

Building & Zoning  
Permit Package

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Residential



**CRANBERRY**  
• TOWNSHIP •

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Visit us on our web site – [www.cranberrytownship.org](http://www.cranberrytownship.org)

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## WHY DO I NEED A PERMIT?

The purpose of requiring a Building Permit is to verify code compliance in construction through the use of established code standards that exist for safety reasons. In order to help you easily decide which permit process is correct for you, we have identified three (3) different types of Building Permit and Zoning Permit applications.

The Type I application and guideline are for when a Residential Building Permit is required. The Uniform Construction Code (State of Pennsylvania regulations) requires that Building Permits be required for certain structures or improvements. The information on the upper half of page 4 identifies which structures require a **Type I Residential Building Permit**.

If a **Type I** permit does not apply to your project, please look at the list of items at the bottom of page 4 that identify whether a **Type II Residential Accessory Zoning Permit** is necessary.

The purpose of the **Type II** permit is to verify compliance with the Township Zoning Ordinance. The items of interest that pertain to the Zoning Ordinance are; setbacks of the structure from property lines, height of structures, use of structures and distance from other structures.

**Front Yard Fence Permit.** The purpose of the Front Yard Fence Permit is to verify compliance with the Township Zoning Ordinance. The items of interest that pertain to the Zoning Ordinance are; road right-of-way, sidewalk use and maintenance, site distances, height and materials of fencing.

Please look at the list of items on page 5 that identify whether a **Residential Front Yard Fence Permit** is necessary.

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- **NOTE:** You **do not need** a **Type I and Type II** Permit when constructing one structure. You **need** a **Type I** Permit for any structure identified in the **Type I** information at the top of page 4 and a **Type II** Permit for any structure identified in the **Type II** information at the bottom of page 4.

### HELPEFUL INFORMATION

Helpful information that will help you understand what type of details you must provide for a Residential Building Permit review can be found on pages 7, 8, and 9, Swimming Pool, Spa and Hot Tub application guidelines and requirements on pages 11 and 12, and information on pages 19 and 20 identify what types of inspections may be required and how to notify the Township to schedule the inspections.

Looking for some tips on building that deck, or simply need some ideas....here's a link to the American Wood Council Residential Wood Deck Construction Guide based on the 2015 IRC.

<http://www.awc.org/pdf/DCA6-ResidentialDeckGuide-1009-onepager.pdf>

# WHEN DO I NEED A PERMIT?

Only one (1) of the three (3) following types of permits is necessary depending on what is being constructed.

## TYPE I

The Type I Residential Building Permit is required prior to the construction of the following:

\*Please check with your Homeowner's Association prior to applying for any building or zoning permits.

1. **New Homes**
2. **Additions** to homes
3. **Detached Garages** (over 1000 square feet)
4. **Garages** - Attached or Integral
5. **Decks**, (over 30" from grade level)  
<http://www.awc.org/pdf/DCA6-ResidentialDeckGuide-1009-onepager.pdf>
6. **Deck roof, Porch roof**
7. **Porches** - with or without roof structure
8. **Gazebo, Pavilion**
9. **Chimneys**
10. **Remodeling** - Any remodeling or alterations of the house which involves changing the structure or supporting members, such as creating new window or door openings, as opposed to replacing windows or doors.
11. **Roof** - changes to the roof (such as adding dormers or in changing from a flat roof to a gable roof)
12. **Sheds** - Utility sheds (over 1000 square feet)
13. **Swimming pools** - (in-ground pool and above ground pools that are over 24" deep) (See pages 11 & 12 for pool submittal information)
14. **Spas/Hot tubs** - Indoors and outdoors (See pages 11 & 12 for spa/hot tub submittal information)
15. **Finished basements** - permits are required when making structural changes or changes to the means of egress
16. **Plumbing/mechanical/electrical installations in new homes or additions**
17. **Mobile Homes**
18. **New Electrical Work** that is not a repair or replacement of existing systems

For application instructions refer to Type I Residential Building Permit Submittal guideline on page 7.

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## TYPE II

The Type II Residential Accessory Zoning Permit is required for the following:

\*Please check with your Homeowner's Association prior to applying for any building or zoning permits.

1. **Detached Garages** (under 1000 square feet)
2. **Decks** (under 30" from grade level)  
<http://www.awc.org/pdf/DCA6-ResidentialDeckGuide-1009-onepager.pdf>
3. **Sheds** (under 1000 square feet)
4. **Car ports**
5. **Greenhouses**

For application instructions refer to Type II Residential Accessory Zoning Permit guideline on page 8.

