



**City of Duquesne**  
 12 South Second St  
 Duquesne, PA. 15113  
 412-466-4746 (Fax) 412-469-3795

## **BUILDING PERMIT APPLICATION FOR SMALL PROJECTS**

**DO NOT USE FOR NEW SINGLE FAMILY DWELLINGS, ADDITIONS AND COMMERCIAL PROJECTS**

*Application MUST include the following:*

- Completed application form, signed by property owner AND contractor (unless owner is acting as own general contractor)
- Contractor must provide current Certificate of Workers Compensation Insurance naming the 'City of Duquesne' as Certificate Holder (or check appropriate section on application form regarding lack of Worker's Compensation Insurance)
- Fee: check made payable to \_\_\_\_\_
- Completed application for Electrical Inspection form, if any electrical work is to be done. (\*Separate form)
- Two (2) copies of survey (plot plan) to scale (not reduced or enlarged) showing proposed construction.
- Two (2) copies of construction plans. Disclaimer Label below must be affixed to both copies and must be completed by the property owner.

**Fee:** check made payable to **The City of Duquesne** OR cash. If cash, please have **correct amount**.

***INCOMPLETE OR PARTIALLY COMPLETE APPLICATIONS  
 CANNOT BE ACCEPTED FOR PROCESSING.***

*DISCLAIMER LABELS*

**(Attached the labels below to your construction plans)**

-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----

Address \_\_\_\_\_, I, \_\_\_\_\_, owner of the property for which these plans are proposed, accept responsibility for the plans drawn for me by \_\_\_\_\_, and certify that they meet all **City of Duquesne's** Building Code requirements to the best of my knowledge and belief, and I agree to build accordingly.

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Address \_\_\_\_\_, I, \_\_\_\_\_, owner of the property for which these plans are proposed, accept responsibility for the plans drawn for me by \_\_\_\_\_, and certify that they meet all **City of Duquesne's** Building Code requirements to the best of my knowledge and belief, and I agree to build accordingly.

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**City of Duquesne**  
 12 South Second St  
 Duquesne, PA. 15113  
 412-466-4746 (Fax) 412-469-3795

**APPLICATION FOR SMALL PROJECTS**

Office Use: Case # & BLDG. Zone: \_\_\_\_\_

**I (We) hereby make application for permits by submitting herewith two plot plans and two sets of plans and specifications containing the required Disclaimer Label. For all detached single family accessory structures, the International Residential Code 2018 Edition & Township’s Chapter 51 applies.**

Property Address:	Lot No.:
-------------------	----------

Property Owner(s) Name:

Address:	City	Zip
----------	------	-----

Home Phone:	Email:	Cell Phone:
-------------	--------	-------------

Tenant Name:	Phone:
--------------	--------

General Contractor Name	Email:
-------------------------	--------

Address:	City	Zip
----------	------	-----

Emergency Contact:	Business Phone:	Cell Phone:
--------------------	-----------------	-------------

Proposed Project:

***WORKERS COMPENSATION ACT – TO BE COMPLETED BY CONTRACTOR***

Contractor, in compliance with Act 44 of 1993, hereby submits: **(PLEASE CHECK ONE)**

- Certificate of Insurance ( ) Attached ( ) On File
- Certificate of Self-Insurance ( ) Attached ( ) On File
- Affidavit of Exemption ( ) Attached
- Contractor/Applicant is a sole proprietorship without employees
- Contractor/Applicant is a corporation or partnership and the only employees working on the job have and are qualified as “Executive Employees” under Section 104 of the Workers Compensation Act. Please explain:

Contractor’s Federal or State Employer ID No. (EIN):

Print Name:	Print Title:
-------------	--------------

Company Name:

**Contractor’s Statement:** I hereby agree to comply with the provisions of the Codes and Regulations of **The City of Duquesne** and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application. My signature on behalf of or as the Contractor for this building permit constitutes my verification that the statements contained here are true and that I am subject to the penalty of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
 CONTRACTOR’S SIGNATURE

\_\_\_\_\_  
 DATE

**PERMIT TYPES & FEES** (FILL IN APPLICABLE PERMITS & FEES BELOW)

---

Estimated construction cost: \$ \_\_\_\_\_

---

(Check all that pertains to you)

\_\_\_ **Building Permit:** (See the City of Duquesne's 2024 Fee Schedule / "Residential")

Enter the cost of permit \$ \_\_\_\_\_

---

\_\_\_ **Zoning Permit:**(Of no building permit fee is \$75.00)

Enter cost of permit \$ \_\_\_\_\_

---

\_\_\_ **Electrical Permit:** (See BIU "Building Inspection Underwriters" <http://www.biupa.com/>  
For fee schedule)

Enter cost of permit \$ \_\_\_\_\_

---

\_\_\_ **Driveway:** (Expansion of existing or installation of new fee is \$75.00)

Enter cost of permit \$ \_\_\_\_\_

---

**TOTAL COST OF FEE FROM ABOVE**

\$ \_\_\_\_\_

---

**OFFICE USE:**

**CASH REC# :** \_\_\_\_\_ **CHECK #** \_\_\_\_\_ **BANK NAME:** \_\_\_\_\_

---

**PROPERTY OWNER'S STATEMENT**

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I further agree to comply with the provisions of the Codes and Regulations of the **City of Duquesne** and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application. In addition, I agree that if a permit is issued, the permit may be revoked by administrative action of the **City of Duquesne** if compliance with the foregoing paragraphs and references are not absolute.

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

## GUIDELINES FOR BUILDING A FENCE

### SOME IMPORTANT THINGS YOU SHOULD KNOW FIRST.....

- \* a zoning permit is required;
- \* submit copy of survey of property (plot plan) clearly showing location of proposed fence;
- \* if the fence is a privacy fence (more than 50% solid), also submit sketch of a section of fence with dimensions, including height to top of posts and width of boards plus width of space between boards;
- \* fee is \$25.

Typical fences permitted in front yards are split rail, wrought iron or equally spaced picket, not to exceed a height of 4 feet to the top of the posts. Pickets shall be no more than 6" wide and no more than one (1) supporting rail, in addition to the bottom rail, is permitted for each 18" in height. No strictly functional fences such as chain link are permitted in a front yard. Some properties are subject to private covenants that restrict fence types or disallow fences altogether. The Township does not participate in or enforce such restrictions, but you should check to see if any apply to your property.

The unfinished side (with posts and stringers) of a fence must face toward the structure or area that it is intended to enclose or screen.

No fences, except invisible fences, are permitted in the street right-of-way except upon issuance of a **Street Opening Permit** and execution by Applicant of an **Indemnification Agreement** relieving the Township of any responsibility or liability for property damage or personal injury. No permit is required if located anywhere else on the lot. The street right-of-way is typically *13 feet* back from the rear edge of the curb.

Fences in the side and rear yards are limited to 6 feet in height. With the exception of privacy fences, all fences are permitted up to the property line. See reverse side for illustration of yards.

**PRIVACY FENCES...** are not permitted in the required front or side yards. They are permitted in the buildable area of the lot, in the required rear yard and along the rear lot line, but they must not encroach into the required side yard. Height limit is 6 feet. See illustration below for privacy versus non-privacy fence. Commercial lattice type fences are considered privacy fences.

