

## ***When do I need a permit in the Borough of Edinboro?***

As a general rule, property owners or their agent should obtain a permit before commencing any work.

The Borough is an Opt-In community, which means that all zoning and building permits are administered by the Building & Zoning Department. We follow the guidelines of the Pennsylvania Uniform Construction Code and the Borough codes that have been established over the years.

The processing of zoning permits, which is the first step, takes time, so please plan ahead. If a building permit is necessary also, you can apply as soon as you are ready to submit the paperwork for review, the turnaround time is generally the same as for the zoning permit. Our turnaround goal is 10 business days, but summer is very busy so please keep that in mind. Commercial projects may take longer due to the plan review process. If there is a concern with a zoning or building application, we will contact you to discuss possible alternatives that may help make your project happen. Unfortunately, we cannot always approve your request due to the guidelines we are required to follow, but we want to help you any way we can.

Part of the permit process is to obtain contractor information. Contractors are required to submit their PA Contractor number and their Certificate of Insurance. If they do not carry Pennsylvania Workers' Compensation coverage, they are required to submit an affidavit. A fillable form is available on our website. A list of Contractors who have submitted all necessary paperwork can also be found on our website.

### **Projects that necessitate both Zoning and Building Permits (Residential & Commercial):**

- |                  |                        |                     |                         |
|------------------|------------------------|---------------------|-------------------------|
| • New Structures | • Additions            | • Garages           | • Structure Relocations |
| • Renovations    | • Structural Changes   | • Porches           | • Temporary Buildings   |
| • Mobile Homes   | • Kit Structures       | • Electrical        | • Mechanical            |
| • Plumbing       | • Home Spas - Hot Tubs | • Pools – In-ground | • Change in Use         |

- ✓ Zoning permit applications should be submitted first which should include a sketch plan. Plans allow us to determine if the zoning requirements are met.
- ✓ Sketch plan: This is a drawing of the entire property to show the location of all structures, decks, patios, driveways, sidewalks and the setback dimensions from property lines. Also, everything show on the plan should have the proper measurements.
- ✓ Residential building permit applications should include all building details and drawings; the online applications have worksheets to assist with the information requirements.
- ✓ Commercial building permit applications shall include three copies of stamped architectural drawings showing all work to be completed while also fulfilling the UCC code requirements.
- ✓ Stamped Drawings: Design plans created by a PA licensed architect/engineer.

**Projects that need Zoning Permits and may also need Building Permits (Residential & Commercial):**

• Decks (1)	• Utility Structure (2)(8)	• Accessory Structure (2)(8)	• Swimming Pools (3)
• Fences	• Retaining Walls (4)	• Sidewalk (4)(9)(10)	• Driveway (4)(9)(10)
• Roofing (5)	• Siding (6)	• Windows (6)	• Doors (6)
• Appliance Replacement (7)	• Water Lateral (9)(10)	• Sewer Lateral (9)(10)	• Demolitions
• Sign (8)	• Pre-built structure		

The number following the project explains when a building permit is necessary.

- (1) Above grade 30 inches or more at any point.
- (2) A structure with a total square footage of 192 Square feet or more and built on site.
- (3) Pools 24” or more in depth.
- (4) Above grade 48” or more at any point.
- (5) Sheathing or trusses or any part thereof being replaced.
- (6) If structural work is to be performed. --- Structural Element of a Building:
  - a. any internal or external load-bearing component of the building that is essential to the stability of the building or any part of it, including (but not limited to) foundations, floors, walls, roofs, columns and beams.
  - b. any component (including weatherproofing) that forms part of the external walls or roof of the building.
- (7) Change, upgrade or relocation of utility connection. (This includes plumbing, gas, electric, etc.)
- (8) If a utility will be installed. (Any service such as electric, gas, plumbing, etc.)
- (9) Special inspections are required by Borough staff before work is covered up and/or completed.
- (10) If repair/installation includes replacing through foundation, structural disturbance.

**Projects that need Zoning Permits or Specialized Permits (Residential & Commercial):**

• Development	• Conditional Use	• Special Exceptions	• Road Bond
• Right of Way	• Banner	• Solicit / Peddle Permit	• Re-Zoning
• Close Out Sales	• Certificate of Use	• Curb Construction	• Chicken(s) - Annual
• Student Rental – Annual	• Non-Student / Family Rental - Annual		• B & B Rental - Annual
• Dorm Rental – Annual	• Public Indecency / Sexually Oriented Business - Annual		

Assistance on the above permits can be requested from the Building & Zoning Department.

If you have any questions, please feel free to contact the Building & Zoning Department, we will be happy to assist you.

Email: [jrhen@edinboro.net](mailto:jrhen@edinboro.net) / [mjones@edinboro.net](mailto:mjones@edinboro.net)

Phone: (814) 734-1812 ext 139 or 130

\*\*\* Please note that if work begins before a permit is obtained there may be fines assessed. \*\*\*