## FRONT YARD FENCE PERMIT

**Fences in front yards shall be permitted with the following restrictions:**

1. Fences/walls shall not be placed in any designated road right of way.
2. Fences/walls shall not interfere with sidewalk use, maintenance or operation.
3. Fences/walls shall not interfere with sight distance from driveways to the street and sidewalk.
4. No fence/wall over 3 feet in height shall be permitted within 14 feet of the back edge of a curb or within 6 feet of the back edge of a sidewalk. The greater measurement will prevail in either instance.
5. No fence/wall in any front yard shall be allowed to be solid above the 3 feet in height as measured from the ground. All front yard fences/walls shall be see-through in nature above the 3 feet in height as measured from the ground to allow for visibility in all directions.
6. No fence/wall in any front yard may exceed 6 feet in height as measured from the ground.

**\*Please check with your Homeowner's Association prior to applying for any building or zoning permits.**

## **WHERE DO I SUBMIT A PERMIT APPLICATION?**

Homeowners, or their designee, are given different options of submitting residential building permit applications:

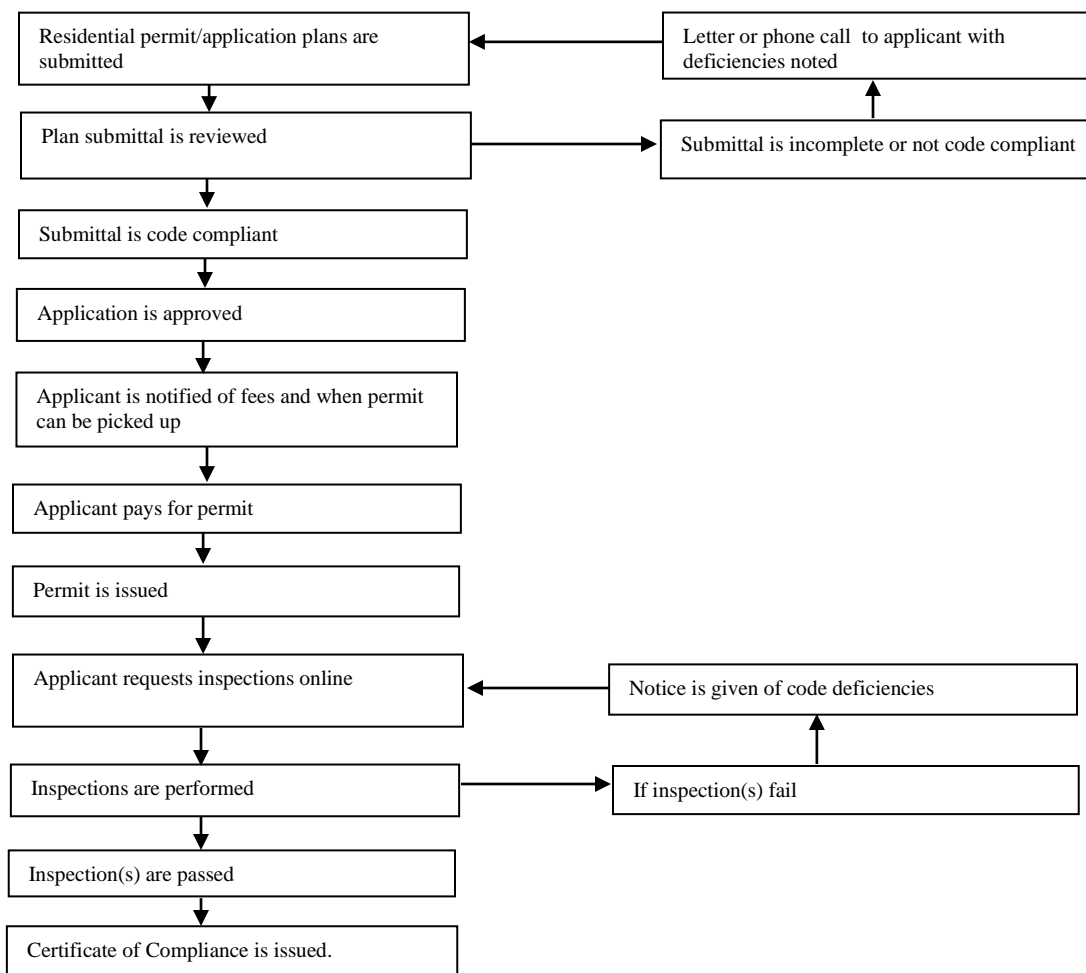
- 1) If you are submitting an application for a new residential structure please submit the application, construction plans and any required calculations electronically to [permits@cranberrytownship.org](mailto:permits@cranberrytownship.org).
- 2) If you are submitting an application for a new accessory structure (deck, shed, pool, hot tub, spa, etc) you can submit by way of one of the following:
  - a. Mail your completed application via USPS to:  
Planning & Development Services  
Cranberry Township  
2525 Rochester Road, Suite 400  
Cranberry Township, PA 16066
  - b. Drop your completed application at our office at the above location.
  - c. Send your completed application packet via electronic submission at [permits@cranberrytownship.org](mailto:permits@cranberrytownship.org)

# HOW DO I GET A PERMIT?

The **permitting process** is as follows;

- Applicant submits a completed application and required information to the Township
- Township reviews the submittal for code compliance
- Applicant is contacted for further information, if necessary
- Upon review and approval applicant is notified of the permit fee amount
- Applicant submits permit fee and obtains permit
- Applicant contacts the Township for required inspection(s)
- A Certificate of Compliance is issued by Township after **all** inspections are successfully completed

## Permit Application Flow Chart



# Permit Type Guidelines/Requirements

## **TYPE I Residential Building Permit Application:**

The Type I Residential Building Permit application and guideline are for when a Residential Building Permit is required. The 2015 International Residential Code and the Uniform Construction Code (State of Pennsylvania regulations) require that Building Permits be obtained for certain structures or improvements.

