HCA  Any proposed retaining walls and height

A sealed survey may not be required for accessory use structures and small additions; however, you will be required to sign a waiver (available from the building department).

### 2. Construction Drawings (Accept for swimming pools, Accessory structures under 1000 sq. ft. are exempt)

- HCA  Two (2) complete sets of construction drawings, (sealed by a PA Licensed Architect & 3 sets of drawings "C" only).
- HCA  Footer and foundation details
- HCA  Window schedules, egress and safety glassing to be identified
- HCA  Framing details
- HCA  Lumber grade and/or design standard
- HCA  Complete floor and wall cross section details
- HCA  Stair details
- H  Basement egress
- HC  Mechanical details
- HC  Smoke detector layout
- HC  Sprinkler details (If applicable)
- HC  Fire alarm plan (If applicable)
- HC  Fire resistant requirements (If applicable)
- HC  Attic / Roof access
- HC  Plumbing schematic and calculations showing that the plumbing meets UCC
- HC  Documentation proving the structure meets energy code requirements of the UCC (Res check or Com check or PA Alternative Energy)
- HCA  Sufficient details to show that the structure meets the Uniform Construction Code of Pennsylvania (UCC)
- C  A complete set of ADA details for commercial buildings

### 3. Miscellaneous

- HC  Sewage / septic approval letter
- HC  Proposed water supply (Certificate of potable required for occupancy)
- HC  Highway Occupancy Permit, for state roads
- HCA  Certificate of Workers' Compensation Insurance for builder or waiver
- HCA  All other requirements as described on the instruction page must be complete
- A  For swimming pools Proposed fencing must be shown on plot plan

**Building Permit Application**

**APPLICANT INFORMATION:**

DATE OF APPLICATION \_\_\_\_\_ PERMIT # \_\_\_\_\_  
APPLICANT NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
OWNER NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
ADDRESS (NO PO BOX): \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**PROPERTY INFORMATION:**

LOCATION OF PROPERTY: \_\_\_\_\_  
PARCEL I.D. NUMBER: \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
COST OF CONSTRUCTION \_\_\_\_\_ SQUARE FOOTAGE (GFA) \_\_\_\_\_  
*GFA – Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, and attics with floor to ceiling height of 6'6" or more*

TYPE OF CONSTRUCTION: (check at least one)

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> RENOVATION
<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> MUTI-FAMILY	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> SHED	<input type="checkbox"/> DECK	<input type="checkbox"/> POOL	<input type="checkbox"/> FENCE

DESCRIPTION OF CONSTRUCTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARCHITECT/ENGINEER NAME:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**CONTRACTOR NAME:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**TOWNSHIP ZONING APPROVAL** \_\_\_\_\_ **Date:** \_\_\_\_\_

# APPLICATION FOR BUILDING PERMIT

## WORKER'S COMPENSATION INFORMATION:

INSURER: \_\_\_\_\_

NAME OF POLICY HOLDER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

PA HIC # \_\_\_\_\_

The Law requires that all contractors who perform at least \$5,000 worth of home improvements per year register with the Attorney General's Office

## PERMIT AGREEMENT

THE MUNICIPALITY: \_\_\_\_\_

THE APPLICANT: \_\_\_\_\_  
(Please print)

In consideration of the issuance of a building permit to the undersigned Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in inspecting work of the Applicant, employees of The Municipality are only performing their duties to require compliance with the minimum requirements of the applicable Ordinances of The Municipality pursuant to the policy power of The Municipality 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. Applicant further acknowledges that it will not be possible for The Municipality to review every aspect of Applicant's design and engineering or to inspect every aspect of Applicant's work. Accordingly, neither The Municipality 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 Municipality's review or inspection.

Furthermore, the Applicant agrees to defend, hold harmless and indemnify The Municipality, 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 Municipality's review or inspection of the Applicant's design, engineering 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'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 Municipality.

