



HOMESTEAD BOROUGH
221 East Seventh Ave.
Homestead, PA 15120
Phone: (412) 461-1340 Fax: (412) 461-4057

PROCEDURES FOR ACCEPTING PLANS FOR REVIEW

Please complete all applications for permits in their entirety including parcel information, ward, owner, contactor, telephone number, etc. Applications missing this information will be deemed incomplete and will be returned. All applications & plans are required to be submitted directly to Homestead Borough. They will be logged in and reviewed in the order in which they were received.

All plans for commercial building permits (building, fire alarm, suppression systems, commercial cooking hoods, etc.) must be reviewed by an approved Commonwealth of Pennsylvania, Department of Labor & Industry third-party inspection agency who is permitted to perform code work in Allegheny County. These plans must be stamped approved, and bear the signature of the reviewer and the company name.

Homestead Borough has a contract with Code.sys Code Consulting, Inc. and will be the ONLY 3rd Party Agency permitted to perform this work in Homestead Borough.

The only exceptions are as follows: Residential plans signed and sealed by a registered design professional (registered or licensed architect or engineer) from the Commonwealth of Pennsylvania and accompanied by a certification from that design professional that the plans comply with the PA UCC and all applicable municipal codes and ordinances. Residential accessory buildings, decks, fences, signs and swimming pools are also exempt with the approval of the Building Code Official.

Please note that contractors are required to submit proof of general liability and Pennsylvania Worker's Compensation insurance. If you are a sole proprietor, please ask for a waiver of PA Worker's Compensation Insurance form which must be notarized.

The PA UCC requires that a \$4.50 fee be included with each permit for the education of code enforcement officers and construction industry personnel in the Commonwealth of Pennsylvania. This fee will be additional to your building permit fee and/or occupancy permit fee.

The Uniform Construction Code permits 15 business days (3 weeks) for the review and issuance of your residential building permit and 30 business days (6 weeks) for the review and issuance of your commercial building permit. The commercial plan reviewer will contact your design professional for additional information, requirements or plan revisions.

You will be contacted by phone, fax or email when your permit is available for pick-up. Please do not call the borough offices asking if your permit is approved.

Applications missing any of the above requirements will delay the issuance of your building permit. Your cooperation with these rules will be greatly appreciated and will help in expediting your building permit approval.