

A CITIZENS GUIDE TO APPLYING FOR A BUILDING AND ZONING PERMIT FOR NEW RESIDENTIAL CONSTRUCTION AND BUILDING ADDITIONS IN THE BOROUGH OF HOLLIDAYSBURG

FOUR (4) STEPS:

1. Compliance with Zoning Regulations

- A. **Historic District Designation** - Please consult with the Borough Zoning Administrator to determine if the property for which you are applying is located in the Borough of Hollidaysburg Historic District. Or, you can visit the Borough's website (www.hollidaysburgpa.org) and reference the Borough Zoning Map to determine Historic District designation.
1. If the property is located in the Historic District and contains a contributing or significant structure, a Certificate of Appropriateness must be obtained prior to any repairs, renovations, or remodeling to the exterior of the structure. Also, a Certificate of Appropriateness must be issued for any new construction within the Historic District.
 2. Contact the Zoning Administrator for information on applying for a Certificate of Appropriateness.
- B. **Plot Plan or Lot Survey** - Permit applicants must submit a drawing of the lot that shows its dimensions, existing structures, and proposed structure (including its distance from property lines or other structures). The street address should also be clearly visible.
1. The plot plan makes it possible to determine the distance of any proposed addition or structure to any BUILDING LINE or PROPERTY LINE, in order to comply with height and yard setback requirements.
 2. It is the responsibility of the applicant to provide the plot plan when applying for a Residential Building and Zoning Permit.
 3. The plot plan does not have to be drawn by a certified architect or engineer. However, distances on the plot plan must be accurate, drawings must be clear and writing must be legible. In some cases, it may be necessary for a surveyor to accurately determine property lines.

2. Compliance with Pennsylvania Uniform Construction Code

- A. The Pennsylvania Uniform Construction Code, adopted by Borough Ordinance 799 in 2004, ensures the strength, stability and safety of the structure by regulating the size and spacing of beams, floor joists, headers, rafters, etc.
- B. **THREE (3) SETS OF CONSTRUCTION PLANS, DRAWINGS, OR BLUEPRINTS** must be submitted with the Building Permit Application in conformance with Ordinance 799.
 - 1. Plans, drawings or blueprints need not be prepared by an architect or engineer, but must be drawn clearly, accurately to scale, and with sufficient detail. Sketches and doodles cannot be accepted.
 - 2. **Details that must be shown:**
 - A. Footer - size of the footer which must be below the frost line of thirty-six (36") inches; reinforcing size and spacing as required.
 - B. Foundation Wall - size of block, course height, reinforcing as required, anchor bolts size and spacing.
 - C. Floor Joists - size and spacing of floor joists.
 - D. Floor Sheathing - type and thickness.
 - E. Walls - type of construction of walls, such as 2 x 4 wood stud spacing; interior finish, such as 5/8" gypsum board.
 - F. Walls, Exterior Coverings - exterior covering of walls, such as brick or siding.
 - G. Floor or Wall Beams - size and material of any beam supporting floors or walls.
 - H. Doors, Windows (headers or lintels) - size and type of header or lintel over any opening such as doors or windows.
 - I. Rafters - size, space of rafters, and type of wood.

- J. Ceiling Joists - size and spacing of ceiling joists.
- K. Roof - pitch or slope of the roof and type of roof sheathing; type of covering shingles, etc.
- L. Roof or Floor Trusses - size and spacing of roof or floor trusses; pre-manufactured truss details.
- M. Elevations - front, side and rear elevations
- N. Energy Requirements (Res-Check calculations - see www.energycodes.gov or provide required energy specifications.)

3. Residential Building and Zoning Permit Fees

- A. Plan review for residential construction is provided free of charge.
- B. The Zoning Permit fee is based upon the square footage of the new construction.

0 - 100 square feet:	\$25.00
101 - 500 square feet:	\$50.00 + \$.10/square foot
501 - 2,500 square feet:	\$100.00 + \$.10/square foot
2,501 and over:	\$150.00 + \$.10/square foot

Example: 2,100 square foot new house:

$$\$100.00 + \$210.00 (2,100 \times \$.10)$$

$$= \$310.00 \text{ Zoning Permit fee}$$

- C. The Building Permit fee is based upon several factors such as the square footage of the new construction and the number of bedrooms. There are other additional items such as swimming pools and hot tubs that may increase the cost of your Building Permit. A total Building Permit fee will be calculated following plan approval. You will be notified of the Building Permit fee at the same time you are notified of plan approval.

In general, projects on the interior of an existing structure will require only a Building Permit. New construction, and work to the exterior of a

structure generally will require both a Zoning Permit and a Building Permit.

*** Please note the Building Permit fee is separate from the Zoning Permit fee and does not include permit fees for plumbing, electrical and mechanical inspections.***

- D. All permit fees are due at the time of permit issuance.
- E. Checks are made payable to the Borough of Hollidaysburg.

4. Required Inspections

- A. Upon issuance of the Residential Building Permit, you will be given the name of and telephone number of the Borough's Building Code Inspector. Please contact the Building Code Inspector as soon as possible to discuss your project and the necessary inspections. Contacting the Building Code Inspector prior to commencement of the permitted construction will ensure that inspections are scheduled in a timely manner.
- B. **Issuance of Certificate of Occupancy** - Under the Pennsylvania Uniform Construction Code, any new construction, whether it be an addition to an existing structure or a completely new structure, requires a Certificate of Occupancy in order to be legally occupied. Following the approval of the final inspection, the Borough Building Code Official (not the Building Code Inspector) will provide you with a signed, original Certificate of Occupancy. It is important to keep this document for your records in order to prove your construction project is legally occupied and was constructed in conformance with the Pennsylvania Uniform Construction Code.