

**APPLICATION FOR BUILDING PERMIT**

**FOR**

**THE CITY OF CONNELLSVILLE**

**APPLICANTS WHO NEED TO TAP INTO THE SANITARY SEWER SYSTEM FOR NEW CONSTRUCTION, MAJOR ADDITIONS, OR ALTERATIONS MUST OBTAIN A PERMIT FROM THE CONNELLSVILLE MUNICIPAL AUTHORITY PRIOR TO SUBMITTING THE BUILDING PERMIT APPLICATION. NO BUILDING PERMIT WILL BE ISSUED UNTIL THE CITY CLERK'S OFFICE IS SUPPLIED WITH A COPY OF THE SEWER TAP PERMIT.**

Planning Commission meets the first Tuesday of every month at 3:30 p.m.

**ALL PERMIT APPLICATIONS MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE THE FRIDAY BEFORE THE MEETING BY 5:00 P.M. ANY PERMITS RECEIVED AFTER THIS TIME WILL NOT BE ACTED ON UNTIL THE FOLLOWING MEETING.**

**\*\* All permits must be paid in full upon returning\*\***

## **GUIDELINES FOR BUILDING PERMIT**

### **Residential Zone:**

Land may be used and buildings or structures may be erected, altered or used for the following purposes:

- a) Dwelling and private garages, provided that a private garage is not component or integral part of a dwelling or a private garage having living and/or sleeping quarters only on the second floor thereof and commonly known as a garage-apartment may be erected only on the rear half of a lot or a parcel of land
- b) Telephone exchange building - a building and its equipment used for the purpose of facilitating transmission and exchange of telephone messages between subscribers, and other business of the telephone company; but in a Residential Zone, as established by this ordinance, not to include public business facilities, storage of plant materials or spare parts (other than those carried for the particular building), or storage equipment, automobiles or trucks or housing or quarters for installation, repair or trouble crews.
- c) Office of surgeon, physician, dentist, chiropractor, clergyman, lawyer, musician, artist or seamstress, located in the dwelling of the person practicing such profession or engaging in such business of occupation and carried on by him or members of his household, provided no sign is used to advertise such profession, business or occupation, other than a window card or a sign affixed to the dwelling and not greater than one square foot in size, and provided such sign shall not be a neon or electric sign.
- d) Quarters for roomers located in the dwelling of the person engaging in such business or advertising occupation and carried on by him or members of his household, provided no sign is used to such business or occupation other than a window card or a sign affixed to the dwelling and not greater than one square foot in size, and provided such sign shall not be neon or electric sign.
- e) Park, playground, athletic field or swimming pool conducted by the City or School District of the City for non-profit.
- f) Place of recreation not operated as a business for profit, and provided no intoxicating beverages are sold or dispensed.
- g) A truck garden or flower garden.

### **Commercial Zone:**

Land must be used and buildings or structures may be erected, altered or used for any purpose except an

automobile storage or wrecking yard, blacksmith shop, public garage, steam laundry, milk bottling establishment or wholesale milk distributing station, stable, stone or monument works, sawmill/ or woodworking mill, junkor scrap metal yard, warehouse, manufacturing or industrial establishment where the entire product is not sold at retail on the premises to the ultimate consumer; and provided further that no trailer shall be maintained nor shall and signboard or billboard more than four (4) feet square be erected or maintained.

**Industrial Zone:**

Land may be used and buildings or structures may be erected, altered or used for industrial manufacturing and all other purpose.

**Sanitation Requirements:**

No building or structure, the major portion of which consists of a basement, shall be used or occupied for living and/or sleeping quarters by human beings.

**MINIMUM SETBACK REQUIREMENTS:**

All construction work shall be in line with other buildings on the same street. Corner prosperities shall maintain the building line on both streets.

All improvements, except fences, shall be a minimum of four (4) feet off side property lines and a minimum of one (1) foot off the alley. Rear property lines, which abut another property, shall maintain the four (4) foot setback.

Fences may be line fences, but must be on the applicant's side of the property. Fences on corner properties shall not obstruct the view of traffic. Fences over four (4) feet in height shall be reviewed and approved on an individual basis by the Planning Commission. The rough side of the post must face the inside of the property; smooth side is the face the outer side of the property.

The completed structure shall be used only for the purpose applied for and for no other purpose.

It is the property owner's responsibility to accurately determine property lines.

Storm water drainage must be controlled both during and after construction.

**Storage sheds must be on a concrete slab, bolted down.**

Garages shall be for the storage of private cars for the use of the occupant(s) of the building on the premises.

The plot plan, on which is to be shown all existing buildings and the location of the proposed construction, in Section X of this application is a part of the application and should be shown accurately.

**A complete set of plans must accompany all applications for new construction, major additions and alterations. The plans shall be a part of the application and are not returnable. Labor and Industry's approval and permit numbers MUST accompany plans for structures requiring approval of the Department of Labor and Industry.**

Plans requiring approval under provisions of Act 222 shall be submitted to the Department of Community Affairs.

All construction in the existing fire zone of the City of Connellsville must be of fire resistant materials.

No work shall be started on the proposed improvement until the City Engineer has approved the application and, where applicable, by the Code Enforcement Officer.

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A permit to open the street and sidewalk for installing any utility line must be obtained from the City Clerk's Office. Tunneling and excavation under the street and sidewalk is not permitted.

Gutters and downspouts are not permitted to be connected onto the sanitary sewer.

LERTA Applications for commercial or industrial construction must be completed.

Application for a variance or non-conforming use must be completed when requesting a variance or non-conforming use in a residential zone. FEE of variance is \$325.00 plus cost of building permit.