(Please check with your Homeowner's Association prior to applying for any building or zoning permits)

The review process consists of two (2) parts; zoning regulations and building code compliance, and the following information is required to be provided in order for the Township to determine compliance with each part.

### **Part 1 - ZONING REGULATIONS / COMPLIANCE**

HEIGHT AND YARD SETBACK REQUIREMENTS (Height of structure and distances from property lines)

- a. **PROPERTY SURVEY** - Submit a copy of the property survey that shows the distance from the property lines to the proposed structure. If the proposed construction is within an existing structure, the survey is not needed.
  1. Also shown are the BUILDING LINE and any EASEMENTS or RIGHT-OF-WAY.
  2. The property survey makes it possible to determine the DISTANCE of any proposed addition or structure to any BUILDING LINE or PROPERTY LINE.
  3. It is the responsibility of the applicant to provide the property survey when making application for a Residential Building Permit.

### **Part 2 - BUILDING CODE/COMPLIANCE**

BUILDING CONSTRUCTION REQUIREMENTS AND DETAILS

- a. **PROVIDE CONSTRUCTION DRAWINGS** with the Residential Building Permit application in conformance with Section R106 (Ordinance 2004-348 as amended). Plans shall be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed and conformance to the provisions of this code.
  1. Drawings may not need to be prepared by an architect or engineer, but must be drawn clearly, accurately to scale, and with sufficient detail. Sketches cannot be accepted.
  2. For stressed concrete deck/floor (not supported by the ground) or any construction method which is outside the scope of the building code, drawings and design must be prepared by a Pennsylvania registered Architect or Engineer.
  3. If new electrical work that is not a repair or replacement of an existing system is proposed, check "electrical" in item 3 of the Type I application and fill in the appropriate boxes on the Electrical Permit application form (page 14 of the Type I application).
  4. **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.

**Type I Application cont'd**

- b. Foundation wall - size of block, course height, reinforcing as required, anchor bolts/straps size and spacing.
- c. Floor joists - size and spacing of floor joists; floor sheathing - type & thickness.
- d. Walls - Type of construction of walls, such as 2" x 4" wood stud spacing; interior finish, such as 5/8" gypsum board.
- e. Walls exterior coverings - Exterior covering of walls, such as brick or siding
- f. Floor or wall beams - size and material of any beam supporting floors or walls
- g. Doors, windows (headers or lintels) - size and type of header or lintel over any opening such as doors and windows
- h. Ceiling joists - size and spacing of ceiling joists
- i. Rafters - size, space of rafters, and type of wood
- j. Roof or floor trusses - size and spacing of roof or floor trusses; pre-manufactured truss details. Roof pitch or slope of the roof and type of sheathing and shingle covering etc.
- k. Elevations - front, side & rear elevations (if applicable)
- l. Energy requirements (Res-Check calculations - see <[www.energycodes.gov](http://www.energycodes.gov)> or provide required energy specifications)
- m. <http://www.awc.org/pdf/DCA6-ResidentialDeckGuide-1009-onepager.pdf>

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**Type II Residential Accessory Zoning Permit Application:**

The purpose of the Zoning Permit is to verify compliance with the Township Zoning Ordinance. The items of interest that pertain to the Zoning Ordinance are: setbacks of the structure from property lines, height of structures, use of structures and distance from other structures.

(Please check with your Homeowner's Association prior to applying for any building/zoning permits)

The review process consists of five (5) items and the following information is required to be provided in order for the Township to determine compliance with each part.

- 1) Complete the Type II Residential Accessory Zoning Approval application.
- 2) Check the appropriate item under #3 on the application that is to be constructed.
- 3) Provide a copy of the existing property survey and indicate the location of the structure on the lot. Identify the number of feet from all property lines to the proposed structure.
- 4) Provide basic construction details of what is to be installed or constructed. (Example: a brochure or picture of what is to be constructed or a list of structural components, etc.)  
<http://www.awc.org/pdf/DCA6-ResidentialDeckGuide-1009-onepager.pdf>
- 5) Only a Final inspection is required with a Type II permit. See item 2c on page 10 for further details.



## **Front Yard Fence Permit Application:**

The purpose of the Front Yard Fence Permit is to verify compliance with the Township Zoning Ordinance.

