

# ***Municipal Consulting Service***

***"Even the smallest of matter is our Business"***

## ***Building Permit Application***

***PA UNIFORM CONSTRUCTION CODE***

## ***Building Permit Instructions & Checklist***

- ☐ The Building Permit application has been completed in full and signed.
- ☐ A survey by a PA registered land surveyor has been submitted with the construction documents. The survey shall indicate the setback distance to every property line. The location of all proposed driveways shall be indicated on the submitted survey.
- ☐ All required Zoning Permits and approvals have been obtained from the municipality (attach copies).
- ☐ Two (2) copies of scaled and accurate construction drawings have been submitted. All one & two family dwellings must be reviewed and approved. See attached plan review instructions
- ☐ All applicable Highway Occupancy Permits from Penn Dot shall be obtained (attach copies).
- ☐ A worker's compensation certificates for all contractors identified on the permit application have been submitted indicating your Municipality as the "Certificate Holder".
- ☐ The Owner's Agreement has been completed and signed by the property owner.
- ☐ The Required Inspections sheet has been read and signed.
- ☐ A sewer or on-site sewage disposal permit (attach copies).
- ☐ Pennsylvania One Call shall be notified prior to any excavation. 1 800 242-1776

### **New Home Plan Review Minimum Requirements**

- ☐ Two (2) sets of complete drawings shall be submitted with the Building Permit Application.
- ☐ The required plan review fee shall be submitted with the Building Permit Application.
- ☐ The drawings include a typical wall section indicating the following: footer size and reinforcement, foundation wall details including drainage, anchor bolts, floor joist size, framing sizes, header schedule, ceiling joist and roof rafter details, roof covering details & ventilation details.
- ☐ Engineered lumber specifications and manufacturers product information
- ☐ Floor plans for every story including basement.
- ☐ HVAC details including equipment to be installed.
- ☐ General wiring details including smoke detectors and service size.
- ☐ A plumbing isometric design including drainage size, vent size and location, trap location, cleanout locations and drainage fixture details. All building sewer specifications shall be in accordance with the local sanitary authority.
- ☐ Window schedules from the window manufacturer indicating sleeping room egress window and habitable basement egress sizes.

## Building Permit Application

**APPLICANT INFORMATION:**

DATE OF APPLICATION \_\_\_\_\_ PERMIT # \_\_\_\_\_  
APPLICANT NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
OWNER NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
ADDRESS (NO PO BOX): \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

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**PROPERTY INFORMATION:**

LOCATION OF PROPERTY: \_\_\_\_\_  
PARCEL I.D. NUMBER: \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

COST OF CONSTRUCTION \_\_\_\_\_ SQUARE FOOTAGE (GFA) \_\_\_\_\_

*GFA – Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, and attics with floor to ceiling height of 6'6" or more*

TYPE OF CONSTRUCTION: (check at least one)

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> RENOVATION
<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> MUTI-FAMILY	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> SHED	<input type="checkbox"/> DECK	<input type="checkbox"/> POOL	<input type="checkbox"/> FENCE

DESCRIPTION OF CONSTRUCTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ARCHITECT/ENGINEER NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CONTRACTOR NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**TOWNSHIP ZONING APPROVAL** \_\_\_\_\_ **Date:** \_\_\_\_\_

# APPLICATION FOR BUILDING PERMIT

## WORKER'S COMPENSATION INFORMATION:

INSURER: \_\_\_\_\_

NAME OF POLICY HOLDER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

PA HIC # \_\_\_\_\_

The Law requires that all contractors who perform at least \$5,000 worth of home improvements per year register with the Attorney General's Office

## PERMIT AGREEMENT

THE MUNICIPALITY: \_\_\_\_\_

THE APPLICANT: \_\_\_\_\_  
(Please print)

In consideration of the issuance of a building permit to the undersigned Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in inspecting work of the Applicant, employees of The Municipality are only performing their duties to require compliance with the minimum requirements of the applicable Ordinances of The Municipality pursuant to the policy power of The Municipality and are not warranting to the Applicant or to any third party the quality or adequacy of the design, engineering or work of the Applicant. Applicant further acknowledges that it will not be possible for The Municipality to review every aspect of Applicant's design and engineering or to inspect every aspect of Applicant's work. Accordingly, neither The Municipality nor any of its elected or appointed officials or employees shall have any liability to the Applicant for defects or shortcomings in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during The Municipality's review or inspection.

Furthermore, the Applicant agrees to defend, hold harmless and indemnify The Municipality, its elected and appointed officials and employees from and against any and all claims demands, actions and causes of action of any one or more third parties arising out of or relating to The Municipality's review or inspection of the Applicant's design, engineering work or issuance of a permit or permits., or arising out of or relating to the design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant's employees, agents, independent contractors, subcontractors or any other persons or entities performing work pursuant to the issuance of the building or grading permit by The Municipality.

Applicant/Owner is responsible for obtaining required highway occupancy permits from the PA Dept. of Transportation. I hereby agree that all applicable provisions of the Township Codes, the Energy Conservation Act 222 of 1990 and the 2004 Uniform Construction Code shall be complied with, as well as the requirements of the Municipal Sewer and Water Authority whether specified or not.