**Permits will become null and void if construction and improvements are not commenced within 180 days from the date the permit is issued unless a request for an extension is submitted and granted. Said request must be submitted in writing and must state justifiable cause as to the need for an extension.**

All grades and elevations on construction must be made under the approval and inspection of the City Engineer.

**FEES:**

Building Permit fees are \$25.00 for the first \$5,000.00 cost of improvements.

Anything over \$5,000.00 is \$2.00 for every thousand after.

**Example:**

Improvement Cost \$26,000.00 cost of permit - \$67.00.

**CITY OF CONNELLSVILLE  
CONNELLSVILLE PENNSYLVANIA  
APPLICATION FOR BUILDING PERMIT**

A- \_\_\_\_\_

**\*Important\*** Applicant to complete all applicable section. Please read the Planning Commission guideline carefully before completing.

Location of Building:

Street \_\_\_\_\_

Between \_\_\_\_\_ Street and \_\_\_\_\_

Lot(s) Size \_\_\_\_\_ Map No. \_\_\_\_\_

Zoning \_\_\_\_\_ Ward \_\_\_\_\_

**Identification:**

Owner of Property \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Contractor doing work \_\_\_\_\_

**I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD OF THE PROPERTY AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF CONNELLSVILLE AS WELL AS APPLICABLE STATE AND FEDERAL LAWS.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**Type of Improvements**

New Construction	_____	Size	_____
Addition	_____	Size	_____
Alteration	_____	Size	_____
Repair	_____	Size	_____
Other Specify	_____	Size	_____

**If new construction, number of stories \_\_\_\_\_ a set of plans must be submitted with all applications for new construction. Plans are a part of the application and are not returnable.**

**If addition or alteration state type of room to be added or type of alteration.**

**Proposed Use Residential:**

One family room	_____	Carport	_____	Type of Fence	_____	Garage	_____
Two or more family home	_____	Storage shed	_____	Number of Units	_____		
Patio	_____	Above ground swimming pool	_____	Other specify	_____		
Building to be heated by	_____			No. of bathrooms	_____		

**Proposed Use Non-Residential**

Non-Residential - Describe in detail the proposed use of building, including size:

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**Other Proposed Use:**

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**\*\*SEE ATTACHED APPLICATION TO THE ZONING HEARING BOARD\*\***

**Principal Type of Frame:**

Masonry            \_\_\_ Aluminum Siding            \_\_\_\_\_ Wood Frame            \_\_\_ Metal            \_\_\_\_\_  
Structural Steel            \_\_\_ Reinforced Concrete            \_\_\_\_\_ Other Specify            \_\_\_\_\_

**Setback Requirements:**

Right Side Property Line \_\_\_\_\_ FT.

Left Side Property Line \_\_\_\_\_ FT.

Front Building Line \_\_\_\_\_ FT.

Alley Line \_\_\_\_\_ FT.

ALL NEW CONSTRUCTION OR ADDITION SHALL BE IN LINE WITH THE OTHER BUILDINGS ON THE SAME STREET.

**Cost:**

Total estimated cost of improvements: \$ \_\_\_\_\_

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**FOR OFFICE USE ONLY**

FEE PAID \$ \_\_\_\_\_ Initials of person receiving money \_\_\_\_\_

DATE PAID \_\_\_\_\_

BUILDING PERMIT NO. B- \_\_\_\_\_

BUILDING PERMIT ISSUED \_\_\_\_\_

**Application for Addendum for Building Permit available upon request in Administrative Office.**

Application for Tax Exemption under Local Economic Revitalization Tax Assistance Act available in Administrative Office upon request and **MUST BE SUBMITTED BEFORE CONSTRUCTION BEGINS.**

**SITE OR PLOT PLAN:**

**REAR OF PROPERTY**

**FRONT OF PROPERTY**

REVIEW BY CITY ENGINEER:

Plans and Applications have been reviewed and approved by the City Engineer.

Comments

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City Engineer

**REVIEW BY CODE ENFORCEMENT OFFICER:**

Plans and Application have been reviewed and approved by the Code Enforcement Officer.

Comments:

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\_\_\_\_\_  
Code Enforcement Officer

**FOR USE OF THE PLANNING COMMISSION:**

NOW, \_\_\_\_\_ 20\_\_\_\_\_, the above application was presented to the Planning Commission for consideration. After review of the application any accompanying plans, the Planning Commission of the City of Connellsville hereby approves/denies the application. This application is subject to all provisions, covenants and conditions contained in the application and the guidelines of the Planning Commission as set forth in the application.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

ADDITIONAL CONDITIONS OF THE PLANNING COMMISSION:

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**CITY OF CONNELLSVILLE  
CITY CLERK'S OFFICE  
MUNICIPAL BUILDING  
CONNELLSVILLE, PA 15425  
724-628-2020**

1. Application for \_\_\_\_\_ Variance \_\_\_\_\_ Non-conforming use \_\_\_\_\_

2. Name and Address of Applicant: \_\_\_\_\_

3. Name and address of owner of property: \_\_\_\_\_

4. Description and address of property to be affected by proposed change: \_\_\_\_\_

5. Zoning Classification of Property: \_\_\_\_\_

6. Present use of Property: \_\_\_\_\_

7. Proposed use of Property: \_\_\_\_\_

8. Reasons applications should be granted: \_\_\_\_\_

9. Description of improvements and/or use: \_\_\_\_\_

10. Attach plot plan of property, indicating size of lot and location and size of improvements thereon.

11. The Undersigned does hereby make application to the Zoning Hearing Board of the City of Connellsville as indicated and testify that the information contained herein is true and correct.

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

\$ Filing fee received: \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_

Zoning Board Hearing scheduled \_\_\_\_\_

Request \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Restriction: \_\_\_\_\_

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