Requirements for any fence/wall that is proposed within any Minimum Front Yard Setback area shall be permitted with the following restrictions:

1. Fences/walls shall not be placed within any designated road right of way.
2. Fences/walls shall not interfere with sidewalk use, maintenance or operation.
3. Fences/walls shall not interfere with sight distance from driveways to the street and sidewalk.
4. No fence/wall over 3 feet in height shall be permitted within 14 feet of the back edge of a curb or within 6 feet of the back edge of a sidewalk. The greater measurement will prevail in either instance.
5. No fence/wall in any front yard setback shall be allowed to be solid above 3 feet in height as measured from the ground. Fences/walls above 3 feet in height shall consist of cross members and/or pickets with clear openings of no less than 4 inches.
6. No fence/wall within any front yard setback may exceed 6 feet in height as measured from the ground.

**(Please check with your Homeowner's Association prior to applying for any building/zoning permits)**

The review process consists of:

- 1) Complete the Front Yard Fence Permit application on page 16.
- 2) Provide a copy of the existing property survey and indicate the location of the structure on the lot. Identify the number of feet from all property lines to the proposed structure.
- 3) Only a Final inspection is required with a Front Yard Fence permit. Inspection requests must be made via the online inspection process at [www.cranberrytownship.org/inspections](http://www.cranberrytownship.org/inspections) by 3:30 p.m. (at the latest) in order to be scheduled and receive an inspection the following day.

# SPECIFIC TOWNSHIP REQUIREMENTS FOR TYPE I AND TYPE II PERMITS

**#1 - RESIDENTIAL BUILDING PERMIT FEES, IMPACT FEES, ZONING PERMIT FEES, AND ADMINISTRATIVE FEES are due at time of permit issuance.**

- A. BUILDING PERMIT FEE FOR NEW BUILDINGS OR STRUCTURES** - The Building Permit fee shall be based upon the actual cost of construction with respect to new buildings or structures. The actual cost of construction shall be based on the current permit fee schedule and type of construction factor table published semi-annually by the International Code Council (ICC).
- B. BUILDING PERMIT FEE FOR RECONSTRUCTION, ALTERATIONS, OR ADDITIONS** - When the proposal involves reconstruction, alteration or additions to an existing structure, the permit fee shall be based upon the estimated cost of the physical value of such alterations, additions or repairs.
- C. CERTIFICATE OF OCCUPANCY** - A Building Certificate of Occupancy shall be required in addition to the Building Permit for all new construction. The fee for a Building Certificate of Occupancy Permit on residential uses can be found in the Cranberry Township Fee Resolution. The signed **Certificate of Occupancy** is the Township authorization enabling someone to use a newly constructed structure or other item covered by a Building Permit.
- D. TRANSPORTATION AND RECREATION IMPACT FEES FOR NEW HOMES** – Fees vary by subdivision or development plan.
- E. ZONING PERMIT** - The application fee for Zoning Approval of residential uses can be found in the Cranberry Township Fee Resolution. \* (Note: When a Building Permit is needed for construction, the Zoning Approval is issued at the same time under the same application.)

**#2 - REQUIRED INSPECTIONS**

- A.** Depending on the nature of work performed, a variety of inspections are required by Planning & Development Services, Engineering Department and the Sewer & Water Department. The attached “Required Residential Inspections” sheet is provided at the time of Building Permit issuance with the appropriate inspections indicated.
- B.** Footer inspections may not be scheduled until required fees are paid and Building Permit is issued.
- C.** Inspection requests must be made via the online inspection process at [www.cranberrytownship.org/inspections](http://www.cranberrytownship.org/inspections) by 3:30 p.m. (at the latest) in order to be scheduled and receive an inspection the following day.

**#3 - CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

GROUND SNOW LOAD	WIND SPEED* (mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN CATEGORY	ICE SHIELD UNDER-LAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			WEATHERING	FROST LINE DEPTH	TERMITE	DECAY					
25	90	A	SEVERE	36"	MOD/ HVY	SLT/ MOD	0-20	YES	FEMA	1500 OR LESS	50

Note: Swimming pools that are less than 24” in water depth are not regulated by the Building/Zoning Codes and DO NOT require any permits.



**IF YOU ARE APPLYING FOR A PERMIT TO CONSTRUCT ANY OF THE FOLLOWING; USE THE TYPE I RESIDENTIAL BUILDING PERMIT APPLICATION FROM THE RESIDENTIAL BUILDING PERMIT PACKAGE.**

