

# SHARPSVILLE BOROUGH ZONING/BUILDING PERMIT APPLICATION

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Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

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Name of Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

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Name of Property Owner (if different) \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

1. PURPOSE OF PERMIT: New Construction \_\_\_ Addition \_\_\_ Alteration \_\_\_ Change of Use \_\_\_  
Sign(s) \_\_\_ Fence \_\_\_ Roof \_\_\_ Pool \_\_\_ Other (specify) \_\_\_ Conditional Use \_\_\_

2. STRUCTURE USE \_\_\_\_\_

3. LOCATION: House Number and Name of Street \_\_\_\_\_  
Lot Number \_\_\_\_\_ Property ID Number \_\_\_\_\_

4. PROPERTY SIZE: Width \_\_\_\_\_ ft. Length \_\_\_\_\_ ft. Lot Area \_\_\_\_\_ sq. ft.

5. YARD DISTANCES: Front \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft. Sides \_\_\_\_\_ ft. And \_\_\_\_\_ ft.

6. DIMENSION OF PROPOSED BUILDINGS: Width \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.  
Area \_\_\_\_\_ sq. ft. No. of Stories \_\_\_\_\_

7. INTENDED USE OF BUILDING: Residence \_\_\_\_\_ Duplex \_\_\_\_\_ Apartment \_\_\_\_\_ Commercial (state  
type) \_\_\_\_\_ Garage or  
Carport \_\_\_\_\_ Number of vehicles \_\_\_\_\_ Other (specify) \_\_\_\_\_

8. ESTIMATED STARTING AND COMPLETION DATES:  
Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

9. COST OF NEW BUILDING OR IMPROVEMENT: Estimate \$ \_\_\_\_\_

10. ZONING DISTRICT \_\_\_\_\_

11. FLOOD PLAIN \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ MAP # \_\_\_\_\_

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I, the undersigned, do hereby certify that the above information and the accompanying plans and site are true and correct.

\_\_\_\_\_  
Date  
Fee Paid \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant  
Application and plans: approved    disapproved

\_\_\_\_\_  
Zoning District

\_\_\_\_\_  
Signature of Officer

NOTE: SITE PLAN MUST ACCOMPANY APPLICATION INDICATING:

- A. Length and width of lot, name of abutting streets and property owners.
- B. Distance from side, front, and rear property lines to existing and proposed structures, additions, garages, porches, decks, swimming pools, sheds, dimensions for front yards are from the building to the road right of way. Dimensions for side and rear are from the building to the property line.
- C. Dimensions of all existing and proposed structures, additions, porches, decks, pools, sheds, etc.

ANY CHANGES MADE AFTER THE ORIGINAL PLANS WERE APPROVED MUST BE RESUBMITTED TO THE PERMIT OFFICER.

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Code/Zoning Officer Use:

