



BOROUGH of MILLVALE

501 Lincoln Avenue
Millvale, PA 15209
Phone (412) 821-2777

info@millvaleboro.com
www.millvalepa.com



, BOROUGH OF MILLVALE CODE CHAPTER 118 – ORDINANCE NO. 1360

Application for Zoning PERMIT - \$60 Review, \$25 Resubmission, \$60 Inspection

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

ZONING PROPERTY INFORMATION

PROPERTY ADDRESS:									
LOT/BLOCK#:					BUILDING VALUE: (Allegheny County Assessment)				
CURRENT BUILDING USE: (use proposed use term)									
CHECK ALL TYPES OF WORK TO BE COMPLETED?					DEMO	ELECTRIC	PLUMBING	HVAC	
GRADING	INTERIOR REMODEL	EXTERIOR ALTERATION	NEW DOORS/WINDOWS	ROOFING					
SIGNAGE	ACCESSIBILITY MOD.	LANDSCAPING	NEW STRUCTURE	ROW/UTILITY					
ESTIMATED COST OF WORK:					NO WORK TO BE COMPLETED				

PROJECT INFORMATION

APPLICATION FOR (PLEASE CHECK ALL THAT APPLY)			* Separate Permit Required In Addition to Zoning Application	
New Building Commercial*	Garage (detached)*	Fence / Wall*	Change of Use	
New Building Residential*	Garage (attached)*	Pool*	Commercial Tenant	
Addition to Building*	Parking Lot*	Sign / Signage*	Home Occupation*	
Exterior Alteration*	Shed*	Right of Way*	Recreation	
Interior Alteration*	Deck*	Utility*	Sub-Division*	
Temporary Structure	Accessory Building*	Solar Installation*	Road/Trail/Sidewalk*	

PROPOSED USE

Animal Hospital	Funeral Home	Parking / Public	Retail – Large
Apartment	Gas/Service Station	Personal Services	Retail – Small
Artisan Workplace/Sales	Grocery/Butcher	Professional Services	Riverboat Gambling
Auto Sales/Service & Repair	Green Grocer	Personal Care Home	School, Academic
Bakery/Confectionary	Health/Fitness Club	Pharmacy	School, Commercial
Bank & Financial Institution	Home Business	Place of Assembly	Sewage Treatment
Bed & Breakfast	Home Occupation	Place of Worship	Single Family Dwelling
Brew Pub	Hospital	Printing/Pub./Engraving	Storage Building/Premise
Brewery	Hotel	Professional Office	Storage Firm
Building Material Yard	Laundry/Dry Cleaner	Business Office	Tap Room
Club/Lodge	Library	Professional & Business	Tattoo Shop
Community Center	Light Manufacturing	Public Park	Terminal Facility
Day Care Facility	Marina	Playground	Theater
Day Care Home	Medical Office	Recreation	Tower/No Com
Dock/Portal - Water Access	Mixed NR/R	Public Utility Building	Townhouse
Emergency Services	Mobile Home Park	Research/Development	2 Family Dwelling
Essential Services	Motel	Restaurant/Sit down	Warehouse
Forestry	Outdoor Advertising	Restaurant/Take-Out	Wholesale Business
OTHER – Detail:			

Application *for* Zoning PERMIT

BOROUGH OF MILLVALE CODE CHAPTER 118 – ORDINANCE NO. 1360

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

APPLICANT INFORMATION

APPLICANT NAME:					EMAIL:									
APPLICANT ADDRESS:						PHONE#:								
APPLICANT IS:	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Tenant	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Architect	<input type="checkbox"/>	Engineer	<input type="checkbox"/>	Attorney	<input type="checkbox"/>	RE Agent
APPLICANT SIGNATURE:										DATE:				
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED														
OWNER OF RECORD														
OWNER NAME:					EMAIL:									
OWNER ADDRSS:										PHONE#:				
OWNER: (check all)	<input type="checkbox"/>	Occupant	<input type="checkbox"/>	Lease/Rent/s Property	<input type="checkbox"/>	Individual Owner	<input type="checkbox"/>	Corp. Ownership						
CURRENT TENANT														
TENANT IS: (check all)	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Applicant	<input type="checkbox"/>	No Tenant	<input type="checkbox"/>	Relocating b/c of Project						
TENANT NAME:					EMAIL:					PHONE:				
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED														

