

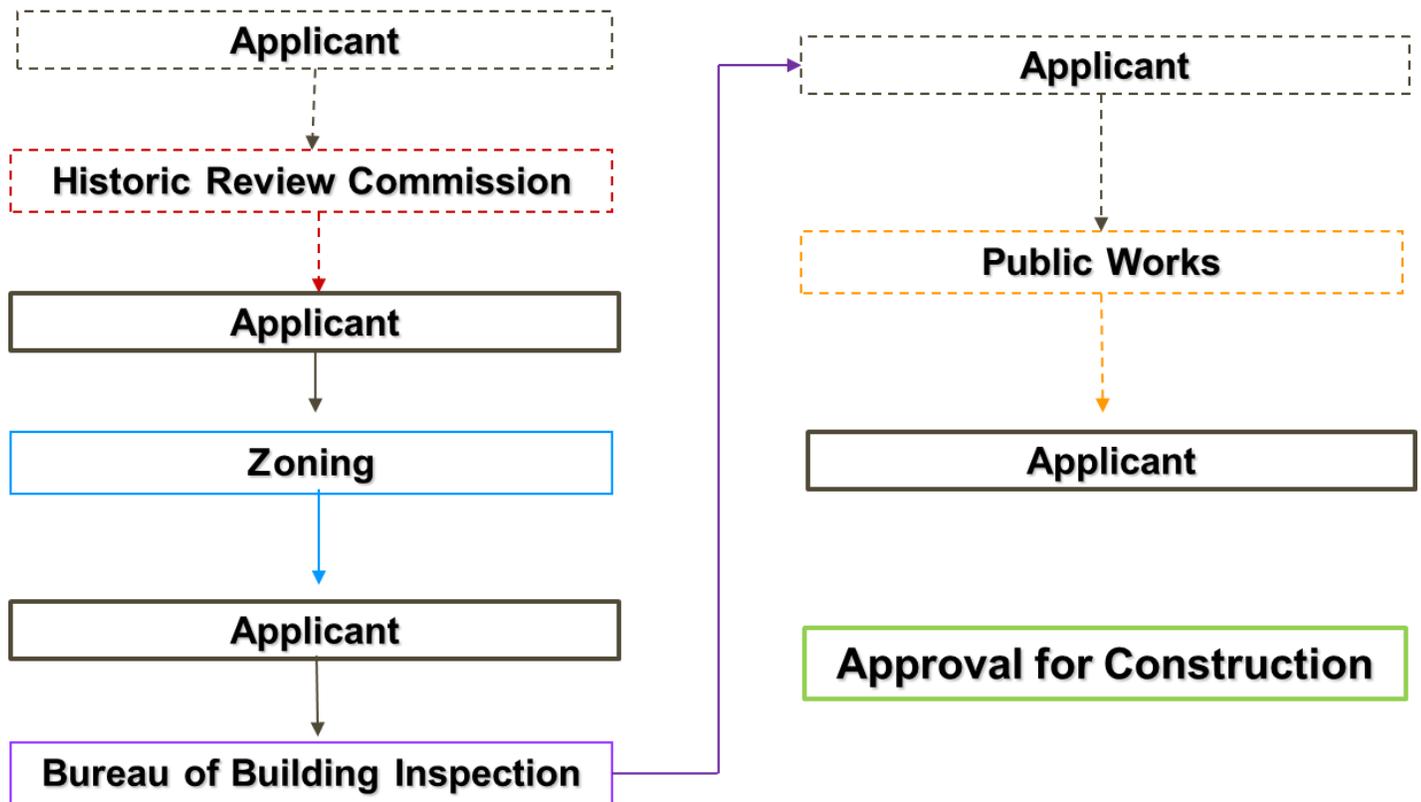
The One Step Project Information

ADA Coordinator's Office makes the step removal process as EASY as possible by removing all legislated fees (Zoning and Public Works), and streamlining the process for businesses.

