

# **The Municipality of Bethel Park**

## **Permit Procedure for Driveway & Patio Projects**

**To Include:** Gravel, Asphalt or Concrete

**I.** The following information, where applicable, is required to be submitted when applying for an Artisan Permit for a new or expanded driveway:

- ☐ The permit application filled out in its entirety
- ☐ A certified copy of the property survey
- ☐ Specifications (width, length, thickness, etc.) & materials being used
- ☐ Identify any utilities that fall within the project scope (manholes, clean-outs, drains, etc.)
- ☐ Retaining wall design and specifications, if applicable
- ☐ Specifications on grading (if more than 25 cubic yards)
- ☐ Storm water management plan if adding more than 400sqft of impervious surface (i.e. concrete, gravel or asphalt)
- ☐ A copy of the Approved Highway Occupancy Permit from PennDOT (For State Roads)
- ☐ The approval from Allegheny County Public Works (For County Roads)
- ☐ Certificate of Insurance, Workers Comp. or Affidavit of exemption

**Ia.** A permit cannot be issued without 1<sup>st</sup> receiving storm water management approval if required

**II.** The permit holder is required to schedule the following inspections, where applicable:

- ☐ Completion of the installation, to verify Compliance

**IIa.** All inspection requests shall be made 24 hrs. prior to the required inspection by calling the Department of Building Inspections between the hours of 8:00am – 4:30pm.

**III.** Costs - The cost for an Artisan permit is \$50.00

**IV.** All construction, grading and storm water management shall comply with Bethel Park Municipal Ordinance 7-12-93A as-well-as all other applicable codes, laws and regulations