DETAILED PROJECT INFORMATION

Is there any tree removal/pruning?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Is an Accessible Entrance being added?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO			
Will a curb cut be required?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Street Access:	<input type="checkbox"/>	Municipal	<input type="checkbox"/>	State	<input type="checkbox"/>	Other	
Parking Provisions:	<input type="checkbox"/>	Street	<input type="checkbox"/>	Off Street	<input type="checkbox"/>	Lot	<input type="checkbox"/>	Shared	<input type="checkbox"/>	Public Lot Use	<input type="checkbox"/>	Bike
Trash / Dumpster Provisions:	<input type="checkbox"/>	Residential Pick-up	<input type="checkbox"/>	Commercial Street Pick-up	<input type="checkbox"/>	Dumpster						
Building Levels In Use:	<input type="checkbox"/>	Basement	<input type="checkbox"/>	1 st Floor	<input type="checkbox"/>	2 nd Floor	<input type="checkbox"/>	3 rd Floor	<input type="checkbox"/>	4 th Floor	<input type="checkbox"/>	Rooftop
Additional Property Additions:	<input type="checkbox"/>	Deck	<input type="checkbox"/>	Planters	<input type="checkbox"/>	Shed	<input type="checkbox"/>	Fence	<input type="checkbox"/>	Outdoor Seating	<input type="checkbox"/>	Other
Fire Precautions:	<input type="checkbox"/>	Wired Alarms	<input type="checkbox"/>	Battery Alarms	<input type="checkbox"/>	Wet Sprinkler	<input type="checkbox"/>	Dry Sprinkler				

CONTRACTOR / PROFESSIONAL SERVICES

WHO IS COMPLETING THE IMPROVEMENTS:	<input type="checkbox"/>	NO IMPROVEMENTS	<input type="checkbox"/>	CONTRACTOR	<input type="checkbox"/>	OWNER	<input type="checkbox"/>	TENANT
COMPANY:	COMPANY REPRESENTATIVE:							
ADDRESS:								
EMAIL:						PHONE:		
HIC #:						HIC EXPIRATION:		
WORKERS COMPENSATION INFORMATION ACT 44 OF THE PENNSYLVANIA WORKERS' COMPENSATION LAW								
<input type="checkbox"/> Contractor with no employees.				<input type="checkbox"/> Religious exemption under the Workers' Compensation Law.				
INSURER:					POLICYHOLDER:			
POLICY #:						EXPIRATION DATE:		
FEDERAL TAX ID #:						CERTIFICATE OF INSURANCE ATTACHED		
ARCHITECT/ ENGINEER INFORMATION								
<input type="checkbox"/>	NOT APPLICABLE	<input type="checkbox"/>	ARCHITECT	<input type="checkbox"/>	ENGINEER	<input type="checkbox"/>	BOTH	
FIRM:					FIRM REPRESENTATIVE:			
ADDRESS:					EMAIL:			
LICENSE #					EXPIRATION DATE:			
FIRM:					FIRM REPRESENTATIVE:			
ADDRESS:					EMAIL:			
LICENSE #					EXPIRATION DATE:			