**ABOVE-GROUND POOL – Defined as pools with greater than 24” in water depth (WITH or WITHOUT SURROUNDING DECK)**

**IN-GROUND POOL**

**SPA (OUTSIDE OF HOME)**

**HOT TUB (OUTSIDE OF HOME)**

**(PLEASE CHECK WITH YOUR HOMEOWNER’S ASSOCIATION PRIOR TO APPLYING FOR ANY BUILDING/ZONING PERMITS)**

**YOU WILL NEED THE FOLLOWING ITEMS:**

- #1. LOT SURVEY OR PLOT PLAN** – Provide a **copy** of your **lot survey** or **plot plan** showing the proposed location of the swimming pool, spa or hot tub.
- A.** Draw the pool, spa or hot tub in on the copy of your plot plan, (as close to scale as possible) showing where it will be located on your property, and noting the distances the pool, spa or hot tub will be from your property lines.
- #2. DRAWING REQUIREMENTS** - (Required for POOLS with or without decks, SPAS AND HOT TUBS)
- A. ABOVE-GROUND POOL, IN-GROUND POOL, SPA OR HOT TUB PLANS PROVIDE;**
- 1. DETAILS FROM THE POOL, SPA OR HOT TUB MANUFACTURER THAT IDENTIFY THE DESIGN OF THE POOL, SPA OR HOT TUB**
  - 2. DETAILS THAT IDENTIFY ALL REQUIRED FENCES/WALLS, GATES, LOCKING DEVICES, DOOR ALARMS, SAFETY COVERS, ETC. AS REQUIRED**
- B. DECKS - SURROUNDING ABOVE-GROUND POOLS, SPAS OR HOT TUBS**  
Provide detailed construction drawings which identify:
- 1. SIZE OF POSTS AND FOOTER DESIGN**
  - 2. SIZE AND SPACING OF FLOOR JOIST**
  - 3. SIZE AND MATERIALS OF ANY BEAM SUPPORTING THE DECK**
  - 4. HANDRAILS, FENCE/WALL DETAILS**
  - 5. LOCKING AND/OR ALARM MECHANISMS AS REQUIRED**
  - 6. FLOOR PLAN DETAIL**
  - 7. ELEVATION DETAILS**
- #3. APPLICATIONS**  
Complete the **Type I “Residential Building Permit”** application obtained from Planning & Development Services and check the box titled “Building”. **Please see page 5 for options on where to submit a permit application.**
- #4. ELECTRICAL**  
If there is electrical work to be done that requires a permit/inspection - check the box titled “electrical” on the application and check the appropriate box under “swimming pools” on the electrical permit form which is on the reverse side of the **Type I** permit application.

***PLEASE SEE REVERSE SIDE FOR "SWIMMING POOL/SPA/HOT TUB REQUIREMENT GUIDELINE"***

## SWIMMING POOL/SPA/HOT TUB REQUIREMENT GUIDELINE

**\*NOTE: Swimming pools, spas and hot tubs must be installed per the 2015 International Swimming Pool & Spa Code (ISPSC). It is the building permit applicant's responsibility to know and construct to these requirements.**

### **I. ABOVE GROUND POOLS**

#### **A. SIDEWALL**

If the pool is constructed above ground, it shall have a four (4) foot minimum sheer sidewall to the pool, the sheer sidewall shall serve as a fence/wall provided that ladders or climbing devices are properly secured when the pool is not in use.

#### **B. GRADE OF YARD IS NOT LEVEL**

When the grade of a yard is not level and must therefore be cut into, the four (4) foot height of the sidewall must be maintained for four (4) feet horizontally all around the pool. (Four (4) feet vertically and four (4) feet horizontally.)

#### **C. INTERCONNECTED HOUSE, DECK AND POOL**

Where the house, deck and pool are all interconnected, continuous or open to each other, a four (4) foot high fence/wall with self closing and latching gate(s) must be installed or an alarm system must be installed on all house doors that open to the pool area. (See "Gates" for the locking mechanism requirements or "In Ground Pools" for the alarm requirements) All steps to the deck must also have a self-closing and latching device that meet the "Gate Requirements".

#### **D. FILTERS, PUMPS, ELECTRICAL DEVICES**

If the pool is equipped with mechanical equipment such as filters, pumps, and electrical devices, said equipment shall be enclosed within a four (4) foot fence or a sheer four (4) foot side wall so as to prevent individuals from climbing onto the equipment and thence climbing into the pool. \*Applicant may also install this equipment four (4) feet away from the pool as an alternative to fencing.

### **II. IN GROUND POOLS**

Where a wall of a home serves as part of the barrier, the pool must be equipped with an approved safety cover or all doors from the house that open into the pool area must be equipped with an audible alarm that meets Section AG105.2.9.9.2 or a fence/wall which meets code must be installed between the pool and the home.

### **III. FENCES/WALLS (for pools/spas/hot tubs) - For specific and detailed standards, please see the 2015 ISPSC**

#### **A. SURROUNDING FENCE/WALL**

Every outdoor swimming pool, spa or hot tub shall be completely surrounded by a fence or wall not less than four (4) feet in height or have an approved safety cover.

#### **B. OPENINGS, HOLES & GAPS**

Fences/walls shall not have openings, holes or gaps that allow passage of a four (4) inch diameter sphere. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches.

#### **C. FENCE/WALL TYPES (See the 2015 ISPSC for specific information)**

There are different requirements for various fence/wall types. Please review the appropriate code section for chain link, solid wood or masonry and picket type fencing and the different spacing and design requirements.