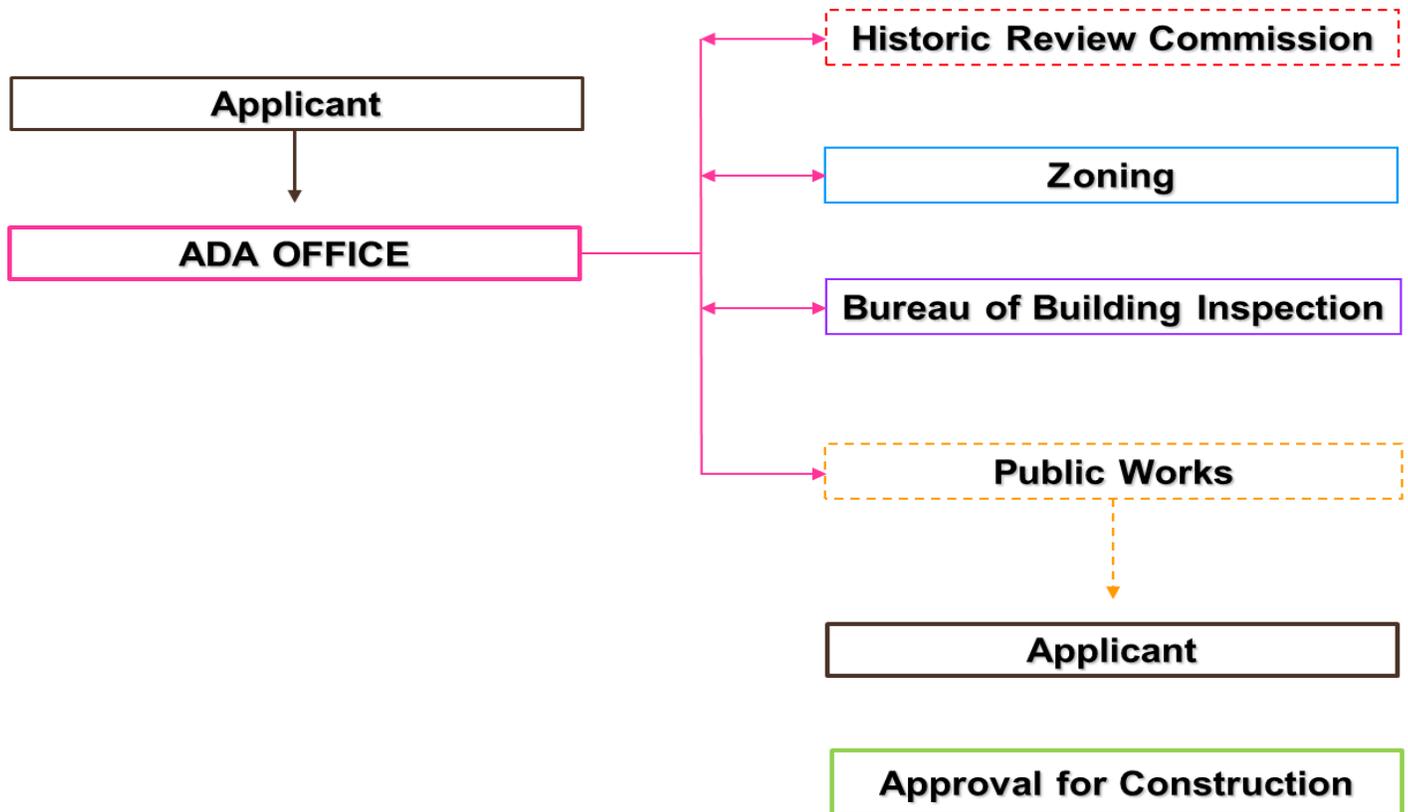
Flow-Chart of Submission Process

Before the One Step Project, the applicant had to appear in front of each department to submit the application and materials needed for approval for construction. The One Step Project changed this process to make it much easier for applicants to get approval for construction.

Traditional Submission Process



NEW One Step Submission Process



For One Step applications only, the ADA Office has created a system where the ADA Office is the ONLY point of submission.

- After the applicant sends all listed materials to the ADA Office, a representative from the ADA Office brings the submitted materials to the each department. The ADA Office tracks the submission.
- Once a department is finished with the application:
 1. The division brings the application back to the ADA Office.
 2. The ADA tracks the return of the application.
 3. The ADA Office sends the next part of the application to the next department.
 4. The ADA Office tracks the submission.
- Once the process is complete, the ADA Office will contact the applicant to appear at the appropriate division to sign all relevant paperwork and pick up materials that confirm approval for construction.

Note: Applicant may be subjected to contact or appear in front of any division that requests more information for review of application.

One Step Application Checklist

Checklist must be completed before submission to ADA Office.

Part I: Historic Review Commission (if in historic district)

- Business completed application form for a Certificate of Appropriateness?
An application form can be found with this link:
http://apps.pittsburghpa.gov/dcp/Application_For_Exterior_Work_7.25.12.pdf
Historic Review information and forms can also be found at:
http://www.city.pittsburgh.pa.us/cp/html/historic_review_commission.html
- Is the revision contextual to the building and fit within historic contextual design?
- Business submitted all the following documents?
 - ⇒ Precise drawings of the proposed work
 - Clearly drawn by any entity, including architects
 - ⇒ Photographs of current site entrance and façade and proposed work
 - ⇒ Renderings
 - ⇒ Site Plans
 - ⇒ Detailed description of the proposed work
 - ⇒ Material samples and precise details (material selection determines approval)

Note: HRC will notify the ADA Office, who will notify the applicant if a fee needs to be paid.

Staff Review Fee: \$5/ft (min. \$25)

HRC Review Fee: \$10/ft (min. \$150) (if reviewed as a public hearing)

Part II: Zoning Process (all applicants)

- Business received prior Certificate of Occupancy?
 - ⇒ Zoning requires a \$40 Occupancy Permit Fee in the case of a new business that has not yet received a Certificate of Occupancy.
 - ⇒ **Business would have to apply for Certificate of Occupancy at the Zoning Counter.**
- Architect representing business sent electronic pre-submission draft to ADA Office (richard.meritzer@pittsburghpa.gov)
to be inspected by Zoning for recommendations?
 - ⇒ The Zoning Administrator will make recommendations in which completion is required for approval or notify the applicant if the application needs to go to the Planning Commission.