# PLOT PLAN

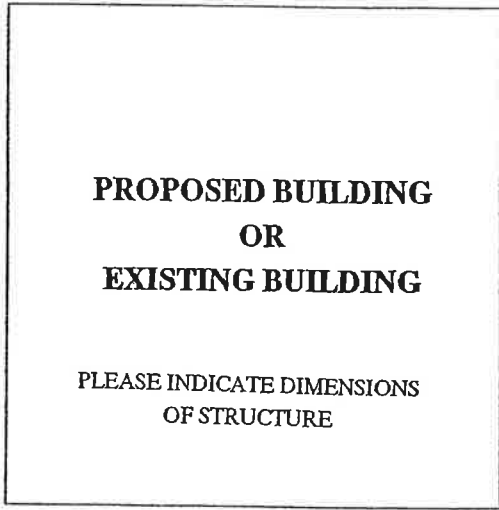
Adjoining Building

Rear Lot Line \_\_\_\_\_ Feet

Side Lot Line \_\_\_\_\_ Feet

Side Lot Line \_\_\_\_\_ Feet

ON **BOLD** LINES, PLEASE INDICATE THE DISTANCE TO THE PROPERTY LINE AND TO STRUCTURES ON ADJOINING PROPERTY



Adjoining Building

Adjoining Building

Front Lot Line \_\_\_\_\_ Feet

Building Permit # \_\_\_\_\_

## Plan Review and Liability Disclaimer

**Richardson Inspection Services, LLC. recommends that all projects be prepared by a design professional. The intent of the plans review process is to direct the applicant to the applicable code sections pertaining to his project to ensure that upon installation the project will conform to the PA Uniform Construction Code or “UCC”. Richardson Inspection Services, LLC. does not guarantee or assume any responsibility for the application of the information provided by the plans review process. It is the responsibility of the persons performing the work to ensure that all the provisions of the UCC that pertain to your project are met prior to calling for an inspection. Richardson Inspection Services, LLC. has been hired as the Building Code Official by the municipality and represents only the municipality. Richardson Inspection Services, LLC. does not represent the owner of the property and is not working for the owner of the property.**

**Richardson Inspection Services, LLC. (or any of its employees or subcontractors charged with the enforcement of this code), while acting for the municipality in good faith and without malice in the discharge of the duties required by the UCC or other pertinent law or ordinance, shall not thereby be rendered liable. Richardson Inspection Services, LLC. is hereby relieved from liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of its official duties unless otherwise provided by law.**

**I hereby certify as the owner that the proposed work is authorized.**

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**Applicant/Owner Signature**

**Date**

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**Print Name**

**Site Address**

# PROCEDURE FOR BUILDING PERMITS

Richardson Inspection Services, LLC.  
2879 Mercer Butler Pike (Rte. 258)  
Grove City, PA 16127

When applying for a Building Permit from Richardson Inspection Services, LLC. the following items are needed for submittal.

1. **Building permit application** (available on website: [applications/procedures](#))
2. **Check for \$55.00 Residential or \$95 Commercial for your plan review fee** (payable to Richardson Inspection Services, LLC.)
3. **2 sets of plans** (see required plans for residential projects: [applications and procedures](#))
4. **Septic Permit** (if new home, adding a bedroom, or if system has been out of use for more than a year)
5. **Driveway permit** (if applicable -contact your Township or Borough)
6. **Zoning permit** (if applicable -contact your Township or Borough)
7. **Plan review and Liability disclaimer** (available on website: [applications and procedures](#))
8. **Workman's Comp** (Homeowners doing their own work are exempt)

## MUST INCLUDE TAX PARCEL # ON BUILDING PERMIT APPLICATION

After submitting these items your plan review will be processed and your permit available for pick up in **1-2 business days**. Note your inspection fees must be paid when picking up your permit. Your permit may be picked up at our drop-off location or the municipality depending on location.

Richardson Inspection Services, LLC. guarantees your inspections the next business day if your inspection is called in prior to 3:00 pm Monday thru Friday. Please be sure to schedule all inspection through the office at 724-406-0031.

If you need to reach Jeff, your inspector for code questions, you may contact him directly on his cell phone at 724-992-0401.

Should you have any question or need additional information please feel free to contact our office at 724-406-0031.

NOTE: When calling in your inspections the following information is required:

- Township or Borough or Building permit number
- Site Address
- Type of Inspection
- Your name and Phone number

\* Unfortunately, if all of the above mention items are not provided your inspection can not be guaranteed the next day.

## RESIDENTIAL REQUIRED INSPECTIONS

1. FOOTINGS
  - Set backs
  - Footings
  - Pre Slab Plumbing
  
2. FOUNDATION/SLAB
  - Foundation
  - Slab
  - Decay & Termite Protection
  
3. ROUGH IN MECHANICAL
  - Mechanical Equipment
  - Gas Supply
  - Venting
  - Air Duct
  
4. ROUGH IN PLUMBING
  - Water Distribution
  - Draining Waste & Vent
  - Water Service
  - Building Sewer
  
5. ROUGH IN ELECTRICAL
  - Service
  - Required Branch Circuits
  - Required Lighting & Receptacle Outlets
  - Cutting, Notching & Bored Holes
  - Swimming Pool
  
6. ROUGH FRAMING
  - Floor/Ceiling
  - Wall
  - Roof
  - Sheathing
  
7. FINAL MECHANICAL
  - Equipment & Appliance Installation
  
8. FINAL PLUMBING
  - Plumbing Fixtures
  - Kitchen
  - Bathroom
  - Laundry/Basement
  
9. FINAL ELECTRICAL
  - Devices & Fixtures
  - Appliance Installation
  - Swimming Pool
  
10. FINAL BUILDING
  - Roof Covering
  - Safety
  - Interior & Exterior Final Covering

\*\*\*PLEASE CALL (724) 406-0031 AT LEAST 24 HOURS PRIOR TO NEEDING AN INSPECTION.\*\*\*

## RICHARDSON INSPECTION SERVICES L.L.C.

### PROCEDURE FOR STORM WATER PERMITS FOR PROJECTS WITH IMPERMEABLE SURFACES BETWEEN 2,500 and 5,000 s/f

When submitting for a storm water permit from Richardson Inspection Services, LLC. The following items are required.