Application *for* Zoning PERMIT

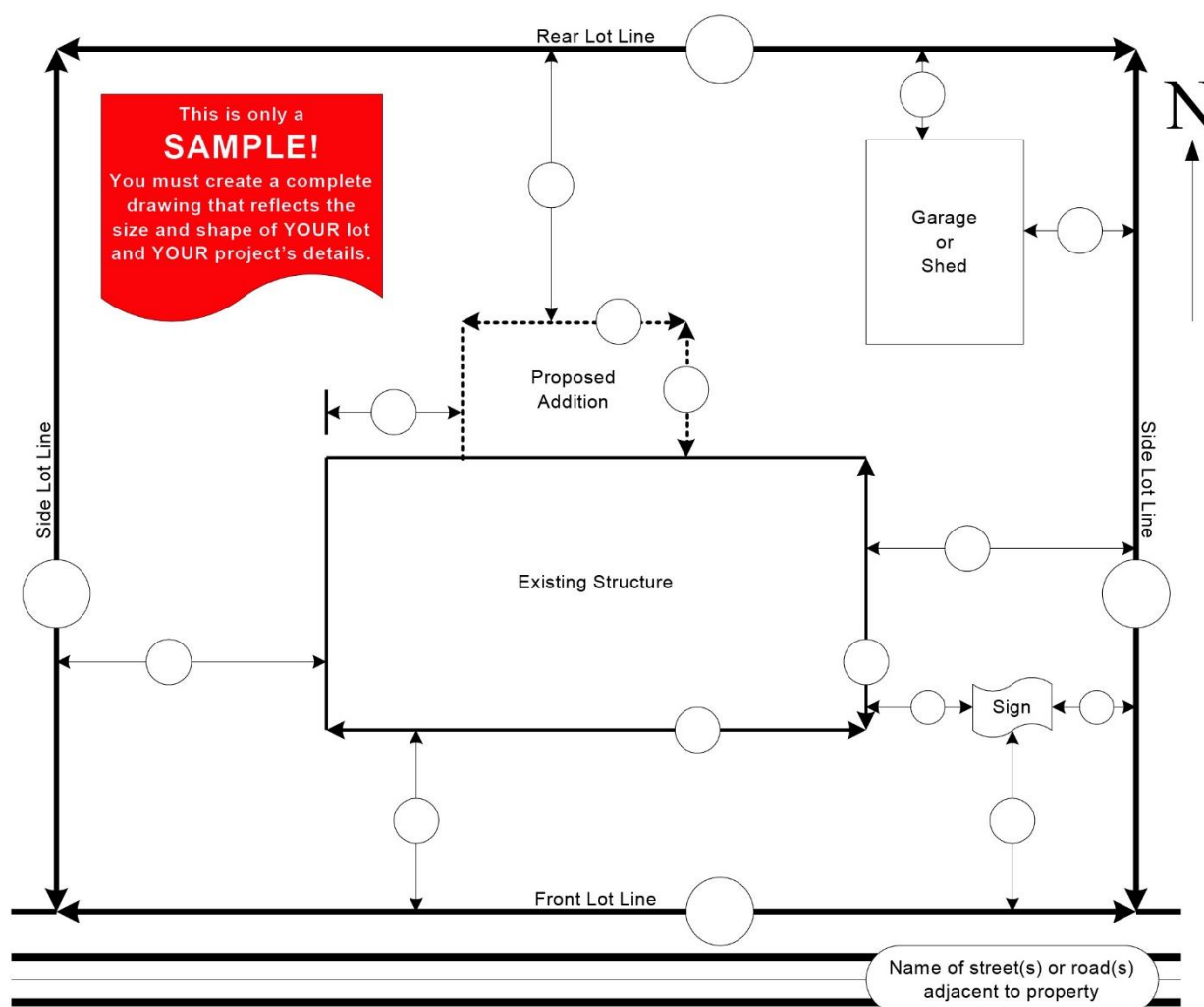
BOROUGH OF MILLVALE CODE CHAPTER 118 – ORDINANCE NO. 1360

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

SAMPLE SITE PLAN

Instructions for preparing a Site Plan

- I. On an 8-1/2 x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- II. Show **ALL** buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and **YOUR** project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).



