

Zoning Permit Application

Borough of Wilkinsburg
605 Ross Avenue
Pittsburgh, PA 15221
412-244-2923



Non-Refundable Application Fee: \$40.00

Applications that are completely filled-out and with the required supporting documents will be processed in the order they are received. All applications must have a valid property address, if the address is not valid your application will not be processed.

No construction work on any property shall begin until the Zoning Department has approved business use and the Building Department has issued permits (if applicable). Any person who commences any work on or before obtaining the necessary permit(s) shall be subject to a penalty fee of up to \$500.00 in addition to the required permit fee(s).

PROPERTY INFORMATION

Permit # _____

Property Address _____ Lot and Block No. _____

Applicants Name _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

OWNER

Owner Name (If different from above) _____

Address (If different from above) _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

CONTRACTOR INFORMATION

Name _____ Contact Name _____

Contractor Address _____ Zip Code _____

Contractor Phone Number _____ Contractor e-mail _____

(Contractor must attach a copy of current insurance certificate.)

***Design Professional (if applicable)**

Phone Number _____ Email _____

New Structure/Home Additions Replace and/or Repair Structure (same size) Change of Use

Sign Zoning verification letter Other

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Procedure for Zoning Permit Application

1. A completed application is required to include all information requested. Including contact information (phone and email) and payment of \$40 made out to the Borough of Wilkinsburg.
2. A plot plan as referenced in page two shall show the property lines and all structures located on the plot as applicable. All dimensions are required. (Structure(s) is any manmade object, decks, pools, fences, patios, sheds, etc.)
3. Every application must include a narrative that describes how the new use or new construction will be utilized.
4. If a zoning permit application is returned or denied, the applicant can appeal the decision of the Zoning Officer to the Zoning Hearing Board.
5. If a proposed owner is the applicant a valid "Option of Buy" contract shall accompany the application.
6. If you are not the owner of the property, a valid "option to buy" contract must be attached to the application.
7. If a tenant is the applicant approval from the owner is required, a copy of the lease.

Failure to submit the above referenced information will result in a rejection of the Zoning Permit Application by the Zoning Officer.

Clearly describe the work you are constructing: _____

Location of work: _____ Total sq. ft of work proposed: _____

Change of Use: Current Use _____ Proposed Use _____

Wall Sign Pole Sign Ground Sign Canopy Sign Banner Temporary Other _____

Signs: Length _____ Width _____ Sq.Ft _____ Width of Building _____

<input type="checkbox"/> Fence (type): <input type="checkbox"/> Wood/Stockade <input type="checkbox"/> Aluminum <input type="checkbox"/> Vinyl <input type="checkbox"/> Chain Link <input type="checkbox"/> Wrought-Iron <input type="checkbox"/> PVC Fence Height: _____ Fence Length: _____	<input type="checkbox"/> Retaining Wall (type): <input type="checkbox"/> Concrete-Block: <input type="checkbox"/> Wood <input type="checkbox"/> Poured-Concrete <input type="checkbox"/> Brick <input type="checkbox"/> Stone Wall Height: _____ Wall Length: _____
<input type="checkbox"/> Concrete Surfaces: <input type="checkbox"/> Driveway: Length _____ Width _____ Sq. Ft. _____ <input type="checkbox"/> Walkway: Length _____ Width _____ Sq. Ft. _____ <input type="checkbox"/> Steps Length _____ Width _____ Sq. Ft. _____ <input type="checkbox"/> Patio: Length _____ Width _____ Sq. Ft. _____ <input type="checkbox"/> Parking-Pad: Length _____ Width _____ Sq. Ft. _____	<input type="checkbox"/> Deck: Length _____ Width _____ Sq. Ft. _____ <input type="checkbox"/> Detached Garage: Length _____ Width _____ Sq. Ft. _____ <input type="checkbox"/> Shed: Length _____ Width _____ Sq. Ft. _____ <input type="checkbox"/> Car Port Length _____ Width _____ Sq. Ft. _____ <input type="checkbox"/> Solar Panels: Sq. Ft. _____ <input type="checkbox"/> Swimming Pool: Height: _____ Width: _____ Length: _____ <input type="checkbox"/> Above Ground <input type="checkbox"/> In Ground <input type="checkbox"/> Hot Tub Sq. Ft. _____

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I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by the Borough of Wilkinsburg 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. as 4904, relating to unsworn falsification to authorities.

Applicants Signature

Date of Application

For internal use only – to be completed by Borough office

Plans and Specifications and Plot Plan for the above application have been examined for Zoning, and I hereby certify that this application complies with the Ordinances of the Borough of Wilkinsburg, Pennsylvania, and approve the issuing of this permit.

Zoning District _____ Lot & Block _____ Zoning Hearing Y / N

Zoning Officer's Signature

Date

Zoning: Approved / Disapproved

Reason for Disapproval _____

Plot Plan and Narrative

Please provide a sketch of the property outline, where the house is located on the property, and the area the proposed fence, shed, patio or deck will be located.