### **IV. GATES (for pools/spas/hot tubs)**

#### **A. LOCKING MECHANISMS**

All gates shall be equipped with a self closing, self latching device for keeping the gate or door securely closed at all times. Where the release mechanism is located less than 54 inches from the bottom of the gate, the release mechanism and openings shall comply with the following;

1. The release mechanism shall be located on the pool side of the gate at least 3 inches below the top of the gate
2. The gate and barrier shall have no opening greater than 0.5 inch within 18 inches of the release mechanism.

### **V. ELECTRICAL WIRING & EQUIPMENT (for pools/spas/hot tubs)**

#### **A. WIRING & EQUIPMENT APPROVAL**

All electrical equipment and wiring for swimming pools, spas or hot tubs shall be installed/inspected as per the 2015 ISPSC. The box marked "electrical" must be checked on the application and the appropriate boxes for pool installation need checked on the electrical worksheet. Cranberry Township will perform the inspection(s).



# ELECTRICAL PERMIT APPLICATION RESIDENTIAL (1180)

(If you are doing electrical work and have checked off the electrical permit type box on page 1, you MUST CHECK OFF all that apply below)

**Flat Rate Schedule\***

- Single Family Dwelling - Not over 200 AMP Service
- 2 Family Dwelling Units - Not over 200 AMP Service
- Over 2 Family Dwelling - First 2 Units (each)
- Each Additional Unit  # \_\_\_\_\_
- Townhouses - Each  # \_\_\_\_\_
- Alterations and additions (service and 25 outlets or less)

\*Add Service Equipment (check appropriate item under flat rate schedule above & indicate (below) # of additional service equipment items to be installed)  
(examples); Dwelling with a Spa, Hot Tub, Hydromassage Tub, Sauna, etc.  
# of items \_\_\_\_\_(000)

Single Family Dwellings with over 200 AMP Service apply Flat Rate Schedule plus Equipment, Appliances and Motor Schedule.

**EQUIPMENT - APPLIANCES**

- Outlet for single unit of 15K.w. or less (005)
- Each additional outlet of 15K.w. or less (006)

**MOTORS, GENERATORS, TRANSFORMERS, CENTRAL HEATING, DUCT HEATERS, AIR CONDITIONING, ELECTRIC FURNACES AND WELDERS**

- Fractional HP, KW or KVA to 1 HP, KW or KVA, ea(011)
- 1HP, KW or KVA to 3 HP, KW or KVA, ea (012)
- 4 HP, KW or KVA to 7 HP, KW or KVA, ea (013)
- 7 1/2 HP, KW or KVA to 29 HP, KW or KVA ea (014)
- 30 HP, KW or KVA to 49 HP, KW or KVA ea(015)
- 50 HP, KW or KVA to 74 HP, KW or KVA ea (016)
- 75HP, KW or KVA to 199 HP, KW or KVA ea (017)
- 200 HP, KW or KVA to 500 HP, KW or KVA ea (018)
- Over 500 HP, KW or KVA ea(019)

**MODULAR AND MOBILE HOMES**

- Modular Homes - Service and Outlets(030)
- Mobile Homes - Service including feeder or receptacle(031)
- Feeder or Power Cord only(032)

**SWIMMING POOLS**

- Bonding
- Equipment/Wiring (Residential Only)

Penn Power Work Release # \_\_\_\_\_



**TOWNSHIP OF CRANBERRY**  
**RESIDENTIAL ACCESSORY**  
**ZONING PERMIT**  
**TYPE II**

**1. Name of property owner:**

Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

**2. Name of Applicant:**  Check here if same as owner

Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

**3. a.** Proposed use(s) as defined in Chapter 27, Zoning Ordinance of Cranberry Township.  
 Please check those that apply:  
 Deck (less than 30" from grade level) (1050)  
 Shed (Under 1000 square feet) (1050)  
 Detached structure (Garage under 1000 square feet, greenhouse, carport) (1150)

**b.** Size \_\_\_\_\_ and/or square footage \_\_\_\_\_ of structure.

**4.** I hereby acknowledge the information contained herein is true and correct, and I hereby agree that all applicable provisions of the Cranberry Township Codes shall be complied with.

\_\_\_\_\_  
 Applicant's signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print applicant name

\_\_\_\_\_  
 e-mail address (optional)

To receive your Building Permit by mail: Provide a self-addressed envelope with postage, or packaging to accommodate all materials that are to be returned, with your Permit payment. Or, with an air bill and the proper payment account numbers, your materials and Permit can be returned to you via FedEx or UPS.