Application *for* Zoning PERMIT

BOROUGH OF MILLVALE CODE CHAPTER 118 – ORDINANCE NO. 1360

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

CHECKLIST ADDITIONAL REQUIREMENTS & ATTACHMENTS

Fully completed and signed application for Zoning Certificate;	Worker's comp cert for all contractors on the application;
Accurate Site Plan Drawn to Scale (per page 3 requirements);	Aerial photograph of the site;
ADDITIONAL INFORMATION DEEMED NECESSARY BY BOROUGH OF MILLVALE OFFICIALS. (if checked must be provided)	
Signed and stamped site plan prepared by a registered surveyor, engineer, landscape architect or architect;	
Highway Occupancy Permits from PennDOT;	Specific business license:
Stormwater management plan;	Parking Agreement:
Infrastructure plan (sewer and water) gallons per day;	Impact analysis: noise vibration
Lighting plan;	Grading plan;
Dumpster Enclosure Detail;	Excavation plan;
Natural Resource Impact;	Demo;
Affordable Housing;	Solar Compliance Detail w/ screening design;
Borough Infrastructure & Service Impact Consideration.	
FLOOD ZONE REQUIREMENTS (if checked must be detailed)	
<i>The following requirements may be necessary if a property is determined to be in a flood zone and cost exceeds 50% of the home value.</i>	
Structures will be anchored to prevent floatation, collapse, or lateral movement;	
Adequate drainage is provided to reduce exposure to flood hazards;	Building materials are flood-resistant;
Construction methods/practices that minimize flood damage;	Commonwealth & Federal Permits;
New and replacement water supply and sanitary sewer systems designed to minimize or eliminate infiltration;	on-site waste disposal systems be located to avoid impairment or contamination
Identification of whether the structure has a basement or enclosure below the lowest floor, and if it contains a basement or enclosure, detailed drawings showing foundation openings to allow passage of floodwaters	
Electrical equipment has been designed and located to prevent water entry or accumulation;	
Heating, ventilation and air conditioning has been designed and located to prevent water entry or accumulation;	
Plumbing and other service facilities have been designed and located to prevent water entry or accumulation.	
Plans of all proposed buildings, structures and other improvements, drawn at suitable scale showing the following: the proposed lowest floor elevation of any proposed building based upon North American Vertical Datum of 1988; the elevation of the base flood; supplemental information as may be necessary under 34 PA Code, the 2009 IBC or latest revision thereof.	
Documentation, certified by a registered professional engineer or architect, to show that the cumulative effect of any proposed development within an AE Area/District with floodway when combined with all other existing and anticipated development, will not increase the base flood elevation at any point.	
Document, certified by a registered professional engineer or architect, which states that the proposed construction or development has been adequately designed to withstand the pressures, velocities, impact and uplift forces associated with the base flood. Such statement shall include a description of the type and extent of flood proofing measures, which have been incorporated into the design of the structure and/or the development.	
Detailed information needed to determine compliance including: the amount, location and purpose of any materials or substances referred to in Ordinance 2566, Sections 5.03 F. and 5.04 which are intended to be used, produced, stored or otherwise maintained on site, a description of the safeguards incorporated into the design of the proposed structure to prevent leaks or spills of the dangerous materials or substances listed in Section 5.04 during a base flood.	
Appropriate component of the Department of Environmental Protection's "Planning Module for Land Development."	
Applications for non-residential structures proposed to be floodproofed must have a completed FEMA floodproofing certification form attached which has been completed by a registered design professional (RDP) .	
Where any excavation or grading is proposed, a plan meeting the requirements of the Department of Environmental Protection, to implement and maintain erosion and sedimentation control.	
Development proposals that are considered alterations of a watercourse must be accompanied by an analysis showing that the flood carrying capacity of the watercourse has not been reduced.	
Additional information concerning flood depths, pressures, velocities, impact and uplift forces and other factors associated with a base flood; and detailed information concerning any proposed flood proofing measures and corresponding elevations.	
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED	

