

# The Borough of Beaver

## Building and Zoning Permit Guidelines

1. All permit applications must be completed before it will be reviewed for Zoning and Building code compliance.
2. All applications for additions, porches, accessory structures, fences, and similar structures **must include a current survey** indicating applicable setbacks for all structures on the same parcel.
3. Three (3) sets of building plans and/or specifications are to be submitted with the application for additions, new structures, and commercial projects. All applications that involve commercial and/or structural work must include drawings and specifications signed and sealed by a licensed architect or engineer. All work must comply with Building Code.
4. Plans for structures other than 1 or 2 family dwellings or minor renovations, must be submitted to a certified plan review agency for review and approval at the applicant(s) expense. Details on the foundation, footer, and wall cross sections must be submitted. This includes details on the fill around the footer and the plan for footer drains, and basement floor channel drains. Sizing and spacing of framing members should be included.
5. The OWNER of the property must sign the Permit Agreement. The Permit Agreement must be notarized if the owner is not the applicant and the owner is not able to sign the Permit Agreement in the presence of the Building Official.
6. All fees must be paid prior to issuing a permit.  
The fees for Building/Zoning Permits are as follows: \$150 (all Construction Projects) \$50 (Fence/wall). See fee schedule for a complete and accurate list. Please note that M.D.I.A. Has their own fee schedule. We will notify the applicant of their fees prior to issuing a permit. See our current fee schedule for additional fees.
7. The Zoning/Code Enforcement Officer will act upon a completed application for a Building/Zoning Application within 30 days of receiving the completed application.
8. If the work described in any Permit has not begun within six (6) months from the date of issuance thereof, said Permit shall expire and be canceled. If the described work has not been substantially completed within 18 months of the date of issuance thereof, said Permit and any zoning relief shall expire and be cancelled.
9. It shall be the applicants' responsibility to obtain all applicable permits and approvals from the PA Department of Labor and Industry and the PA UCC at (717)787-3806.
10. If the property does or will require access to a public road and/or will require improvement/change of existing driveway access to a public road: If such public road is under the jurisdiction of the Commonwealth of PA, you must obtain a Highway Occupancy Permit. Application for such Highway Occupancy Permit as to a Commonwealth road must be made to, with and process by the PA Dept. of Transportation. If such road is under the jurisdiction of Beaver Borough you must apply for and obtain a Driveway Permit from the Borough.
11. An issued building/zoning permit must be posted and displayed prominently on the premises by the applicant, facing the street of the address, until all such work has been completed.
12. Any denial can be appealed to the Zoning Hearing Board.

Note: This list is not all-inclusive. The Borough of Beaver reserves the right to add, delete, and change these requirements.

All public and private construction, demolition and grading work, and related activities performed pursuant to a building permit shall be performed between the hours of 7:00am and 7:00pm, Monday through Saturday, and no such work shall be performed at any time on Sundays or legal holidays, unless the permit holder obtains written consent from the Borough.