Applicant/Owner is responsible for obtaining required highway occupancy permits from the PA Dept. of Transportation. I hereby agree that all applicable provisions of the Township Codes, the Energy Conservation Act 222 of 1990 and the 2004 Uniform Construction Code shall be complied with, as well as the requirements of the Municipal Sewer and Water Authority whether specified or not.

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.

I certify that the information provided in this application package is true and correct.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

# ELECTRICAL INSPECTION AND PERMIT APPLICATION PERMIT # \_\_\_\_\_

RECEIPT # \_\_\_\_\_

ADDRESS OF CONSTRUCTION SITE: \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_

**TENANT**

NAME \_\_\_\_\_

**OWNER**

**CONTRACTOR**

NAME \_\_\_\_\_ Ph \_\_\_\_\_

NAME \_\_\_\_\_ Ph \_\_\_\_\_

STREET \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

CITY \_\_\_\_\_

WORK ORDER # \_\_\_\_\_

*List all wiring and equipment and provide necessary data*

**ROUGH**

**FINAL**

No.	Item	Fee	No.	Item	Fee	Fee
	Switching Outlets	\$ _____		H.V.A.C. Equipment	\$ _____	COLUMN 1 \$ _____
	Lighting Outlets	_____		Switching Devices	_____	COLUMN 2 _____
	Receptacle Outlets	_____		Transformers	_____	\$ _____
	Range/Oven	_____		Motors/Generators/ <small>(State no. and size of each)</small>	_____	Total Fee \$ _____
	Dryer, Electric	_____		Compressors	_____	
	Water Heater, Electric	_____		Garb. Disposal _____	_____	
	Heating, Electric	_____		Dishwasher _____	_____	
	Switches	_____		Exhaust Fans _____	_____	
	Lighting Fixtures	_____		Other _____	_____	
	Receptacles	_____		Other _____	_____	
	Bonding, Pool/Vault	_____		Other _____	_____	
	Service/Feeders	_____		Other _____	_____	
COLUMN 1 \$ _____			COLUMN 2 \$ _____			

I hereby acknowledge that I have read this application and state the above is correct and agree to comply with all adopted ordinances and state laws regarding construction.

20 \_\_\_\_\_

Owner or Agent

THE ABOVE APPLICATION HAS BEEN APPROVED ON THIS

By Electrical Insp. \_\_\_\_\_

DATE \_\_\_\_\_

**Application must be signed - Unsigned applications will be rejected.**

# PLAN REVIEW SUBMITTAL CHECKLIST

## TITLE SHEET

YES NO

- Name and address of owner. Name and address of person preparing plans
- Index of sheets
- Exact location/address of the proposed building site
- Building construction type and occupancy classification
- Building code used

## SITE PLAN

YES NO

- Plans fully dimensioned showing exact location of proposed building in relation to property lines, existing buildings, streets, parking areas, signs, utilities, etc...
- Note the use of all existing and proposed buildings or structures
- Location of permanent access to the street, giving length and width of access and half width of street
- Grades and elevation of the site and the building.
- Indicate the location of fire hydrants, sewer lines, and water lines
- Provide handicap parking, curb ramps, and site accessibility.
- North direction arrow

## FOUNDATION / FOOTINGS PLAN

YES NO

- Dimensioned floor plan of foundations and pad footings
- Complete Dimensions and depth below finished grade of all wall and post footing and foundations
- Location and thickness of floor slabs
- Note anchor bolt locations, size, and spacing
- Location and size of uplift or overturning tie down anchors
- Location and details of post connections
- Sections through footings
- Specify allowable soil bearing pressure.
- Special foundation preparations required by the soils report

## ELEVATION VIEWS

YES NO

- Elevation Views of each side of the structure
- Indicate type of exterior finish and roof covering
- Height dimensions

