**Port Allegany Borough**

**Building Permit Land Use / Zoning Compliance Check List**

Property owners who are considering improvements or developing their property should review the following information in preparation of their project.

**Borough Requirements (Borough Code - Chapter 100)**

* Determine which Zoning District the proposed property is located in (100: Tables 1 – 8)
* Determine if your proposed project is a permitted use of the property
* Determine if you need to apply for a Special Exception of Conditional Use
* Determine if your property has an existing non-conforming use or structure.
	+ If vacant or not used for non-conforming use for 12 months or longer it must be brought up to code and can’t be used for the non-conforming purpose.
	+ If currently occupied and/or used for non-conforming use it may still be used for the non-conforming purpose, however expansions and development are restricted.
* Determine if your proposed project will meet the following borough requirements:
	+ Parking (100: Table 10)
	+ Lot, Yard, and Height Requirements (100: Table 9)
	+ Additional Criteria (100-14)
	+ Supplemental Regulations (100: Article IV)
	+ Performance Standards (100-20)
	+ Minimum Floor Area Requirements (100-21)
* Questions may be directed to:
	+ Port Allegany Borough; 45 West Maple Street; Port Allegany, PA 16743
		- Phone: (814) 642-2526

**Flood Plain Requirements**

* Determine if your proposed project is in a flood area (100-52, 100-53, FEMA Flood Insurance Rate Map)
	+ If you proposed project is in a flood area, is the development allowed
		- If development is allowed, you will need a certificate of elevation
		- If development is allowed, you may need engineering studies
		- If development is allowed, it will need reviewed and approved by the Conservation District and County Planning as well as the Borough
* Questions may be directed to:
	+ McKean County Conservation District; 17137 Route 6; Smethport, PA 16749
		- Phone: (814) 887-4001
	+ McKean County Planning Commission; 17137 Route 6; Smethport, PA 16749
		- Phone: (814) 887-2754

**Environmental, Erosion & Sedimentation & Storm Water Management Requirements**

* Determine how much impervious surface will be created by your project.
	+ If under 5,000 square feet, complete a small project storm water management application and submit it to the Borough. Port Allegany may request additional information and/or require a Storm Water Management plan for any reason
	+ If over 5,000 square feet, submit a Storm Water Management Plan to the Borough
* Determine if your project will disrupt more than 1 acre of land
	+ If yes, submit an Erosion and Sedimentation Plan to the County Conservation District for approval
* Determine if your project requires a PA National Diversity Inventory Environmental Review (PNDI)
	+ If yes, conduct review by visiting [**http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx**](http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx)and include with your building permit application
* Questions may be directed to:
	+ McKean County Conservation District; 17137 Route 6; Smethport, PA 16749
		- Phone: (814) 887-4001

**County Land Use / Subdivision**

* Are you proposing a business or residential development in an unoccupied parcel?
	+ If yes, submit plans to County Planning Commission for approval
* Are you proposing to subdivide your property?
	+ If yes, submit plans to County Planning Commission for approval
* Questions may be directed to:
	+ McKean County Planning Commission; 17137 Route 6; Smethport, PA 16749
		- Phone: (814) 887-2754

**911 / Emergency Services Addressing Requirements**

* New developments and subdivision require the assignment of 911 / Emergency Services Addresses, which are assigned by the 911 Center
* Questions may be directed to:
	+ McKean County 911 Center; 17175 Route 6; Smethport, PA 16749
		- Phone: (814) 887-5070

**Utilities & Services**

* Determine if your property will require new connections to utilities, and if so contact utility provider for pricing and availability information:
* Water – Port Allegany Borough: (814) 642-2526
* Sewer – Port Allegany Borough: (814) 642-2526
* Natural Gas – UGI Central Penn: (800) 652-0550
* Electric – Penelec: 800-633-4766
* Garbage – Casella Waste Management: (877) 372-6905
* Television – Franchise Provider is Zito Media: (814) 545-5011
* Phone & Internet – Various Providers

**Apply for Building Permits and Certificate of Occupancy**

* After reviewing the checklist above, and determining that your proposed development meets all requirements, you can apply for a building permit and submit it to the Borough for review.
* Complete a Building Permit and submit it to the Borough
* Borough reviews application, drawings, and site plans for Zoning Compliance
	+ If **not compliant** with Zoning Laws, Borough notifies applicant of issues that need addressed by applicant prior to re-submitting the application
	+ If **compliant** with Zoning Laws, Borough forwards application to Building Inspector for determination on permit and inspection requirements
* Building Inspector reviews application and notifies applicant of permit, inspection requirements, and related fees.
* Applicant pays the permit and inspection fees
* Permit is issued if applicable
* Work is performed by the applicant or designate
* Inspections are performed
* Certificate of occupancy is provided