

Carmichaels Borough

100 West George St
Carmichaels PA 15320
Office: 724-966-5506
Fax: 724-966-5518

Office of Code and Ordinance Enforcement

- Please fill out the application completely. The property owner's name, address and phone number are important if they are different from the resident. Permits will not be granted prior to contacting the property owner to assure all work is approved. The resident's name and phone number are necessary if questions arise concerning the work and/or if an inspection becomes necessary
- A brief description of the dwelling means: single family dwelling, multiple family dwelling, garage, commercial dwelling, vacant or unused lot, etc.
- Type of construction and/or improvement needs to be as exact as possible. List all construction and/or improvement actions along with specific measurements. List type of materials being used.
- A certified copy of your property MUST be included when the construction and/or improvements will alter the existing shape of your dwelling or include a new dwelling that is not attached to your current dwelling. Measurements to your property line, the street or sidewalk line and any alley(s) that bound your property must be included. Please note that the Borough's Right-of-Way for streets and alleys cannot be determined from physically measuring the existing pavement as these pavements may not be centered to the Right-of-Way. No construction and/or improvement will be allowed on the existing Right-of-Way.
- List the Contractor's name and phone number. Contractors are required to have Workmen's Compensation Coverage. Most Contractors carry this and have no problems. If there are any changes with contractors, you must notify the Borough within three (3) working days. Failure to make notifications will result in a Work Stop Order and no work can continue until proof of coverage is obtained. This action is necessary under Section 302(z)(4) of the Act of June 2, 1915 (p.1,736), known as the Pennsylvania Workmen's Compensation Act, reenacted and amended June 21, 1939 and amended December 5, 1974 and amended July 2, 1993.
- List the project cost. Project cost includes materials and labor.
- Provide a drawing of the property and the improvements covered by this application. If you need the names of alleys adjoining your property these may be obtained from the Borough map located in the Borough building. Please include alley names as they apply to your drawing.
- If your application is DISAPPROVED you may request a hearing before the Variance Board. The Borough Secretary can assist you in filing an appeal to them.