I am fully aware of the U.S. Department of Labor, Occupation Safety and Health Administration (OSHA) standards and understand that I must comply with these standards for the duration of my construction project.

I certify that the information provided in this application package is true and correct.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

## **Municipal Consulting Service LLC**

P.O. Box 6 Westland, PA 15378

(724) 263-0377 / (724) 470-8254

mcservices111@gmail.com

The following inspections are required to ensure compliance with the Building Permit you have been issued.

All inspections shall be requested no sooner than 48 hours before the inspection is required.

**A FINAL INSPECTION IS REQUIRED FOR ALL BUILDING PERMITS.**

- ☐ **FOOTING INSPECTION:** Before placement of concrete. All required re-enforcement in accordance with the approved drawings should be installed. All reinforcement shall be placed in the bottom 1/3 of the footing and shall be suspended on chairs or other approved device.
- ☐ **OUTSIDE SEWER:** All sanitary plumbing from foundation to sewer lateral test tee. Visual & 15 lbs air test / 10' water
- ☐ **FOUNDATION:** (When reinforcement is required) Prior to the placement of all required cellblock grouting. All required reinforcement shall be in place. When added to the grout, all aggregate shall be 3/8 inch maximum
- ☐ **INSIDE SEWER:** All sanitary plumbing from foundation to under the slab. Visual & air test
- ☐ **CONCRETE FLOORS:** Prior to concrete floor
- ☐ **REINFORCED MASONARY:** as block or poured concrete walls are prepared and after steel reinforcement are installed.
- ☐ **STEEL:** After erection and installation is complete
- ☐ **ELECTRICAL:** Service, Rough Wiring, & Final Performed by Third Party Inspection Agency
- ☐ **ROUGH FRAMING:** After all rough electrical, plumbing & mechanical inspections have been approved. Also to include fire blocking and draft stopping. Prior to all insulations. Before hanging wall board
- ☐ **ENERGY CONVERSATION:** All required insulation installed in walls including areas to be concealed, prior to wallboard.
- ☐ **WALLBOARD:** All fasteners installed prior to compound or finish material.
- ☐ **FIRE PROTECTION & FIRE DETECTION SYTEMS.** After system are installed, functioning and tested.
- ☐ **ACCESSIBILITY:** Including site.
- ☐ **FINAL INSPECTION:** Final electrical inspection must be verified. No building may be used or occupied without having an Certificate of Occupancy first being issued by the Building Code Official

Work shall not proceed until the Municipal Consulting Service Building Inspector approves the above inspections. Failure to obtain any of the above inspections may result in penalties imposed in accordance with the UCC Act 45. Your project may not require all of these inspections. You must consult with Township Inspector to which may apply.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

## **PERMIT ARE REQUIRED FOR**

### **Residential construction**

**Building permit approval is required prior to the construction of the following:**

1. New homes
2. Additions to homes, garages, decks
3. Garages (attached, integral, detached 200 square feet and over)
4. Decks, Porches
5. Deck roof, Porch roof
6. Remodeling or alteration of the structure, which involves changing structural or supporting members.
7. Chimneys and built in fireplaces
9. Swimming - pools over 24 inches deep (in ground & above ground)
10. Spas/hot tubs – indoors and outdoors
11. Finished basements - permits may be required when converting a basement to a finished area.
12. Changing means of egress.

### **Commercial construction**

**Building permit approval is required prior to the construction of the following:**

1. New commercial structures
2. Additions to existing structures
3. Alterations and renovations to existing structures
4. Change of use, changing from one use group to another
5. Installation or alteration of plumbing, heating, or electrical systems
6. Roof – any work to an existing roof other than ordinary repairs
7. Change of means of egress

**If you have any question whether your project requires a permit please contact:**

**Municipal Consulting Service**  
**Harold Ivery Jr    or    Peter Grieb**  
**724-263-0377                      724-288-4896**

### **Improvements and repairs that Do NOT require a permit:**

- Fences that are no more than 6 feet high. (Note: See local municipality regarding all fence requirements, zoning approval may be required)
- Retaining walls that are not over 4 feet in height measured from the lowest level of grade to the top of the wall unless the wall supports a surcharge.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
- Sidewalks and driveways that are 30 inches or less above adjacent grade and not placed over a basement or story below it.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finishing work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment accessory to a one or two-family dwelling.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- Residential window replacement without structural change
- Minor electrical repair and maintenance including the replacement of lamps or the connection of approved portable electrical equipment to approve permanently installed receptacles.

#### **The following mechanical work or equipment does not require a permit:**

- A portable heating appliance.
- Portable ventilation appliances.
- A portable cooling units.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated or governed under the Uniform Construction Code.
- Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.  
Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are put into action by motors one (1) horsepower or less.
- Portable evaporative cooler.
- A portable fuel cell appliance that is not connected to a fixed piping system and is not interconnected to a power grid.

#### **The following plumbing work does not require a permit:**

- Stopping leaks in a drain, a water, soil, waste or vent pipe. The uniform construction code applies if a concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and is removed and replaced with new material.
- Clearing stoppages or repairing leaks in pipes, valves or fixtures and the removal and installation of water closets, faucets and lavatories, or pipes that are not replaced or rearranged.