- Business submitted all the following documents?
 - ⇒ A surveyor's plot plan (site plan). The plot plan should comply with Sec. 922.01.D.1 of the Zoning Code, Simplified Site Plan
 - ⇒ A Building Permit Application (BPA-1)
 - ⇒ A Plan Submittal Checklist (PSC-1) that the chosen design professional has completed

- The \$25 filing fee is waived by Bill 2011-1967
 - ⇒ Fee waivers apply to the removal of one step only. Fee waiver cannot be used if connected to other renovation projects.

Part III: Bureau of Building Inspection Process (all applicants)

- Architect representing business sent electronic pre-submission draft to ADA Office (richard.meritzer@pittsburghpa.gov) to be inspected by BBI for recommendations?
 - ⇒ BBI will make recommendations in which completion is required for approval. BBI will review the drawings for IBC and ICC/ANSI A117.1 compliance

- Storefront design complies with a step-free entry design with latest versions of the:
 - ⇒ International Building Code (Currently the 2009 version)?
 - ⇒ ICC/ANSI A117.1 Code (Currently the 2003 version)?

- Business submitted at least two sets of sealed construction drawings prepared by a state-licensed architect, engineer, or design professional?

- Business submitted a surveyor plot plan that goes to the Bureau of Building Inspection (BBI)?
 - ⇒ Plot plans meets the latest International Building Code and ICC/ANSI A117.1 Code standards?

- Business went to http://apps.pittsburghpa.gov/bbi/2013_BBI_FEES.pdf to calculate required fees?

- Business submitted correct fee amount to ADA Office?

- Business has contractor licensed through the City of Pittsburgh and prepared to work within the first six months that follow the act of filing for a permit?
 - ⇒ Work must begin within six months of the issuance of the building permit; otherwise, BBI has the right to revoke the permit.

Note: A punch list of items needing correction will be generated and returned to the ADA Office to be forwarded to the hired design professional. Once corrections are made to the documents, resubmitted and approved, the building permit will be issued.

Note: BBI review time will be up to 30 business days of the date it has received the finished application. If BBI finds that it can approve the application, it will issue a building permit as soon as possible.

Part IV: Public Works Process (if in public right-of-way)

- Business completed DPW Encroachment application?
 - ⇒ The application is available from the City's Department of Public Works and can be obtained after a business completes a letter of request asking for this application
- Business submitted all the following documents?
 - ⇒ Third set of sealed construction drawings prepared by a state-licensed architect or engineer
 - ⇒ Photographs of current site entrance, façade, and public right of way.
 - ⇒ Along with the application itself, a business must supply a petition with the signatures of the applicant and any nearby property owners who might be affected
 - ⇒ Proof of insurance in amounts and coverage approved by the DPW Director, along with an insurance certificate that lists the City under "Additional Insured Party"
- The \$150 Encroachment fee is waived by 2011-1968
- The fee for ramp construction of \$5/square foot of space for business is also waived by bill 2011-1968

Note: After the DPW has approved the application, it will go to City Council for additional review and approval in legislative form. If Council approves the resolution enabling the applicant to get an encroachment permit, the City Clerk will let Public Works know

Note: If a step-free entry is "technically infeasible" for a new storefront, a business must submit an appeal asking for a variance to the Accessibility Advisory Board, which is part of the Pennsylvania Department of Labor and Industry.

Applicable Fees

Any fees required must be submitted to ADA Office with application BEFORE process begins. Business is responsible for own fees.

If in a historic district, the Historic Review Commission may require One Step Applicants to pay Historic Review Rehabilitation/Renovation Fees.

For One Step applications only: Historic Review Commission will contact applicant if fee is required.

If charged a fee:

Staff Review Fee: \$5/ft (min. \$25)

HRC Review Fee: \$10/ft (min. \$150)

Zoning requires a \$40 Occupancy Permit Fee in the case of a new business that has not yet received a Certificate of Occupancy.

The BBI charges \$78 for a permit that covers up to \$1000 worth of work and \$13 for each additional \$1000 (under “Commercial –Repairs and Alterations”)

If the work totals over \$1 million, there is a \$6 fee for each additional \$1000 over the million-dollar mark

New businesses pursuing commercial permits will pay an \$82 minimum fee and \$0.43 to the BBI for each additional square foot of construction (under “Commercial –New Construction, Additions”)

Applicant may go to http://apps.pittsburghpa.gov/bbi/2013_BBI_FEES.pdf to get full listing of fees.

Currently, a small business may use funding and grants from the city to cover the costs of its renovations; however, the owner(s) would have to pay twice the amount of fees listed above.

The ADA Coordinator’s Office continues to work to eliminate more fees from process.

Waived Fees – The One Step Project

The \$25 Zoning filing fee is waived by Legislation 2011-1967 for eligible businesses.

The Department of Public Works \$150 application fee is waived by Legislation 2011-1968 for eligible businesses.

If construction is allowed to begin, the Department of Public Works charge of \$5 per square feet of ramp space is also waived by Bill 2011-1968 for eligible business.