CODE ENFORCEMENT AGENCY

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HOW TO APPLY FOR A:

"RESIDENTIAL BUILDING PERMIT"

The Commonwealth of Pennsylvania adopted a Uniform Construction Code (UCC) under Act 45 of 2004 stating all communities including this jurisdiction must follow a set of standards in order to obtain a building permit. Section 403.62-403.66 apply as follows:

Residential New Construction – Single Family or Duplex
Residential Addition- Construction of any form to the primary structure
Residential Accessory- In ground pool, above ground pool or other accessory structures

Exemption: Fences below 6 feet in height
Recreational Cabins
Accessory structure under 1,000 square feet
Retaining walls under 4 feet, swings, playground equipment, sheds, garage,
Agricultural buildings, handicap ramps, prefabricated pools < 24"
Residential repairs or alterations.
(**Local Zoning may however apply to these exemptions**)

What is required to apply?

An application may be procured from the municipal offices or perhaps online. The application requires the following details in order to be submitted to the municipality:

1) Application must be completed in *legible* detail and signed by an applicant
2) Site plan or plot plan detailing the scalable portions of the land including set-backs, buffer lines, utilities, easements and description of proposed structure.
   ** An "**As Built**" survey is required for final inspection that demonstrates the actual construction detail to the original site plan**
3) Contractor Information which **must** include proof of workman's compensation or a notarized waiver of workman's compensation. Should a general contractor waiver be submitted, all sub-contractors of the project need to comply with proof or waiver as well.
4) Construction drawings and details. All applications submitted must include *legible* details of constructive plans of the proposed project, including:

   a) **Footing details** – Plans must include details of specific measurement and size, depth, method, material information (concrete), psi, rebar etc. *Soils report may be required as additional information per the BCO*. Any grade beam, or alternative supports to the footing must be designed and sealed by an engineer prior to application submission.

b) **Foundation details-** Plans must include details of specific measurement and description of foundation. (block, solid pour, precast etc.) Details must include concrete type, height of wall, height of unbalanced fill, wall thickness, waterproofing or damp proofing method, foundational drainage, backfill method and material, etc. Description of sill plate and fastening method. Also provide the under-slab information including vapor barrier etc.

c) **Framing details-** Plans must include details of specific measurement and structural support information including steel, LVL, or site built. Wood or material type, wood size, wood grade & species, stud spacing, sheathing, roofing support method, (truss or rafter), floor type, stairwell information (including rise, runs, handrail and guardrail details.) Framing should include a typical wall detail sheet. Roof sheathing information, ice guard and roof covering details. Wallboard details (type of wallboard, including any fire rated areas),

****Truss supports must be designed and stamped by a PA Engineer prior to submission of application****

Window and door details including size, ratings and U-factor.

d) **Rough Details of Mechanical, Plumbing and Electrical** (MEP)- Plans must include details of specific measurement.

Mechanical – Tempered source including location, type, size, capacity (include supply and return runs). All air vents and exhaust ventilation methods (include size, location and runs).

Plumbing- All sources of potable water connections and methods. Must include details of waste and vented lines (underground and above ground). Water inlay size, waste way process (sanitary / on lot), type and description of internal water supply (pex, copper, cpcv, etc.).

Electrical- All description of power supply (100, 150, 200 400 amp), switches and outlet information, wiring size and type, location of all GFCI outlets (internal and external).
Accessory details: external wiring methods (generator, landscape lighting, pool wiring, accessory structure wiring). Detail must include any fire or panic system installation (type, wiring, c/o location, head location)

e) **Energy Compliance pathway**- Detail must include a computer based report, PA alternative, IRC compliance pathway or compliance with the IECC 2009 code.

f) **External Accessory**- Decks and Balconies – Refer to CEA Deck guide for more details. Application must include fastening details and supportive method.

The Uniform Construction Code allows a period of **15** business days for the acceptance or denial of a submitted application to the Building Code Official. Incomplete application or plans submitted for approval will be denied under the UCC and an official letter of compliance shall be reported to applicant.

Information in the above referenced are for the purposes of providing a quick reference to the application process under the 2009 International Residential Code (IRC). Additional supportive details maybe required upon request of the plans examiner or Building Code Official.
All details must be submitted in legible format. Design details are required and cannot be presumed as submitted with general list of materials.

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