

Residential Building Permit

Municipal Consulting Service LLC

P.O. Box 6 Westland, PA 15378

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

<http://pamunicipalconsulting.com>

mcservices111@gmail.com

BUILDING PERMIT REQUIREMENTS AND PROCEDURES FOR NEW HOMES, ADDITIONS, ALTERATIONS, ATTACHED AND DETACHED GARAGES

A PERMIT IS REQUIRED TO CONSTRUCT ANY OF THE FOLLOWING:

- New Single Family Dwelling, Duplex, or Townhouse Building**
- Home Additions**
- Attached or Integral Garages**
- Detached Garages**
- Any structural work within a Residential Structure**
- Any Electrical, Plumbing or Mechanical New Installation in a Residential Structure**

THE FOLLOWING ITEMS ARE NEEDED FOR A PERMIT APPLICATION:

1. Building Plans

- Provide two (2) sets of building **plans** and /or **specifications** for the construction project. (For further details see other Guidelines and submittals @ <http://pamunicipalconsulting.com/downloads>)

2. Copy of the lot survey or plot plan

- Copy of your lot survey or plot plan showing the proposed location of the structure.
- Locate the structure on the copy of your plot plan by drawing/sketching it on the plot plan, as close to scale as possible, showing where it will be situated on the property and noting the distances the structure will be from all property lines.

3. Application

- Complete the necessary CONSTRUCTION PERMIT APPLICATION form(s) that are **relevant** to the building project.

4. Submittal

- Submit the completed CONSTRUCTION PERMIT APPLICATION form(s) along with the building plans for the proposed construction and the lot survey showing the location of proposed structure to the Township for review.

5. Review Process

- Township Code Enforcement / Zoning Officer will review the permit application for Zoning Ordinance compliance. The designated Township Building Inspector will review the construction plans for Building Code compliance.

6. Permit Notification

- After review by the Zoning Officer and Building Inspector the applicant will be notified of building permit fee amount and permit issuance. If there are deficiencies with the application then applicant will be notified and given an opportunity to correct the deficiencies or provide additional information as required.

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: _____

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: _____

ARCHITECT/ENGINEER NAME: _____

ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (____) _____ FAX: (____) _____
EMAIL: _____

CONTRACTOR NAME: _____

ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (____) _____ FAX: (____) _____
EMAIL: _____

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: _____

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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 & PLUMBING:** All sanitary plumbing from foundation to under the slab. Visual & air test
- 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.
- 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: _____

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CUSTOMER COPY

(Please Retain for your reference during Building Process)

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