**FOR TOWNSHIP USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE**

AP #:	Map & Parcel No.:	NAICS:
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Permitted zoning use:	Zoning District:	Fee: \$55.00
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Building Code Official signature of approval	Approval date
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**TOWNSHIP OF CRANBERRY**  
**RESIDENTIAL**  
**FRONT YARD FENCE PERMIT**  
 ( 1270 )

**1. Name of property owner:**

Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

**2. Name of Applicant:**  Check here if same as owner

Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

- 3. Requirements.** Fences in front yards shall be permitted with the following restrictions;
1. Fences/walls shall not be placed in any designated road right of way.
  2. Fences/walls shall not interfere with sidewalk use, maintenance or operation.
  3. Fences/walls shall not interfere with sight distance from driveways to the street and sidewalk.
  4. No fence/wall over 3 feet in height shall be permitted within 14 feet of the back edge of a curb or within 6 feet of the back edge of a sidewalk. The greater measurement will prevail in either instance.
  5. No fence/wall in any front yard shall be allowed to be solid above the 3 feet in height as measured from the ground. All front yard fences/walls shall be see-through in nature above the 3 feet in height as measured from the ground to allow for visibility in all directions.
  6. No fence/wall in any front yard may exceed 6 feet in height as measured from the ground.

**4. I hereby acknowledge the information contained herein is true and correct, and I hereby agree that all applicable provisions of the Cranberry Township Codes shall be complied with.**

\_\_\_\_\_  
 Applicant's signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print applicant name

\_\_\_\_\_  
 e-mail address (optional)

To receive your Fence Permit by mail: Provide a self-addressed envelope with postage, or packaging to accommodate all materials that are to be returned, with your Permit payment. Or, with an air bill and the proper payment account numbers, your materials and Permit can be returned to you via FedEx or UPS.

**FOR TOWNSHIP USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE**

AP #:	Map & Parcel No.:	
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Permitted zoning use:	Zoning District:	Fee: \$55.00
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Building Code Official signature of approval	Approval date
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# TOWNSHIP OF CRANBERRY RESIDENTIAL SPRINKLER SYSTEM INSTALLATION

1. COMPANY/CONTRACTOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_

2. OWNER NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_

3. STREET ADDRESS OF WORK LOCATION \_\_\_\_\_  
\*This information must be completed with street number and street name\*

4.  **SUPPRESSION SYSTEM – Please select one of the following:**

Is this installation for a new system? (3090)

Is it an alteration to an existing system? (3100)

6. Worker's compensation certificate provided with this application  YES  NO

Applicant is exempt (no employees-exemption form completed w/this application)  YES  NO

7. **I hereby acknowledge the information contained herein is true and correct, and I hereby agree that all applicable provisions of the Cranberry Township Codes shall be complied with.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
E-MAIL ADDRESS (OPTIONAL)

To receive your Building Permit by mail: Provide a self-addressed envelope with postage, or packaging to accommodate all materials that are to be returned, with your Permit payment. Or, with an air bill and the proper payment account numbers, your materials and Permit can be returned to you via FedEx or UPS.

**(FOR TOWNSHIP USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE)**

AP # \_\_\_\_\_

PERMIT FEE \$ 155.00

MAP & PARCEL # \_\_\_\_\_

PA STATE ADMINISTRATION FEE \$4.50

TOTAL \$ 159.50

\_\_\_\_\_  
Building Code Official

\_\_\_\_\_  
Approval Date



Cranberry Township  
2525 Rochester Road  
Cranberry Twp., PA 16066

724.776.4806

## Guide to Sewer and/or Water Connections:

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### Who should I Contact to determine if service is available?

Residential Connections:	Joseph Leavens (724) 776-4806, extension 1515 <a href="mailto:Joe.leavens@cranberrytownship.org">Joe.leavens@cranberrytownship.org</a>
Commercial Connections:	Tim Schutzman (724) 776-4806, extension 1163 <a href="mailto:Tim.schutzman@cranberrytownship.org">Tim.schutzman@cranberrytownship.org</a>

- If residential service is not currently available, contact Tim Schutzman regarding the requirements for a main line extension.

### If sanitary sewer and/or water service is available, what work is the Township responsible for?

The Township will:

- Determine the location of your tap and water meter (if applying for water service)
- Perform a water tap (2" in size and smaller – if applying for water service)
- Provide and install your water meter and remote (1" in size and smaller – if applying for water service) Note: Billing begins when the meter is installed.
- Provide and install your curb box on the service line (if applying for water service)
- Perform required inspections which may include
  - Outside waterline (water service only)
  - Outside sanitary sewer line (sewer service only)
  - Sewer and/or water final (water and/or sewer service)

### If sanitary sewer and/or water service is available, what am I responsible for?

The property owner is responsible for:

- Submitting Service Application and appropriate Tap Fee(s)
- Contacting and hiring a contractor / plumber to install the sewer and/or water service
- Placing a Pennsylvania OneCall – dial 811
- All materials needed for the sewer and/or water service line including but not limited to: appropriate pipe, stone for backfill, sanitary sewer tap, water meter spread fittings, thermal expansion tank, water meter pit, grinder pump
- The sewer and/or water line from the main line into the structure
- Scheduling the necessary inspections and water tap
- Building inspection requests must be made via the online inspection process at [www.cranberrytownship.org/inspections](http://www.cranberrytownship.org/inspections) by 3:30 p.m. (at the latest) in order to be scheduled and receive an inspection the following day.
- **REQUESTS FOR WATER TAPS: CALL 724-776-4806, EXTENSION 1161. YOU MUST CALL BY 3:00PM TO SCHEDULE AN INSPECTION FOR THE NEXT BUSINESS DAY. (Taps are performed on Wednesday, Thursday, and/or Friday)**
- Disconnecting the existing well (if applicable)
- Abandoning the existing on-lot septic system (if applicable)



