

Instructions for Accessory Buildings. (Storage Sheds and Garages)

***Required Fields**

***Applicant :** Full name and mailing address with a minimum of one contact number.

Owner : Only needed if different than the above applicant.

***Contractor :** Name of person or company who will perform the construction duties of said building. Complete address and a minimum of one contact number is required. If work is to be performed by owner/applicant then put **self** on this line.

***Location :** Physical address where building will be built.

Subdivision : If known (i.e. Deer Run, Oak Farms, etc...)

Parcel : If known

Zoning : Determined by Community Development Department.

Tax Map Number : Starts with 55 and can be found on your property tax documents.

Size of Lot : Length & width dimensions of subject property in feet.

Deed Book : Not applicable.

Volume : Not applicable.

Owned Since : Date of purchase of subject property by current owner.

***Type of Sewage :** Check appropriate box. On lot refers to septic tanks, sand mounds, etc... Public is serviced by P.T.S.A. or another municipal service.

***Type of Water :** Check applicable box. Private refers to wells, cisterns, etc... Public is serviced by M.A.W.C. etc...

***Project Description :** Under residential check either box # 04 for a garage or box # 07 for shed.

***Cost of Improvement :** This is the total cost of materials and labor to bring project to a completed state.

***Building Measurements:** These are the finished building measurements in feet.

***Square Footage of Proposed Structure :** Multiply buildings finished length by it's finished width to arrive at this measurement in square feet.

***Plot Plan :** This is a detailed and accurate drawing (may be hand drawn) of the subject property that shows all property lines and dimensions, all building locations and dimensions, all accessory structures and dimensions along with proposed building location on lot with dimensions from building location to lot lines and existing structures. **These dimensions must be accurate.**

Two Complete Sets of Building Plans : Please provide a construction drawing of the building.

***Copy of Deed for Property :** If deed is not available, proof of ownership in the form of property tax receipt is acceptable.

Copy of Workers Compensation Insurance : If a contractor with employees will be performing work on the building, proof of insurance will be required.

Completed Excavation Permit : After review of completed building permit, you will be notified if this step is necessary.

Impact Fee : Not applicable.

PA One Call Serial # : Before any excavation work is performed, you should notify them at the listed number. They in turn will give you a call serial number, record it here.

***Application must be signed and dated to be considered complete.**

No application will be processed without the required fields completed.

Following is the township ordinance pertaining to accessory structures # 190-36.

C. Coverage for accessory structures. Accessory structures to residential dwellings such as tool sheds or detached garages shall not exceed 30% of the total area of the rear yard, measured between the side yards, the rear wall of the dwelling and the rear property line.

D. A detached minor garage, minor parking area (or carport), garden toolhouse or any other allowable accessory structure may be located within the rear yard in any district, provided that such accessory structure is located not less than 10 feet from the side or rear lot lines and not closer to a street line than the required building setback line and provided, further, that such accessory structure shall not occupy more than 30% of the area of the required rear yard. With regard to garden toolhouses, the minimum separation from side and rear lot lines shall be five feet, provided that the side wall of the structure does not exceed six feet in height and the structure does not exceed 100 square feet in total floor area; otherwise, such toolhouses shall not be placed in required yard areas.

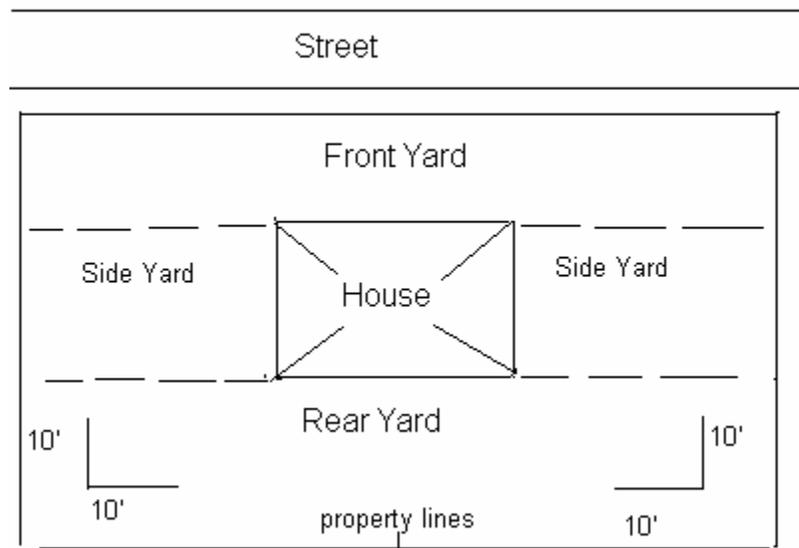
E. No permanent accessory structure shall be constructed in any easement or right-of-way.

