

# ***Municipal Consulting Service***

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

## ***Building Permit Application***

***PA UNIFORM CONSTRUCTION CODE***

## **UCC 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 LLC**

**Harold Ivery Jr    or    Peter Grieb**  
**724-263-0377                      724-470-8254**

### **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.

## Municipal Consulting Service Permit Checklist

(All pertinent information must accompany the application or it will not be accepted.)

H – Required for Residential Home or addition C – Required for Commercial Structure A - Required for Accessory Structures

### 1. Copy of plot or site plan showing the following: (As applicable)

- H C A [ ] Property Lines
- H C A [ ] All setback lines
- H C A [ ] Any easements, wetlands, flood plains or other
- H C A [ ] Location of structure
- H C A [ ] Proposed rain conductor and storm water control/outlets
- H C A [ ] Elevation of the Structure if in floodway
- H C A [ ] Elevations of the property
- H C A [ ] Driveway location and grades
- H C A [ ] Any proposed retaining walls and height

A sealed survey may not be required for accessory use structures and small additions; however, you will be required to sign a waiver (available from the building department).

### 2. Construction Drawings (Accept for swimming pools, Accessory structures under 1000 sq. ft. are exempt)

- H C A [ ] Two (2) complete sets of construction drawings, (sealed by a PA Licensed Architect & 3 sets of drawings "C" only).
- H C A [ ] Footer and foundation details
- H C A [ ] Window schedules, egress and safety glassing to be identified
- H C A [ ] Framing details
- H C A [ ] Lumber grade and/or design standard
- H C A [ ] Complete floor and wall cross section details
- H C A [ ] Stair details
- H [ ] Basement egress
- H C [ ] Mechanical details
- H C [ ] Smoke detector layout
- H C [ ] Sprinkler details (If applicable)
- H C [ ] Fire alarm plan (If applicable)
- H C [ ] Fire resistant requirements (If applicable)
- H C [ ] Attic / Roof access
- H C [ ] Plumbing schematic and calculations showing that the plumbing meets UCC
- H C [ ] Documentation proving the structure meets energy code requirements of the UCC (Res check or Com check or PA Alternative Energy)
- H C A [ ] Sufficient details to show that the structure meets the Uniform Construction Code of Pennsylvania (UCC)
- C [ ] A complete set of ADA details for commercial buildings

### 3. Miscellaneous

- H C [ ] Sewage / septic approval letter
- H C [ ] Proposed water supply (Certificate of potable required for occupancy)
- H C [ ] Highway Occupancy Permit, for state roads
- H C A [ ] Certificate of Workers' Compensation Insurance for builder or waiver
- H C A [ ] All other requirements as described on the instruction page must be complete
- A [ ] For swimming pools Proposed fencing must be shown on plot plan

**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 6'8" 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**

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**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:** \_\_\_\_\_

# ELECTRICAL INSPECTION AND PERMIT APPLICATION PERMIT # \_\_\_\_\_

RECEIPT # \_\_\_\_\_

ADDRESS OF CONSTRUCTION SITE: \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_

TENANT

NAME \_\_\_\_\_

OWNER

CONTRACTOR

NAME \_\_\_\_\_ Ph \_\_\_\_\_

NAME \_\_\_\_\_ Ph \_\_\_\_\_

STREET \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

CITY \_\_\_\_\_

WORK ORDER # \_\_\_\_\_

List all wiring and equipment and provide necessary data

No.	Item	Fee	No.	Item	Fee	Fee
ROUGH	Switching Outlets	\$ _____		H.V.A.C. Equipment	\$ _____	COLUMN 1 \$ _____
	Lighting Outlets	_____		Switching Devices	_____	COLUMN 2 _____
	Receptacle Outlets	_____		Transformers	_____	\$ _____
	Range/Oven	_____		Motors/Generators/ Compressors	_____	Total Fee \$ _____
	Dryer, Electric	_____		(State no. and size of each)		
	Water Heater, Electric	_____		Garb. Disposal	_____	
	Heating, Electric	_____		Dishwasher	_____	
	Switches	_____		Exhaust Fans	_____	
	Lighting Fixtures	_____		Other	_____	
	Receptacles	_____		Other	_____	
Bonding, Pool/Vault	_____		Other	_____		
Service/Feeders	_____		Other	_____		
COLUMN 1 \$ _____			COLUMN 2 \$ _____			

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby acknowledge that I have read this application and state the above is correct and agree to comply with all adopted ordinances and state laws regarding construction.

THE ABOVE APPLICATION HAS BEEN APPROVED ON THIS

By Electrical Insp. \_\_\_\_\_

20 \_\_\_\_\_

DATE \_\_\_\_\_

Owner or Agent

**Application must be signed - Unsigned applications will be rejected.**

# PLAN REVIEW SUBMITTAL CHECKLIST

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## TITLE SHEET

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Name and address of owner. Name and address of person preparing plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Index of sheets   |
| <input type="checkbox"/> | <input type="checkbox"/> | Exact location/address of the proposed building site                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Building construction type and occupancy classification               |
| <input type="checkbox"/> | <input type="checkbox"/> | Building code used  |

## SITE PLAN

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plans fully dimensioned showing exact location of proposed building in relation to property lines, existing buildings, streets, parking areas, signs, utilities, etc... |
| <input type="checkbox"/> | <input type="checkbox"/> | Note the use of all existing and proposed buildings or structures   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of permanent access to the street, giving length and width of access and half width of street  |
| <input type="checkbox"/> | <input type="checkbox"/> | Grades and elevation of the site and the building.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate the location of fire hydrants, sewer lines, and water lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide handicap parking, curb ramps, and site accessibility.   |
| <input type="checkbox"/> | <input type="checkbox"/> | North direction arrow   |