1. Completed Storm water application and site analysis questions
2. Check for \$ 55.00 (Residential) for your plan review fee
3. Zoning Certificate (if applicable)
4. 2 sets of site plans

Note: The Site Plan for your project may be drawn up by hand. Please include **ALL** of the following information on the plan. (You may modify a copy of a site plan submitted for Zoning approval if applicable)

1. All property boundary lines
2. Identify and provide the area/size of all existing and proposed structures/impervious areas (including driveways, patios, porches etc.) with distances to lot lines.
3. Describe the grade/topography...flat, gentle slope, moderate slope, steep slope etc.
4. Show any/all wetlands, swales, streams etc. and distances to each
5. Describe/show existing vegetated or wooded areas and distances to each
6. Show any existing storm drains, ditches etc. and distances to each

After submitting, your plan review will be completed and your permit available for pick up in **1-2 business days**. Note your inspection fees must be paid when picking up your permit

Richardson Inspection Services, LLC. guarantees your inspections within 24 hours. If your inspection is called in by 3:00 pm it will be guaranteed for the following business day. Please be sure to call the office at 724-406-0031 to schedule all inspections.

If you need to reach Jeff, your inspector for code questions, you may contact him directly on his cell phone at 724-992-0401.

Should you have any question or need additional information please feel free to contact our office at 724-406-0031.

NOTE: Office hours: Mon-Fri 8:30-3:00

RICHARDSON INSPECTION SERVICES LLC  
STORM WATER MANAGEMENT SMALL PROJECTS  
APPLICATION  
AND WORKSHEET

Date: \_\_\_\_\_

Municipality \_\_\_\_\_ County: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #. \_\_\_\_\_ Cell # \_\_\_\_\_

**Project analysis questions**

- 1. Is your property subject to any flooding or does it have a high water table. \_\_\_\_\_
- 2. Are there any water features on the property...streams, ponds etc. \_\_\_\_\_
- 3. Are there any natural drainage features ie...depressions, swales etc. \_\_\_\_\_
- 4. Describe the existing landscape...meadow, wooded, rocky scrub. \_\_\_\_\_
- 5. Describe the topography of the site...flat, gentle, moderate or steep slope \_\_\_\_\_
- 6. Describe the soils and their permeability...poorly drained, well drained, sand, clay, gravel or any combination of the above \_\_\_\_\_
- 7. Are you installing an impermeable driveway ie...paved or concrete \_\_\_\_\_

The Small Projects Application was designed to assist individuals constructing improvements of impervious surfaces (surfaces that do not infiltrate water, i.e. rooftops driveways, sidewalks, etc.) a method for determining if control measures are required to be implemented to comply with the SWM Ordinance.

- Step 1: Determine the length (in feet) and width (in feet) of the proposed improvement and insert into the "Length" and "Width" columns under the respective "Surface Type." If the "Surface Type" is not listed use "Other" and list the improvement type. Irregular surfaces will require additional mathematical equations not listed in the application or the examples.
- Step 2: Multiply the length times the width and insert that number into the "Impervious Area (ft<sup>2</sup>)" column. This number will be in square feet.
- Step 3: Add the numbers in the "Impervious Area (ft<sup>2</sup>)" column and insert the total number of square feet in the "TOTAL IMPERVIOUS AREA" box.
- Step 4: If the "TOTAL IMPERVIOUS AREA" is:
- 2,500 square feet or less your project is exempt and you can proceed with construction as planned (see Example #1),
- 2,500 square feet to 5,000 square feet you are required to submit the application to the municipality, along with details on how you will manage the increase in runoff (implement volume controls) (see Example #2)
- 5,000 square feet or more your project requires a SWM Plan prepared by a Pennsylvania Registered Design Professional experienced in the design of such control measures and to the requirements of the Stormwater Management Ordinance.
- Step 5: If credit will be taken for DIA (Disconnected Impervious Area), list the "Qualifying Surfaces" obtain the square footage of the impervious area by multiplying the length times the width (see Example #2).
- Step 6: Subtract the "DIA CREDITS" from the "TOTAL IMPERVIOUS AREA" and insert this number in the "TOTAL AREA TO BE MANAGED BY BMP'S" box.
- Step 7: Multiply the number in the "TOTAL AREA TO BE MANAGED BY BMP'S" box by 0.20 (20 %) and insert that number into the "SURFACE AREA OF BMP'S (ft<sup>2</sup>)" box. This number will be in square feet