## REQUIRED RESIDENTIAL INSPECTIONS FOR TYPE I & TYPE II PERMITS

INSPECTION REQUESTS MUST BE MADE VIA THE ONLINE INSPECTION PROCESS AT [WWW.CRANBERRYTOWNSHIP.ORG/INSPECTIONS](http://WWW.CRANBERRYTOWNSHIP.ORG/INSPECTIONS) BY 3:30 P.M. (AT THE LATEST) IN ORDER TO BE SCHEDULED AND RECEIVE AN INSPECTION THE FOLLOWING DAY.

*The following are required inspections to be aware of:*

- A. FOOTER INSPECTION** - Footer inspection made after construction driveway is installed, caissons have been drilled or trenches cut and/or forms erected and required reinforcing steel in place.
- B. OUTSIDE SEWER:** All sanitary plumbing from foundation to sewer lateral test tee. Visual & air test.
- C. FOUNDATION INSPECTION** made after foundation is completed, french drain installed, dampproofing is applied, and prior to the start of any framing to verify vertical reinforcement. Poured concrete walls to be inspected prior to pour.
- D. INSIDE SEWER:** All sanitary plumbing from foundation to under slab. Visual & air test.
- E. WATER SERVICE LINE:** Water line from curb stop to meter angle valve. Visual.
- F. STRESSED CONCRETE FLOOR OR DECK:** the inspection must be made when the forms are in place and reinforcing steel is in position.
- G. ELECTRICAL** - performed by the Township's Inspection Agency.
  - SERVICE CONNECTION (\* PROVIDE PENN POWER RELEASE #)
  - ROUGH WIRE
  - FINAL ELECTRICAL
- H. STRUCTURAL FRAMING, PLUMBING, MECHANICAL, ROUGH IN INSPECTION:** When all structural framing is completed and prior to insulation and covering of framing, and the electrical system has been inspected as specified above.
- I. DRYWALL** - after installation of all drywall, but before taping & sealing of fasteners
- J. MASONRY** - while masonry is in the process of being installed
- K. STORMWATER** – Downspouts, rain-leaders & french drain leaders to their point of termination. (Note: Downspout and french drain systems shall be kept completely separate.)
- L. FINAL SEWER & WATER:** Final site inspection of meter spread, remote meter, curb box, valve box, manhole, and fire hydrants.
- M. FINAL INSPECTION** made after construction is completed, final electrical inspection verified, structure is made ready for occupancy, and a final as-built dwelling survey is supplied.

**CERTIFICATE OF OCCUPANCY** - Certificate of Occupancy cannot be issued until Final Inspection and approval are given. Failure to obtain Certificate of Occupancy will result in fine and penalties as prescribed by Municipal Ordinance No. 2004-348. "Request for Certificate of Occupancy" for newly constructed residences must be in writing and must state the expected move-in date and the names of the new owners or occupants. Written request for Certificate of Occupancy must be received at least five (5) days before move-in date.



## **HOW TO RECEIVE INSPECTIONS**

### **24 HOUR INSPECTION SCHEDULING**

Inspection requests must be made via the online inspection process at [www.cranberrytownship.org/inspections](http://www.cranberrytownship.org/inspections) by 3:30 p.m. (at the latest) in order to be scheduled and receive an inspection the following day.

**(There will be no return-call confirmation on requests for inspections unless a time slot is filled for sewer and water inspections).**

#### **THE FOLLOWING INFORMATION WILL BE REQUIRED:**

1. **NAME** \_\_\_\_\_
  
2. **PHONE NUMBER WHERE YOU CAN BE REACHED DURING THE DAY - INCLUDING THE AREA CODE** \_\_\_\_\_
  
3. **PERMIT #** \_\_\_\_\_
  
4. **TYPE OF INSPECTION** \_\_\_\_\_
  
5. **DATE AND DAY OF THE WEEK INSPECTION IS REQUESTED**  
\_\_\_\_\_
  
6. **AM or PM must be requested on all inspections except for sewer and water inspections which must be requested for a specific time from the following: 8:00, 9:00, 10:00, 11:00, 12:30, 1:30, and 2:30)**  
**\* APPROXIMATE TIME FOR CONCRETE POUR INSPECTIONS ONLY:**  
\_\_\_\_\_
  
7. **LOT #** \_\_\_\_\_ **& PLAN** \_\_\_\_\_  
  
**STREET ADDRESS** \_\_\_\_\_