F. No part of a yard or other open space required around any building for the purpose of complying with the provisions of this chapter shall be included as a part of a yard or other open space similarly required for another building.

Permit Fees for Accessory structures are as follows:

\$50.00 Issuance

.20 per square foot



***Applicants whose property is located on a corner lot should contact the Community Development Department directly at 724-744-2171.**

PENN TOWNSHIP

BUILDING PERMIT APPLICATION

Both sides of application to be completed

APPLICANT		
NAME _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE () _____		
ALTERNATE PHONE () _____ CELL PHONE () _____		
FAX () _____ PAGER () _____		

OWNER (IF SAME AS APPLICANT CHECK <input type="checkbox"/>)		
NAME _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE () _____		
ALTERNATE PHONE () _____ CELL PHONE () _____		
FAX () _____ PAGER () _____		

CONTRACTOR (IF SAME AS APPLICANT CHECK <input type="checkbox"/>)		
NAME _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE () _____		
ALTERNATE PHONE () _____ CELL PHONE () _____		
FAX () _____ PAGER () _____		

LOCATION		
PROPERTY LOCATED AT _____ CITY _____ ZIP _____		
BETWEEN _____ AND _____		
(Cross Street) (Cross Street)		
SUBDIVISION _____ PARCEL # _____ ZONING _____		
TAX MAP # 55- _____ - _____ - _____ - _____ SIZE OF LOT _____		
DEED BOOK _____ VOLUME _____ OWNED SINCE _____		

<u>TYPE OF SEWAGE</u>	<u>TYPE OF WATER</u>
<input type="checkbox"/> ON LOT	<input type="checkbox"/> PRIVATE
<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PUBLIC
<input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NOT APPLICABLE
<u>SEWAGE VERIFICATION REQUIRED AT TIME OF BUILDING PERMIT ISSUANCE</u>	

PROJECT DESCRIPTION

RESIDENTIAL

- 01 HOUSE
- 02 ADDITION
- 03 REMODELING
- 04 GARAGE
- 05 PORCH, PATIO, DECK
- 06 SWIMMING POOL
- 07 SHED OR STORAGE

COMMERICAL (BUSINESS)

- 10 BUILDING
- 11 ADDITION
- 12 REMODLING

(INDUSTRIAL)

- 20 BUILDING
- 21 ADDITION
- 22 REMODELING

OTHER

- 60 CELL TOWER
- 60 TANK
- 60 MISC. (DESCRIBE) _____
- 60 EXEMPT BUILDING _____
- 70 DEMOLITION

COST OF IMPROVEMENT _____

BUILDING MEASUREMENTS

Length _____
 Width _____
 Height _____

SQUARE FOOTAGE OF PROPOSED STRUCTURE

BASEMENT _____
 1ST FLOOR _____
 2ND FLOOR _____
 DECK _____
 GARAGE _____
 OTHER ENCLOSED AREAS _____

TOTAL _____

IN ADDITION TO THIS APPLICATION THE FOLLOWING IS REQUIRED

- _____ PLOT PLAN (must match building plans for proposed structure)
- _____ Two complete sets of building plans
- _____ Copy of Deed for property
- _____ Copy of Workers Compensation Insurance (If applicable)
- _____ Completed excavation permit application (If applicable)
- _____ Impact fee calculation and participation agreement (If applicable)
- _____ **PA ONE CALL serial #** _____
(1-800-242-1776)

Building permit fee is to be paid when permit is issued

Applications that are incomplete or that do not contain all the requested information will be rejected until the requested information or documentation is received. All building permits require a **FIFTEEN DAY (15) review time from the date that the application is complete.**

Please note!

*Construction hours in Penn Township are from 7:00 AM to 9:00 PM.
 The burning of construction materials is prohibited in Penn Township.*

Signature of Person Completing This Form DATE _____/_____/_____