## SMALL PROJECT APPLICATION SWM PLAN WORKSHEET

Surface Type-Description	Length	×	Width	=	Impervious Area (ft <sup>2</sup> )
Building		X		=	
		X		=	
Garage		X		=	
		X		=	
Driveway		X		=	
		X		=	
Other Parking Areas		X		=	
		X		=	
Patios or Sidewalks		X		=	
		X		=	
Other		X		=	
<b>"TOTAL IMPERVIOUS AREA"</b>				=	
<p><i>If the "TOTAL IMPERVIOUS AREA" is 2,500 Square Feet or less your project is exempt.</i></p> <p><i>If the "TOTAL IMPERVIOUS AREA" is 2,500 Square Feet to 5,000 Square Feet your project requires this Small Project Application be submitted to the municipality and Volume Controls must be installed to meet the requirements of the <b>"SURFACE AREA OF BMP'S REQUIRED."</b></i></p> <p><i>If the "TOTAL IMPERVIOUS AREA" is greater than 5,000 Square Feet your project requires a Stormwater Management Plan prepared by a Pennsylvania Registered Design Professional experienced in the design of such control measures and to the requirements of the Stormwater Management Ordinance.</i></p>					
<b>REQUIREMENTS FOR USE OF Disconnected Impervious Area (DIA) CREDITS</b>					
<p><i>1. <b>Rooftop area</b> draining to a downspout must be 500 sq. ft. or less,</i></p> <p><i>2. Discharge must be to an area with positive slope of 5% (one foot of fall per twenty feet of length, 20:1) or less, and a</i></p> <p><i>3. Minimum distance of 75-feet from a watercourse or down slope property line.</i></p>			<p><i>1. <b>Paved area</b> (drives) draining to a point must be 1000 sq. ft. or less,</i></p> <p><i>2. Discharge must be to a gravel strip or spreading device, and the</i></p> <p><i>3. Flow length of the pervious surface must be greater than or equal to the contributing length.</i></p>		
<b>DIA CREDITS TO BE SUBTRACTED FROM "TOTAL IMPERVIOUS AREA"</b>					
Qualifying Surfaces	Length	×	Width	=	
		X		=	-
		X		=	-
		X		=	-
		X		=	-
<b>TOTAL AREA TO BE MANAGED BY BMP'S</b>				=	
<b>20% CONVERSION TO BMP</b>				×	0.20
<b>"SURFACE AREA OF BMP'S REQUIRED" (ft<sup>2</sup>)</b>				=	