## FOUNDATION / FOOTINGS PLAN

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned floor plan of foundations and pad footings  |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete Dimensions and depth below finished grade of all wall and post footing and foundations |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and thickness of floor slabs   |
| <input type="checkbox"/> | <input type="checkbox"/> | Note anchor bolt locations, size, and spacing   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and size of uplift or overturning tie down anchors                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and details of post connections  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sections through footings   |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify allowable soil bearing pressure.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Special foundation preparations required by the soils report                                    |

## ELEVATION VIEWS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Elevation Views of each side of the structure      |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate type of exterior finish and roof covering |
| <input type="checkbox"/> | <input type="checkbox"/> | Height dimensions                                  |

## FLOOR PLANS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Exact Dimensions of the structure  |
| <input type="checkbox"/> | <input type="checkbox"/> | Room Sizes   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of the proposed use of all rooms  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and size of all doors, windows, and openings, including glazing requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate the rating of all fire doors  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all appliances (Furnace, Water Heater, Air Conditioner)                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Types of interior ceiling, wall and floor finishes                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Show change in floor levels  |
| <input type="checkbox"/> | <input type="checkbox"/> | Occupant Loads   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire ratings for fire barriers and walls   |



## FRAMING PLANS

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Calculations   |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Loads  |
| <input type="checkbox"/> | <input type="checkbox"/> | Material Specifications   |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan including size, location, direction and spacing of girders and joists. Location of crawl holes, screened vents, underfloor furnace   |
| <input type="checkbox"/> | <input type="checkbox"/> | Ceiling joist framing plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof framing plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | Shear wall locations  |
| <input type="checkbox"/> | <input type="checkbox"/> | Typical reinforcement details for masonry construction. Wall reinforcement, horizontal and vertical, reinforcement around openings, at corners, at intersecting walls, at lintel beams and at piers |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate size and location of attic access.   |

## ROOF PLANS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show all roof mounted heating and cooling units          |
| <input type="checkbox"/> | <input type="checkbox"/> | Note direction and pitch of all roof slopes              |
| <input type="checkbox"/> | <input type="checkbox"/> | Describe all roof coverings                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Prefabricated truss detail and calculations              |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection details for top and bottom of partition walls |
| <input type="checkbox"/> | <input type="checkbox"/> | Framing details at wall openings                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Typical framing at sidewalls and end walls               |

## DETAILS AND SECTIONS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details  |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection details at bearing of individual members  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wall heights, ceiling heights, heights of openings   |
| <input type="checkbox"/> | <input type="checkbox"/> | Stair, Handrail and guardrail framing details, including rise, run, and width of stairs, rail heights, and intermediate rail spacing for handrails and guardrails. |
| <input type="checkbox"/> | <input type="checkbox"/> | Door and window schedule; size and type of glazing   |
| <input type="checkbox"/> | <input type="checkbox"/> | Finish schedule noting all wall, ceiling and floor finishes  |
| <input type="checkbox"/> | <input type="checkbox"/> | Details of special or unusual construction or material   |

## ELECTRIC PLANS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Type of voltage  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all main and sub-panels indicating size and type   |
| <input type="checkbox"/> | <input type="checkbox"/> | Panel schedule noting circuit identification, overcurrent protection size, including main disconnect |
| <input type="checkbox"/> | <input type="checkbox"/> | Load calculation showing total demand load.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Type size and materials of all conductors and conduits   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all electrical outlets, including lights, receptacles and junction boxes                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Method and location of grounding and bonding   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and rating of all electrical appliances   |
| <input type="checkbox"/> | <input type="checkbox"/> | Circuit schedule   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify disconnecting means   |

**PLUMBING PLANS**

YES NO

- A single-line drawing of the drain, waste and vent system, providing sizes, dimensions, type and identification of materials.
- Indicate location of all cleanouts
- Termination of vents
- A single-line drawing of the water supply system showing sizes, lengths of runs, type of materials and valves.
- Location of pressure relief valve at water heater, and termination, size and materials of relief tube.
- Indicate type of fixtures, including allowable water consumption and handicap accessibility
- Grades and elevations of sewer lines. Indicate connection of building drain to public or private sewer system. Indicate location of all cleanouts or manholes
- Private septic systems shall be shown noting size of tank and leach field.
- Single-line drawing of gas lines and type of fuel to be used, giving type of materials, size, valves, meter location, regulators and change in pipe sizes.
- Location, type, size and rating (in BTU & CFM) of all appliances

**MECHANICAL PLANS**

YES NO

- Type of fuel serving mechanical units (wood stoves, furnaces, kilns, boilers etc.).
- Location, type, size and rating (in BTU & CFM) of all HVAC, appliances, etc.
- Type of exhaust vent indicating location and termination
- How combustion and dilution air is provided.
- Fire dampers and assemblies.
- Fire separation between a furnace and/or boiler room and the rest of the structure.
- When mechanical ventilation is used, provide details to ensure minimum required air changes

**ENERGY EFFICIENCY COMPLIANCE**

YES NO

- Submit calculations for energy conservation per Com Check or Pa Alternative Energy

**ADDITIONAL NOTES:**

- 1.) All drawings need to be sealed by Pennsylvania State registered design professional.
- 2.) This Form Should Be returned with your application when all items are complete.

**MUNICIPAL CONSULTING SERVICE LLC  
CONTACT INFORMATION:**

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**Municipal Consulting Service LLC**

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