



## PERMIT PROCEDURE FOR **RESIDENTIAL ADDITIONS and/or ALTERATIONS**

House Address: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

### The following shall be submitted to obtain all required permits

- Residential building permit application** (filled out in its entirety)
  
- Two (2) hard copies of full, to-scale construction drawings** (clear, understandable and easy to read)  
(The following is a guide and may not be all-inclusive)
  - Floor plans (fully dimensioned indicating new vs. existing)
  - Elevation views (indicate new vs. existing, show dimensions including vertical)
  - Footing details (size, shape, depth, etc.)
  - Foundation details (rebar and other reinforcement, grouting, bearing points, sill plate anchors)
  - Framing details (beams, walls, headers, joists, rafters, etc.)
  - Details on energy compliance (insulation details, window and door energy info, etc.)
  - All necessary dimensions (overall size, clearances, spans, heights, etc.)
  - Design professional approved drawings and/or specifications on any steel, engineered lumber beams, trusses, or any alternate methods of construction!
  - Kitchen and bathroom renovations that require boring and notching in structural members are structural alterations. All details shall be noted on the plans.
  - The removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements shall be fully detailed. (Include all stair geometry dimensions, required emergency escape and rescue openings, etc.)
  
- Certificate of occupancy application** (for additions and new conditioned space)
  
- Mechanical permit application** (if relocating or installing new condenser unit)
  
- Two (2) copies of a current to-scale property survey** — showing property lines, yard offset dimensions, rights-of-way and all applicable accessory structures. Survey shall have the surveyor’s name and seal. A typical to-scale property survey is on 8½”x14” (legal size) paper. Photos of survey will not be accepted.
  
- Stormwater management plan** (if adding or disturbing 500 sq. ft. or more of impervious surface or area)
  - The stormwater management plan shall show compliance with Chapter XIII, Part 3 Mt Lebanon Stormwater Management Ordinance.

Visit [www.mtlebanon.org](http://www.mtlebanon.org) for more information

**INCOMPLETE OR PARTIALLY COMPLETE APPLICATIONS WILL NOT BE ACCEPTED  
FOR PROCESSING**

# RESIDENTIAL BUILDING PERMIT APPLICATION

MT LEBANON INSPECTION OFFICE  
 710 Washington Road  
 Pittsburgh, PA 15228  
 412-343-3408

**PERMIT #** \_\_\_\_\_

*This section to be completed by the Inspection Office*

Zoning Hearing \_\_\_\_\_ Zoning District \_\_\_\_\_ Allegheny County Parcel # \_\_\_\_\_

**Applications completely filled-out & with the required supporting documents will be processed in the order they are received.**

<b>Project Site</b>	Address _____
<b>Owner of the Property</b>	Name _____ Address _____ ZIP _____ Phone _____ Email _____
<b>Contractor Information</b>	Name _____ Address _____ ZIP _____ Contact Person _____ Phone _____ Email _____
<b>Describe Project</b>	_____ _____ _____ _____ Total Square Feet (proposed construction only) _____ <b>ESTIMATED COST OF PROJECT: IF PROJECT REQUIRES MORE THAN ONE APPLICATION, EACH APPLICATION MUST HAVE ITS OWN ESTIMATED COST. \$</b> _____

I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by Mt. Lebanon regarding this application. I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to the criminal penalties of 18 Pa. C. S. Â§4904, relating to unsworn falsification to authorities.

APPLICATION MUST BE SIGNED

Property Owner, Contractor or Representative \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE INSPECTION OFFICE.** Plans, specifications and survey for the above application have been examined and I hereby certify that they comply in every particular with the Ordinances of Mt. Lebanon, PA and approve the issuing of this permit for the same, after paying the required fee.

FEE: \$ \_\_\_\_\_

\_\_\_\_\_  
*Building Inspector's Signature*

\_\_\_\_\_  
*Date Approved*

# CERTIFICATE OF OCCUPANCY & USE APPLICATION (C of O)

MT LEBANON INSPECTION OFFICE  
710 Washington Road  
Pittsburgh, PA 15228  
412-343-3408

CERTIFICATE # \_\_\_\_\_

PERMIT # \_\_\_\_\_

**This section to be completed by the Inspection Office**

Zoning Hearing \_\_\_\_\_ Zoning District \_\_\_\_\_ Allegheny County Parcel # \_\_\_\_\_

**Applications completely filled-out & with the required supporting documents will be processed in the order they are received.**

<b>Occupancy Site</b>	Street Address _____
<b>Owner of the Property</b>	Owner Name _____ Address _____ Phone _____ Email _____
<b>Proposed Occupancy</b>	<input type="checkbox"/> New Residential Occupancy ( <i>addition? porch enclosure? etc.?</i> ) _____  <input type="checkbox"/> New Tenant Occupancy ( <i>write name of business, restaurant, etc. below</i> ) _____ Contact Person _____ Business Phone _____ Cell _____ Email _____

Application is hereby made for permission to occupy the premises above described for the purpose herein stated. If such use complies with the provisions of all laws and ordinances and certificate of occupancy is issued, it is understood by the applicant that the said certificate will authorize only the use state in this application and that such use may not legally be extended or changed without authorization in a new certificate of occupancy. If the building located on these premises or any part of the said building is to be occupied as a dwelling, the applicant understands that the occupancy thereof is to be limited to the number of families stated in this application.

I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by Mt. Lebanon regarding this application. I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to the criminal penalties of 18 Pa. C. S. Â§4904, relating to unsworn falsification to authorities.

APPLICATION MUST BE SIGNED

Property Owner, Contractor or Representative \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE INSPECTION OFFICE.** Plans, specifications and survey for the above application have been examined and I hereby certify that they comply in every particular with the Ordinances of Mt. Lebanon, PA and approve the issuing of this permit for the same, after paying the required fee.

FEE: \$ \_\_\_\_\_

\_\_\_\_\_  
Building Inspector's Signature

\_\_\_\_\_  
Date Approved