## FLOOR PLANS

YES NO

- Exact Dimensions of the structure
- Room Sizes
- Identification of the proposed use of all rooms
- Location and size of all doors, windows, and openings, including glazing requirements.
- Indicate the rating of all fire doors
- Location of all appliances (Furnace, Water Heater, Air Conditioner)
- Types of interior ceiling, wall and floor finishes
- Show change in floor levels
- Occupant Loads
- Fire ratings for fire barriers and walls

## FRAMING PLANS

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Calculations   |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Loads  |
| <input type="checkbox"/> | <input type="checkbox"/> | Material Specifications   |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan including size, location, direction and spacing of girders and joists. Location of crawl holes, screened vents, underfloor furnace   |
| <input type="checkbox"/> | <input type="checkbox"/> | Ceiling joist framing plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof framing plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | Shear wall locations  |
| <input type="checkbox"/> | <input type="checkbox"/> | Typical reinforcement details for masonry construction. Wall reinforcement, horizontal and vertical, reinforcement around openings, at corners, at intersecting walls, at lintel beams and at piers |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate size and location of attic access.   |

## ROOF PLANS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show all roof mounted heating and cooling units          |
| <input type="checkbox"/> | <input type="checkbox"/> | Note direction and pitch of all roof slopes              |
| <input type="checkbox"/> | <input type="checkbox"/> | Describe all roof coverings                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Prefabricated truss detail and calculations              |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection details for top and bottom of partition walls |
| <input type="checkbox"/> | <input type="checkbox"/> | Framing details at wall openings                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Typical framing at sidewalls and end walls               |

## DETAILS AND SECTIONS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details  |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection details at bearing of individual members  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wall heights, ceiling heights, heights of openings   |
| <input type="checkbox"/> | <input type="checkbox"/> | Stair, Handrail and guardrail framing details, including rise, run, and width of stairs, rail heights, and intermediate rail spacing for handrails and guardrails. |
| <input type="checkbox"/> | <input type="checkbox"/> | Door and window schedule; size and type of glazing   |
| <input type="checkbox"/> | <input type="checkbox"/> | Finish schedule noting all wall, ceiling and floor finishes  |
| <input type="checkbox"/> | <input type="checkbox"/> | Details of special or unusual construction or material   |

## ELECTRIC PLANS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Type of voltage  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all main and sub-panels indicating size and type   |
| <input type="checkbox"/> | <input type="checkbox"/> | Panel schedule noting circuit identification, overcurrent protection size, including main disconnect |
| <input type="checkbox"/> | <input type="checkbox"/> | Load calculation showing total demand load.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Type size and materials of all conductors and conduits   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all electrical outlets, including lights, receptacles and junction boxes                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Method and location of grounding and bonding   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and rating of all electrical appliances   |
| <input type="checkbox"/> | <input type="checkbox"/> | Circuit schedule   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify disconnecting means   |

X

**PLUMBING PLANS**

YES NO

- A single-line drawing of the drain, waste and vent system, providing sizes, dimensions, type and identification of materials.
- Indicate location of all cleanouts
- Termination of vents
- A single-line drawing of the water supply system showing sizes, lengths of runs, type of materials and valves.
- Location of pressure relief valve at water heater, and termination, size and materials of relief tube.
- Indicate type of fixtures, including allowable water consumption and handicap accessibility
- Grades and elevations of sewer lines. Indicate connection of building drain to public or private sewer system. Indicate location of all cleanouts or manholes
- Private septic systems shall be shown noting size of tank and leach field.
- Single-line drawing of gas lines and type of fuel to be used, giving type of materials, size, valves, meter location, regulators and change in pipe sizes.
- Location, type, size and rating (in BTU & CFM) of all appliances

**MECHANICAL PLANS**

YES NO

- Type of fuel serving mechanical units (wood stoves, furnaces, kilns, boilers etc.).
- Location, type, size and rating (in BTU & CFM) of all HVAC, appliances, etc.
- Type of exhaust vent indicating location and termination
- How combustion and dilution air is provided.
- Fire dampers and assemblies.
- Fire separation between a furnace and/or boiler room and the rest of the structure.
- When mechanical ventilation is used, provide details to ensure minimum required air changes

**ENERGY EFFICIENCY COMPLIANCE**

YES NO

- Submit calculations for energy conservation per Com Check or Pa Alternative Energy

**ADDITIONAL NOTES:**

- 1.) All drawings need to be sealed by Pennsylvania State registered design professional.
- 2.) This Form Should Be returned with your application when all items are complete.

