

THE BOROUGH OF SEWICKLEY
APPLICATION FOR AN OCCUPANCY/USE PERMIT



Date: _____ \$100 Fee Paid - Check # _____

Block/lot #: _____ Zoning district: _____

Applicant name: _____ Phone: _____

Applicant address: _____

City _____ State _____ Zip _____

Applicant Email: _____

Property owner name: _____ Phone: _____

Property owner address: _____

City _____ State _____ Zip _____

Property owner Email: _____

Location of property: _____

Current/prior use of the building/land: _____

Proposed use of the building/land: _____

Description of the Alterations: _____

Estimated Cost: \$ _____

Number of Employees: _____ Number of Parking Spaces: _____

Additional information may be required to determine compliance with all Borough Zoning and Building Codes.

The above information is true and correct. I hereby agree that all applicable provisions of the borough codes will be complied with, as well as the requirements from the municipal water and sewage authority and the PA Department of Labor and Industry, whether specified or not.

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FEE: \$100

Note: No commercial structure is permitted to be Occupied prior to issuance of an Occupancy Permit from the Borough of Sewickley Building Department.

1. All permit applications must be completed before it will be reviewed for Zoning and Building Code compliance. Block & Lot information and copies of the Zoning Ordinance are available at the Borough Manager's Offices.
2. Where construction or alterations will be done, a **building permit application must be submitted. Three (3) sets of building plans and/or specifications are to be submitted** with the application for additions, new structures and commercial projects. All applications must include drawings and specifications signed and sealed from a licensed architect or engineer. All work must comply with the 2015 International Building Code (Ordinance 1300) & the Uniform Construction Code.
3. The Permit Agreement must be signed by the OWNER of the property. The Permit Agreement must be notarized, if the owner is not the applicant and the owner is not able to sign the Permit Agreement in the presence of the Building Official.
4. PA State statute allows up to 30 business days for review of complete building permit package.
5. If the work described in any Building Permit has not begun within ninety (90) days from the date of issuance thereof, said Permit shall expire and be cancelled. If the work described in any building has not been substantially completed within two years of the date of issuance thereof, said permit and any other zoning relief shall expire and be cancelled. Applicant shall have 10 days to apply for renewal of zoning relief and issuance of new building permit.
6. A property inspection for compliance with all Borough Building and Zoning Codes is required prior to occupancy of any structure. Elevator inspections require coordination with the PA Department of Labor & Industry.
7. All Businesses must register with the local tax/license office Berkheimer (412) 881-3075
8. All signage must be approved through the issuance of a Sign Permit. A copy of the applicable ordinance and permit application is available upon request.

NOTE: This list is not all inclusive. The Borough of Sewickley reserves the right to add, delete, and change these requirements. Additional information and approvals may be required by the Building Department in order to approve and issue any Permits.

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In consideration of the issuance by the Borough of Sewickley of a Building or Zoning Permit to the undersigned applicant, the applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in inspecting work of the applicant, employees of the Borough are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Borough pursuant to the police power of the Borough, 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. The Applicant further acknowledges that it will not be possible for the Borough to review every aspect of Applicant's work. Accordingly, neither the Borough 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 Borough's review or inspections.

The Applicant agrees to defend, hold harmless and indemnify the Borough, 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 Borough's review or inspection of the Applicant's design, engineering or work or issuance of a permit or permits, or relating to the design, engineering or work done by the Applicant's employees, agents, independent contractors, subcontractors or any other persons or entities performing work pursuant to the issuance of the Building or Zoning permit by the Borough.

Furthermore, the applicant is hereby informed that any violation(s) of the Building Code or the Zoning Code for the Borough of Sewickley is subject to fines and penalties as stated in the applicable ordinance(s).

DATE: _____

APPLICANT SIGNATURE

DATE: _____

DATE: _____

PROPERTY OWNER(S) SIGNATURE
(must be notarized if the property owner is not the applicant)

PERMIT #

DATE ISSUED