

# **BOROUGH OF FOX CHAPEL**

## **PROCEDURES AND REQUIREMENTS** **FOR OBTAINING A BUILDING PERMIT**

1. Applicant must submit a Notice of Proposed Environmental Disturbance Application Package (Application) to the Environmental Advisory Council (EAC) for review. The review process consists of obtaining a recommendation from the EAC and approval or denial from Borough Council. The EAC meets the second Monday of each month and Borough Council meets the third Monday of each month. In order to be placed on the agenda the Application must be received at least twenty-eight (28) days prior to the EAC meeting date. All sections of the Application must be completed and all information requested by the Application must be submitted in the required format along with the Application Fee. The EAC will review the Application at its meeting and recommend that Borough Council approve or deny the Application. Borough Council then reviews the Application and either approves or denies the Application. The Applicant will be notified by the Borough of Council's decision. If approval is granted, the applicant should proceed with Step No. 2. If Council denies the Application, or approves it with conditions, an appeal may be taken to the Zoning Hearing Board within thirty (30) days.

NOTE: If no environmental disturbance as defined by the Fox Chapel Natural Resources Assessment and Protection Ordinance of 2011 (NRO) is to be undertaken the submittal of the Notice of Proposed Environmental Disturbance Application may not be required. Please check with the Borough's Building Code Official early in the planning process. If it is determined that the Application is not necessary the application for building permit must include a current site plan showing the dimensions of the lot, boundary lines, easements, right-of-ways, building setback lines, all utilities including the sanitary sewer location and the size and location of the new construction and existing structures on the site and the structure's distance from lot lines. The Building Code Official may waive or modify the site plan requirement when the permit application is for an alteration or a repair or if the waiver is warranted for other reasons.

2. Applicant must complete and return the following Borough application forms and other information, as applicable:
  - Approved notice of Proposed Environmental Disturbance Application or site plan complying with Step No. 1
  - Application for Building/Zoning Permit
  - Zoning Certificate of Compliance Application
  - Workers' Compensation Insurance Addendum
  - Municipal Contractor Registration Form
3. The Building Code Official will check the Application for completeness and shall grant or deny the permit application, in whole or in part, within 15 business days (30 days for commercial building permit applications) of the filing of a complete application. The

Building Code Official and the applicant may agree in writing to extend the deadline by a specific number of days. If the permit application is denied the applicant will be notified in writing of the reasons for denial. If the permit application is approved, the applicant will be notified and the permit will be issued upon receipt of all required fees, e.g., building permit fee, driveway permit fee, sanitary sewer tap-in fee, actual cost incurred by the Borough, etc.

4. Once the building permit is issued the permit holder should follow the required procedures contained in the Borough of Fox Chapel Building Permit Inspection Schedule.
5. The Building Code Official will issue a Certificate of Occupancy within 5 business days after the approved occupancy/final inspection has been performed. **No building, or portion of a building, may be used or occupied without a Certificate of Occupancy issued by the Building Code Official.**

BUILDING CODE REQUIREMENTS WHICH EQUAL OR EXCEED THE REQUIREMENTS OF THE COMMONWEALTH OF PENNSYLVANIA UNIFORM CONSTRUCTION CODE.

- Sanitary building sewer (sanitary sewer lateral) must be installed in accordance with the Borough of Fox Chapel Rules & Regulations Governing House or Building Sanitary Sewer Connections and must be inspected by both the Allegheny County Health Department and the Borough.
- Radon Control is required for additions and new construction. A sub-slab depressurization (passive) system in accordance with Appendix F of the 2018 International Residential Code is required.
- Footings; All concrete footings shall be reinforced concrete and the edge thickness shall not be less than 8 inches. Reinforcement shall not be less than two 5/8-inch diameter bars or three 1/2-inch diameter bars.