Application *for* Zoning PERMIT

BOROUGH OF MILLVALE CODE CHAPTER 118 – ORDINANCE NO. 1360

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

CHECKLIST for POOL REQUIREMENTS	
<i>The following items are required to be included with the Zoning Application for a pool.</i>	
ELECTRICAL REQUIREMENTS	
	Convenience receptacle is needed 10' to 20' from the pool GFCI protected.
	Pool pump receptacle needs to be 20 amp twist lock GFCI protected with an in use cover (5' away from pool).
	Bonding connectors shall be stainless steel, brass, copper or copper alloy.
	If the ladder is metal, it must also be bonded to the pool.
	All metal within 5' of inside wall of pool shall be bonded to the pool with #8 solid copper.
	Pool motor needs to be bonded to the pool with a #8 solid copper wire.
	Pool pump receptacle feed wires shall be individual conductors in conduit PVC or metal.
	Pool pump receptacle shall be mounted on a post usually 4' x 4' pressure treated.
	Conduit for the pool pump shall be minimum cover of 12" when the circuit is GFCI protected before the conduit enters the ground.
FENCING REQUIREMENTS	
A pool with four feet (4') above ground need not have a fence if it has:	A totally removable ladder that must be removed while the pool is not in use.
A folding stairway leading to the pool that is locked in an upward position while the pool is not in use.	
<i>If the above are not met, a four-foot (4') fence must be provided around the entire pool area.</i>	
	The permanent fence must be installed prior to filling the pool.
Temporary fencing should be provided around excavation during construction.	Snow fence is acceptable.
Fence must be a minimum of four (4) feet high with a self-latching and self-closing gate of a sturdy material.	
The latch must be at least fifty-four (54) inches above the ground, or at least three (3) inches below the top of the gate.	
The gate and fence shall have no opening greater than one-half (1/2) inch within eighteen (18) inches of the release mechanism.	
The gate must swing away from the pool area.	
Fence may be installed around the entire property or just the pool area, and of a type that does not encourage climbing, such as metal mesh with openings of less than two and one-quarter (2¼) inches in size, or vertical baluster-style with less than four (4) inch openings.	
Each dwelling door that directly accesses the pool area shall be equipped with an alarm that sounds at least 30 seconds when the door is opened and is audible throughout the dwelling.	
DRAINAGE REQUIREMENTS	
Under no circumstances shall any drain line for a private swimming pool be connected to any sanitary or combined sewer line.	
A drainage system shall be so constructed to permit the water to drain evenly over the property of the owner of the private swimming pool and in such a way that it does not create a hazard or nuisance or danger to adjacent or abutting property owners.	
Dechlorinated swimming pool discharges are allowable into storm / combined sewers.	
REQUIRED INSPECTIONS	
ABOVE GROUND POOLS	
Final Inspection Only; Pool and Barrier / Fence must be complete; Electrical systems and metal component bonding complete	
IN GROUND POOLS	
Pre-Pour Inspection; All rebar in-place with proper clearances to ground; Rebar bonding and equipotential bonding is complete	
Final Inspection; Pool and Barrier / Fence must be complete; Electrical systems and metal component bonding complete	
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED	

Application *for* Zoning PERMIT

BOROUGH OF MILLVALE CODE CHAPTER 118 – ORDINANCE NO. 1360

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

SIGNATURES	
<p>I understand that in consideration of the issuance by the Borough of Millvale of a Zoning Permit to the undersigned Applicant, the Applicant acknowledges that, in reviewing plans and specifications, in issuing Zoning Certificates, and in inspecting property 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. 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 not 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 Zoning Permit or Zoning Permits, or arising out of or relating to the design, engineering or work done by the Applicant pursuant to such Zoning Permit or Zoning Permits. All references in this agreement are applicable to the Applicant's employees, agents, independent contractors, subcontractors of any other persons or entities performing work pursuant to the issuance of the Zoning Certificate by the Borough. Furthermore, the Applicant is hereby informed that any violation(s) of the Building Code and/or the Zoning Code for the Borough of Millvale is subject to fines and penalties as stated in the applicable ordinance(s)</p>	
APPLICANT SIGNATURE:	DATE:
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED	

BOROUGH USE ONLY													
DATE RECEIVED:							RECEIVED BY:						
Fully completed and signed application for Zoning Permit;							Aerial photograph of the site;						
Accurate Site Plan Drawn to Scale (per page 3 requirements);													
Worker's compensation certificate for all contractors identified on the application.													
ADDITIONAL INFORMATION – LIST INFO RECEIVED AND ADDITIONAL APPLICATIONS													
REVIEW						FEES							
DEPARTMENT	APPROVED	DENIED	DATE	APPLICATION FEE				BALANCE	PAID				
ZONING													
FLOOD													
CODE													
ENGINEERING (if needed)													
BUILDING (if needed)													
ZONING	R-1	R-2	C	I	MU	RSA	RSB	RSC					
FLOOD ZONE	AE		X		Floodway								
PERMIT ISSUED BY:							TITLE:			DATE:			
PERMIT #													
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED													