



Town of McCandless

Building and Zoning Permit Submission Guidelines

This guide contains basic submission requirements and the most common topics of review when applying for a building and/or zoning permit from the Town of McCandless. This information is not exhaustive and other building or zoning code requirements may apply to your project depending on factors such as zoning district, zoning use, topography, environmental features present on the site, age of building and accessibility requirements, etc. Please review all applicable sections of the Town Zoning Code, Part 13, prior to submission.

The information in this guide is organized under the following subsections:

- I. Required Documents
- II. Survey Information
- III. Stormwater Management
- IV. Waterway and Floodplain Information
- V. Construction and Spec Drawing Information
- VI. Zoning District Sheets for R-VL, R-L and R-M

For questions not covered by this guide, please contact the applicable Building and Planning Department division:

Building and Fire – 412-364-0616 ext. 128

Zoning – 412-364-0616 ext. 129

I. Required Documents

The following list is a brief overview of the types of documents that must be submitted with a permit application. More detailed information on certain documents can be found in later sections of this guide. Any large-format paper documents such as surveys, site plans, or building plans must be submitted electronically as PDFs in addition to any hard copies.

- Completed permit application
- Survey of the property with relevant information about your project included (see below for detailed requirements)
- Construction or spec drawings (see below for requirements of specific types of projects)
- Stormwater management information, where applicable (see below)
- Certificate of Insurance: for any projects that will be completed by paid employees, the builder must submit a Certificate of Insurance verifying workers' compensation coverage with insurance carrier, policy number, and Federal/State ID # included.
- For new structures or change of use, the "green sheet" provided by the McCandless Township Sanitary Authority (MTSA) following new tap-in approval must be provided. MTSA offices are located at 418 Arcadia Dr.
- Other information may be requested as needed by Town staff or consultants to review your project for code compliance.

Permit submittals that do not include the above information may be rejected as incomplete or result in delayed processing of your application.

II. Survey Information

Surveys are required for all building/zoning projects except interior renovations.

Screenshots of aerial/satellite views such as Google Maps or the Allegheny County real estate database do not qualify as surveys. Surveys must be prepared by registered professional land surveyors. A site plan may be included in applications to help illustrate more complex projects but must be supported by a qualifying survey.

The following information should be shown directly on a copy of your survey:

- The footprint of the proposed structure(s) with dimensions and setback distances from all property lines included. Dimensions must be consistent according to your survey's scale. Setbacks should be drawn at right angles from corners of the structure.
- Any additional impervious surface being created, such as parking pads, driveways, hardscaping, etc. must be shown with dimensions. Gravel is considered impervious surface.
 - o For more complicated projects, please include a supplemental table (separate from the survey) identifying all new impervious surface areas with dimensions.
- For any projects that require new stormwater management, the location of proposed stormwater management facilities must also be shown.
- A stamp from MTSA indicating whether there are sewer easements on the property
- Dimensions/boundaries of any utility easements that may be present on the property

III. Stormwater Management Information

Impervious surface area includes any form of construction or installation that prevents water from directly infiltrating into the ground. In addition to building footprints, paving, and gravel, certain structures may also create impervious surface depending on how they are constructed. For example, if a pool uses a cover, it is considered impervious surface area. A deck with a point collection system would also be considered impervious even if there is open ground below.

Small Projects stormwater guidance

All projects adding at least 400 square feet of new impervious surface area are subject to the Town's [Small Projects Stormwater Management requirements](#) (Town code §913.06). Please see the Guidance Sheet for information on SWM feature sizing.

If you are building a sump pit under the Small Projects guidance, the location must be noted on your survey with accurate dimensions. Confirmation of adequate sump sizing (including depth dimension) may be provided on another sheet.

Non-exempt stormwater guidance

Projects adding 2500 sq ft or greater, or smaller projects with significant earth disturbance, are subject to the Town's full stormwater design requirements and will be reviewed by the Town Engineer. See [this flowchart](#) for more information on what level of review is required. A review escrow will be required prior to beginning permit review to cover 3rd party consultant fees; please contact the Building & Planning Department for an estimate if this applies to your project.

If you are building a stormwater feature that required engineer review due to level of complexity (i.e. rain garden, bioswale), or was large enough to not qualify for Small Projects guidance, an operations & maintenance (O&M) agreement must be executed with the Town and recorded with the property before the associated permit will be released. Please contact the Zoning division with any questions before submitting your project.

IV. Waterway and Floodplain Information

If your property contains or is nearby a waterway or any portion is within a floodplain, please note this on your application. Different requirements may apply to your project depending on your proximity to either of these water features.

Waterway buffers

Certain buffers from waterways are required depending on the contributing watershed area that drains to a point in a stream, creek, etc (§913.18). Drainage area is calculated using [StreamStats](#).

For small waterways with a drainage area of 10 to 100 acres, any structure must have at least a 35' buffer from the center line of the waterway.

For waterways with a defined bank and a drainage area of 100 acres or more, any structure must have at least a 50' buffer in all directions from the top of the stream banks.

Floodplain construction

Depending on the location and type of floodplain present on your property, some types of construction may be severely limited or prohibited. Other activities may be permitted but have certain requirements such as raising all usable space (including basements) above the base flood elevation. See the Town's [Floodplain Construction and Development Requirements](#) (§912) for more information. Floodplain construction requires review by the Town Engineer; an escrow must be established prior to beginning permit review to cover 3rd party consultant fees.

V. Construction and Spec Drawing Information

The following sections list the information required for review of specific types of projects. This information is in addition to the items identified in the Required Documents section.

Plans, drawings, and/or spec sheets for ALL PROJECTS must show the height of the proposed structure.

Accessory Structures, Under 1000 Sq Ft

- Information on use/layout of the structure if finished living area is included
- If structure will be used as an authorized Accessory Dwelling Unit, see Single-Family Dwelling requirements.
- For detailed information on chicken coop and run permits, see the [Backyard Chicken Permit Guidelines](#).

Accessory Structures Over 1000 Sq Ft, Building Additions, and Enclosed Porches

See Single-Family Dwelling requirements.

Decks and Patios

- Footer depth, framing detail, railing specifications
- Method of how the deck and roof (if applicable) will be attached to the dwelling

Fences and Walls

- Product spec sheet, plans, or written statement regarding height of the fence or wall
 - For fences in front yards, the spec sheet or diagram must show the fence will be at least 80% open and 3' or less in height. All yards that abut a street are considered front yards.
 - For fences in side or rear yards, fences may be solid and up to 6' in height.
- Walls over 4' in height require engineered drawings.

Pools (Above-ground)

- Manufacturer specifications, which must meet NSPI requirements
- If the pool wall is less than 4 feet in height, one of the following fencing safety requirements must be met:
 - o Enclose the pool with a locking fence of at least 4' in height (but no greater than 6').
 - o Have a locking fence on top of the pool deck so that the combined height of the pool wall and deck fence is at least 4'.
- Any access steps or ladders shall be removed or rendered inoperative when the pool is unattended.

Pools (In-ground)

- Manufacturer specifications, which must meet NSPI requirements
- The pool (or surrounding yard) must be enclosed with a fence with a locking gate at least 4' in height (but no greater than 6'). The fence must be installed prior to the pool being filled. This requirement is incorporated into the Town's zoning code and may not be waived with a locking cover.

Signs

- Design drawings that include the following elements: sign face height and width measurements; height from ground and/or sign clearance; method of illumination (if applicable).
 - o For wall signs, the length of the building's façade must be included to calculate your square footage allowance. For multi-tenant buildings, the façade measurement should be limited to the portion of the building occupied by the business.
 - o Applications for illuminated signs should note the business's hours of operation and include a written statement of how the sign will comply with the illumination restrictions in §1305.130(E)6.
- Any other existing signs on the property should be noted to determine compliance with number of signage limits. The dimensions of other existing wall signs must be provided (excluding signs of other businesses in multi-tenant buildings).
- Engineer stamped drawings required for all new signs and any alterations or replacements that change the support structure, sign dimensions, or weight.
 - o The building official may waive this requirement if the sign is only being graphically refaced.
- Any other information required to determine compliance with the Town's sign code, §1305.

Single-Family Dwellings

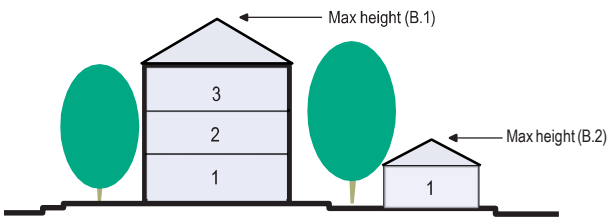
- | | |
|--|---|
| - Grading plan | - Fastener/bracket specifications |
| - Floorplan/layout | - Lumber types and dimensions |
| - Basement and/or garage floor details | - Window size and locations |
| - Footer/foundation specifications | - Location of smoke detectors |
| - Framing details, foundation to roof | - Attic access (must be shown in hallway) |
| - Snow load and wind speed | |

FIGURE 1302.B

A. USE (See Article 1303 - Uses)	
B. BUILDING CONFIGURATION	
1. Principal Building Height	45 ft. max.
2. Accessory Building Height	a. 15 ft. max. w/n Principal Building Setbacks (C) b. otherwise, 24 ft. max
3. Impervious Coverage	30% max.
4. Lot Width	100 ft. min.
5. Lot Area	20,000 sq ft min.
C. SETBACKS - PRINCIPAL BUILDING	
1. Front Setback	35 ft. min.
2. Secondary Street Setback	35 ft. min.
3. Side Setback	15 ft. min.
4. Rear Setback	40 ft. min.
D. SETBACKS - ACCESSORY BUILDING	
1. Front Setback	50 ft. min.
2. Secondary Street Setback	35 ft. min.
3. Side Setback	15 ft. min.
4. Rear Setback	10 ft. min.
E. PRIVATE FRONTAGES	
1. Porch	May extend up to 9 ft into the Front Setback for Principal Buildings.
2. Stoop	May extend up to 6 ft into the Front Setback for Principal Buildings.
F. PARKING PLACEMENT	
1. Front Lot Segment	Parking permitted on driveway only.
2. Mid Lot Segment	Parking permitted on driveway only.
3. Rear Lot Segment	Parking permitted, including parking Structures.

BUILDING CONFIGURATION

- The following diagram illustrates the Principal and Accessory Building Height standards in the table (B).

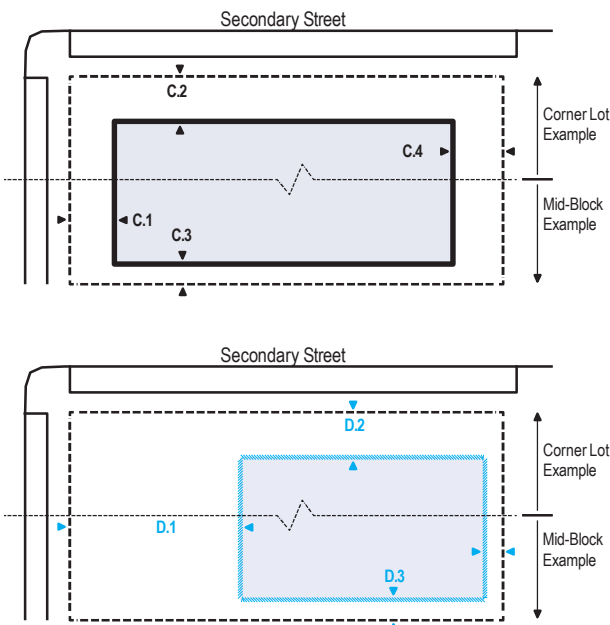


SETBACKS

- The following diagram illustrates the Principal and Accessory Building Build-to Area and Setback standards in the table (C & D).

Lot Line:

Principal Setback:
----- minimum
Accessory Setbacks:
----- minimum



BUILDING FORM

- The following diagram illustrates the Principal and Accessory Building configuration, Build-to Area and Setback, Private Frontages, and parking placement standards in the table (B, C, D, E, & F).

C.1 & 2 Front & Secondary Street Setback
 C.3 Side Setback
 C.4 Rear Setback
 E. Private Frontages
 Buildable Area

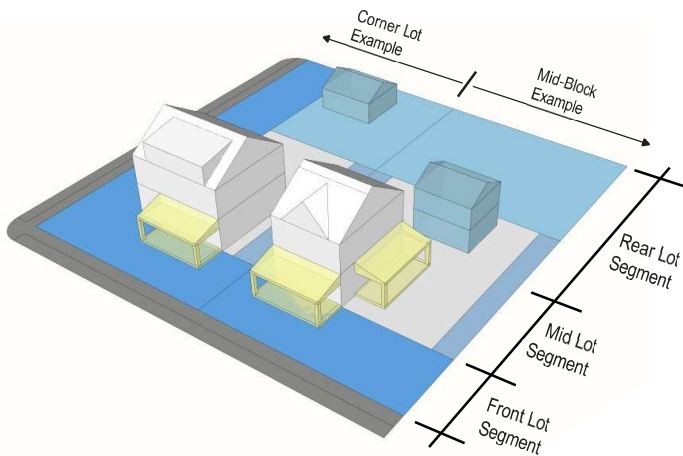


FIGURE 1302.C

A. USE (See Article 1303 - Uses)

B. BUILDING CONFIGURATION

1. Principal Building Height	45 ft. max.
2. Accessory Building Height	a. 15 ft. max. w/n Principal Building Setbacks (C) b. otherwise, 24 ft. max.
3. Impervious Coverage	40% max.
4. Lot Width	80 ft. min.
5. Lot Area	20,000 sq ft w/o public sewer/water 12,000 sq ft w/ public sewer/water

C. SETBACKS - PRINCIPAL BUILDING

1. Front Setbacks	30 ft. min.
2. Secondary Street Setbacks	30 ft. min.
3. Side Setback	10 ft. min.
4. Rear Setback	40 ft. min.

D. SETBACKS - ACCESSORY BUILDING

1. Front Setback	45 ft. min.
2. Secondary Street Setback	30 ft. min.
3. Side Setback	10 ft. min.
4. Rear Setback	10 ft. min.

E. PRIVATE FRONTAGES

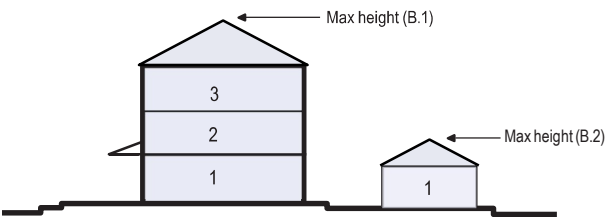
1. Porch	May extend up to 9 ft into the Front Setback for Principal Buildings.
2. Stoop	May extend up to 6 ft into the Front Setback for Principal Buildings.

F. PARKING PLACEMENT

1. Front Lot Segment	Parking permitted on driveway only.
2. Mid Lot Segment	a. Parking permitted. b. Garages must be recessed 10 ft. from the Front Elevation of the Principal Building.
3. Rear Lot Segment	Parking permitted, including parking Structures.

BUILDING CONFIGURATION

- The following diagram illustrates the Principal and Accessory Building Height standards in the table (B).

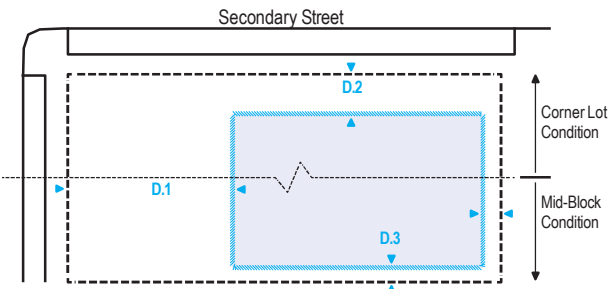
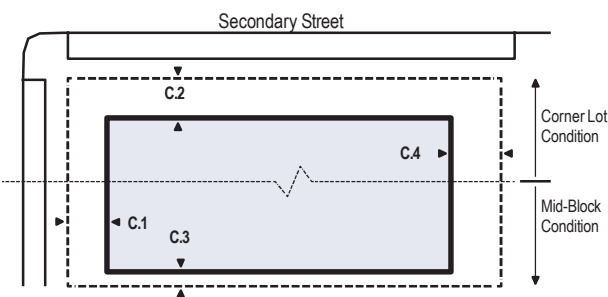


SETBACKS

- The following diagram illustrates the Principal and Accessory Building Build-to Area and Setback standards in the table (C & D).

Lot Line:

Principal Setback:
----- minimum
Accessory Setbacks:
----- minimum



BUILDING FORM

- The following diagram illustrates the Principal and Accessory Building configuration, Build-to Area and Setback, Private Frontages, and parking placement standards in the table (B, C, D, E, & F).

- C.1 & 2 Front & Secondary Street Build-to Area
- C.3 Side Build-to Area
- C.4 Rear Setback
- E. Private Frontages
- Buildable Area

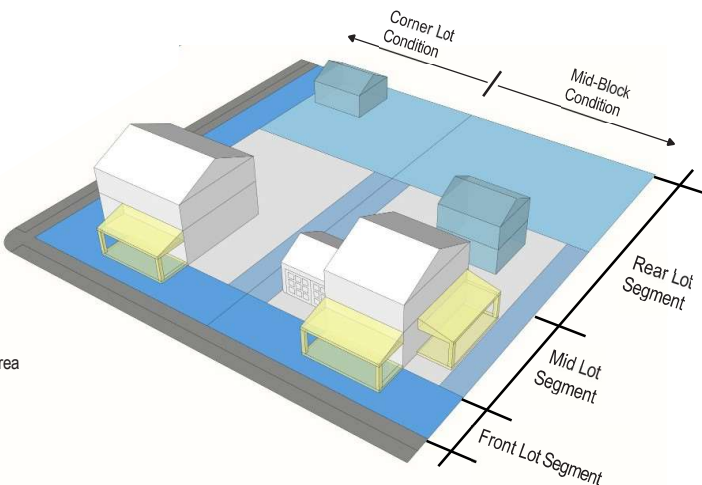


FIGURE 1302.D

MODERATE DENSITY NEIGHBORHOOD

R-M

A. USE (See Article 1303 - Uses)

B. BUILDING CONFIGURATION

1. Principal Building Height	45 ft. max.
2. Accessory Building Height	15 ft. max.
3. Impervious Coverage	60% max.
4. Lot Width	60 ft. min., except 20 ft. permitted for Semi-Attached Single-Family Dwellings or Townhomes.
5. Lot Area	5,200 sq. ft. min., except 3,200 sq. ft. permitted for Semi-Attached Single-Family Dwellings or Townhomes.

C. SETBACKS - PRINCIPAL BUILDING

1. Front Setback	25 ft. min.
2. Secondary Street Setback	25 ft. min.
3. Side Setback	10 ft. min., except 0 ft. permitted for attached Buildings
4. Rear Setback	40 ft. min.

D. SETBACKS - ACCESSORY BUILDING

1. Front Setback	40 ft. min.
2. Secondary Street Setback	20 ft. min.
3. Side Setback	10 ft. min.
4. Rear Setback	10 ft. min.

E. PRIVATE FRONTAGES

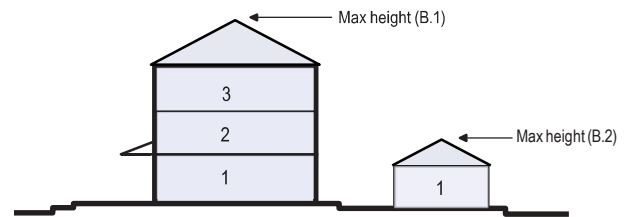
1. Porch	May extend up to 9 ft into the Front Setback for Principal Buildings.
2. Stoop	May extend up to 6 ft into the Front Setback for Principal Buildings.

F. PARKING PLACEMENT

1. Front Lot Segment	Parking permitted on driveway only.
2. Mid Lot Segment	a. Parking permitted. b. Garages may align with the Front Elevation of the Principal Building.
3. Rear Lot Segment	Parking permitted, including parking Structures.

BUILDING CONFIGURATION

- The following diagram illustrates the Principal and Accessory Building Height standards in the table (B).



SETBACKS

- The following diagram illustrates the Principal and Accessory Building Build-to Area and Setback standards in the table (C & D).

Lot Line:



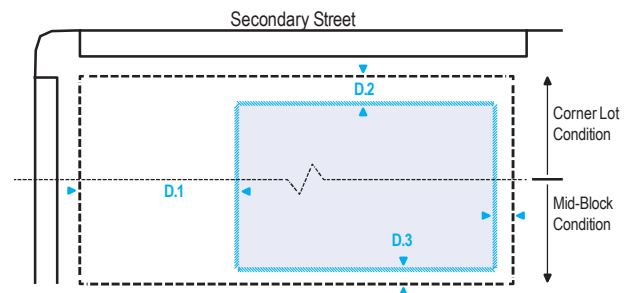
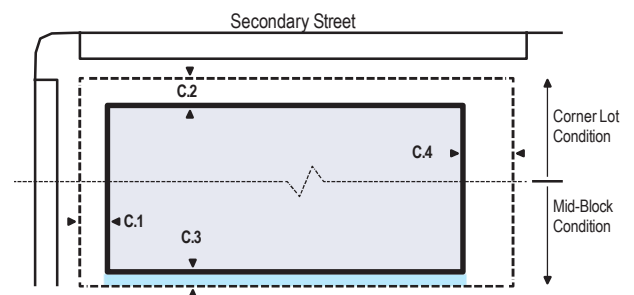
Principal Build-to Area:



Principal Setback:



Accessory Setbacks:



BUILDING FORM

- The following diagram illustrates the Principal and Accessory Building configuration, Build-to Area and Setback, Private Frontages, and parking placement standards in the table (B, C, D, E, & F).