**MUNICIPAL CONSULTING SERVICE LLC  
CONTACT INFORMATION:**

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**Municipal Consulting Service LLC**

**P.O. Box 6 Westland, PA 15378**

**Telephone: (724) 263-0377 / (724) 470-8254**

**Fax 724-745-1744**

**Email: [mcservices111@gmail.com](mailto:mcservices111@gmail.com)**

**Website: [www.pamunicipalconsulting.com](http://www.pamunicipalconsulting.com)**



**"EXHIBIT A"**

**Residential**

New Construction	\$0.40 per square foot of GFA
Additions	\$0.40 per square foot of GFA
Repairs & Alterations	\$8.00 per \$1,000 cost of construction costs
Manufacture Dwellings	\$0.30 per square foot of GFA
Decks, Porch	\$100.00
Swimming Pools	Above ground \$100    In-ground \$200.00
Maintenance Permit \$30 City / \$30 MCS	\$60.00
Demolition- Residential	\$85.00
Demolition- Commercial	\$340.00
Minimum Fee	\$75.00

**Non – Residential**

New Construction:	\$0.50 per square foot of GFA
Additions:	\$0.50 per square foot of GFA
Repairs & Alterations:	\$15.00 per \$1,000 of Construction costs
Signs:	\$2 per sq. foot of sign area
Demolition:	\$75.00
Minimum fee:	\$75.00

**Plan Review Schedule \*\***

Residential:	\$75 per New Family Dwelling
Non-Residential:	*See attached fee schedule
Minimum fee:	\$60.00

**Occupancy Permits**

Non-Residential	\$100.00
Residential	\$50.00
Rental	\$40.00

**Miscellaneous Group**

Residential	*\$60.00 per Inspection
Non-Residential	75.00 per Inspection
Code Enforcement Fee	\$40.00 per hour
DCED (State Act 13)	\$4.50

\* \* Plan review includes Building, Mechanical, Energy, Plumbing, and Accessibility for all Use groups. This fee is pro-rated by Occupancy and Square Feet.

\*\*\* GFA – Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, and attics with floor to ceiling height of 6'6" or more

Condition Not Provided For, Please Apply for Fees





**CITY OF WASHINGTON**  
**DEPARTMENT OF CODE ENFORCEMENT**  
**55 WEST MAIDEN STREET**  
**WASHINGTON, PA 15301**

**PHONE: (724) 223-4200, Option 6**

**FAX: (724) 223-4229**

**[www.washingtonpa.us](http://www.washingtonpa.us)**



**CONSTRUCTION DUMPSTER PERMIT**  
**\$50.00 FEE**

<b>DATE:</b>	
<b>APPLICANT:</b>	
<b>ADDRESS:</b>	
<b>ZONING DISTRICT:</b>	
<b>CONTRACTOR:</b>	
<b>LICENSE #</b>	
<b>LOCATION OF PROJECT:</b>	
<b>PERMIT FEE:</b>	

This permit conveys no right to occupy any street, alley or sidewalk, or any part thereof either temporary or permanent. Encroachment on public property not specifically permitted under the UCC must be approved by this jurisdiction. Street or alley grades as well as depth and location of public sewers may be obtained from the public utility companies. The issuance of this permit does not release the applicant from the conditions of any applicable zoning or subdivision restrictions.

CITY OFFICIAL SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_