**SMALL PROJECT APPLICATION SWM PLAN WORKSHEET  
EXAMPLE #1**

Surface Type-Description	Length	x	Width	=	Impervious Area (ft <sup>2</sup> )
Building		x		=	
		x		=	
Garage	30'-0"	x	18'-0"	=	540
		x		=	
Driveway	31'-0"	x	10'-0"	=	310
		x		=	
Other Parking Areas		x		=	
		x		=	
Patios or Sidewalks		x		=	
		x		=	
Other		x		=	
		x		=	
<b>"TOTAL IMPERVIOUS AREA"</b>				=	850
<p><i>If the "TOTAL IMPERVIOUS AREA" is 2,500 Square Feet or less your project is exempt.</i></p> <p><i>If the "TOTAL IMPERVIOUS AREA" is 2,500 Square Feet to 5,000 Square Feet your project requires this Small Project Application be submitted to the municipality and Volume Controls must be installed to meet the requirements of the <b>"SURFACE AREA OF BMP'S REQUIRED."</b></i></p> <p><i>If the "TOTAL IMPERVIOUS AREA" is greater than 5,000 Square Feet your project requires a Stormwater Management Plan prepared by a Pennsylvania Registered Design Professional experienced in the design of such control measures and to the requirements of the Stormwater Management Ordinance.</i></p>					
<b>REQUIREMENTS FOR USE OF Disconnected Impervious Area (DIA) CREDITS</b>					
<p>1. <b>Rooftop area</b> draining to a downspout must be 500 sq. ft. or less,                  2. Discharge must be to an area with positive slope of 5% (one foot of fall per twenty feet of length, 20:1) or less, and a                  3. Minimum distance of 75-feet from a watercourse or down slope property line.</p>			<p>1. <b>Paved area</b> (drives) draining to a point must be 1000 sq. ft. or less,                  2. Discharge must be to a gravel strip or spreading device, and the                  3. Flow length of the pervious surface must be greater than or equal to the contributing length.</p>		
<b>DIA CREDITS TO BE SUBTRACTED FROM "TOTAL IMPERVIOUS AREA"</b>					
Qualifying Surfaces	Length	x	Width	=	
		x		=	-
		x		=	-
		x		=	-
		x		=	-
<b>TOTAL AREA TO BE MANAGED BY BMP'S</b>				=	0
<b>20% CONVERSION TO BMP</b>				x	0.20
<b>"SURFACE AREA OF BMP'S REQUIRED" (ft<sup>2</sup>)</b>				=	0

**SMALL PROJECT APPLICATION SWM PLAN WORKSHEET  
EXAMPLE #2**

Surface Type-Description	Length	x	Width	=	Impervious Area (ft <sup>2</sup> )
Building ( <i>Barn</i> )	40'-0"	x	30'-0"	=	1,200
		x		=	
Garage	30'-0"	x	25'-0"	=	750
		x		=	
Driveway	41'-0"	x	20'-0"	=	820
		x		=	
Other Parking Areas		x		=	
		x		=	
Patios or Sidewalks		x		=	
		x		=	
Other		x		=	
		x		=	
<b>"TOTAL IMPERVIOUS AREA"</b>				=	2,770
<p>If the <b>"TOTAL IMPERVIOUS AREA"</b> is 2,500 Square Feet or less your project is exempt.</p> <p>If the <b>"TOTAL IMPERVIOUS AREA"</b> is 2,500 Square Feet to 5,000 Square Feet your project requires this Small Project Application be submitted to the municipality and Volume Controls must be installed to meet the requirements of the <b>"SURFACE AREA OF BMP'S REQUIRED."</b></p> <p>If the <b>"TOTAL IMPERVIOUS AREA"</b> is greater than 5,000 Square Feet your project requires a Stormwater Management Plan prepared by a Pennsylvania Registered Design Professional experienced in the design of such control measures and to the requirements of the Stormwater Management Ordinance.</p>					
<b>REQUIREMENTS FOR USE OF Disconnected Impervious Area (DIA) CREDITS</b>					
<p>1. <b>Rooftop area</b> draining to a downspout must be 500 sq. ft. or less,                  2. Discharge must be to an area with positive slope of 5% (one foot of fall per twenty feet of length, 20:1) or less, and a                  3. Minimum distance of 75-feet from a watercourse or down slope property line.</p>			<p>1. <b>Paved area</b> (drives) draining to a point must be 1000 sq. ft. or less,                  2. Discharge must be to a gravel strip or spreading device, and the                  3. Flow length of the pervious surface must be greater than or equal to the contributing length.</p>		
<b>DIA CREDITS TO BE SUBTRACTED FROM "TOTAL IMPERVIOUS AREA"</b>					
Qualifying Surfaces	Length	x	Width	=	
<i>Barn roof downspout #1</i>	20'-0"	x	15'-0"	=	-300
<i>Barn roof downspout #2</i>	20'-0"	x	15'-0"	=	-300
		x		=	-
		x		=	-
<b>TOTAL AREA TO BE MANAGED BY BMP'S</b>				=	2,170
<b>20% CONVERSION TO BMP</b>				x	0.20
<b>"SURFACE AREA OF BMP'S REQUIRED" (ft<sup>2</sup>)</b>				=	434