



RESIDENTIAL APPLICATION

Application must be accompanied by complete construction details

Municipality (i.e. Borough, Township): _____ Tax Map No: _____

Job Location/911 Address: _____ Zip Code: _____

Between: _____ and _____
(Intersection/Street) (Intersection/Street)

Owner: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Principal Contractor: _____ Phone: _____ HIC #: _____

Mailing Address: _____

TYPE OF WORK OR IMPROVEMENT

- | | | | |
|---------------------------------------|--|--|-------------------------------------|
| ☐ New building | ☐ Repair | ☐ Change of use | ☐ Deck/Porch |
| ☐ Addition | ☐ Demolition | ☐ Electrical | ☐ Other |
| ☐ Alternation | ☐ Foundation only | ☐ Swimming pool | |

Describe the proposed work: _____

COST OF CONSTRUCTION: \$ _____

DESCRIPTION OF BUILDING USE

- ☐ One-family dwelling (R-3)
☐ Two-family dwelling (R-3)

A. BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: Existing _____ Proposed _____

Mechanical: Indicate type of HVAC system (i.e. electric, gas, oil, etc.) _____

Water Service: ☐ Public ☐ Private

Sewer Service: ☐ Public ☐ Private

B. WILL YOUR BUILDING CONTAIN ANY FIREPLACES?

Number: _____ Type of Fuel: _____ Type Vent: _____

C. BUILDING DIMENSIONS

Existing building area: _____ sq ft

Number of stories: _____

Proposed building area: _____ sq ft

Height of structure above grade: _____

Total building area: _____ sq ft

Area of the largest floor: _____ sq ft

D. ELECTRIC

Amp: _____ Power Company: _____ DR: _____

Electrician Name: _____ Electrician Phone Number: _____

E. BEDROOMS:

Existing _____ Proposed _____ Total _____

F. FLOODPLAIN

Is the site located within an identified flood hazard area? ☐ Yes ☐ No

Will any portion of the flood hazard area be developed? ☐ Yes ☐ No



Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978) specifically Section 60.3.

Lowest Floor Level: _____

G. HISTORIC DISTRICT

Is the site located within a Historic District? ☐ Yes ☐ No

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the municipality.

❖ **A copy of the contractor's Certificate of Workers' Compensation or Affidavit of Exemption must be submitted with application.**

❖ **All roofing jobs must show receipt for the disposal of old roofing material.**

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the 'approved' construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and the applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of any Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances, and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the opportunity to enter areas covered by such permit at any reasonable time to enforce the provisions of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to site: _____

INTERNAL USE ONLY

Date Received

Signature of Code Official

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PROJECTS

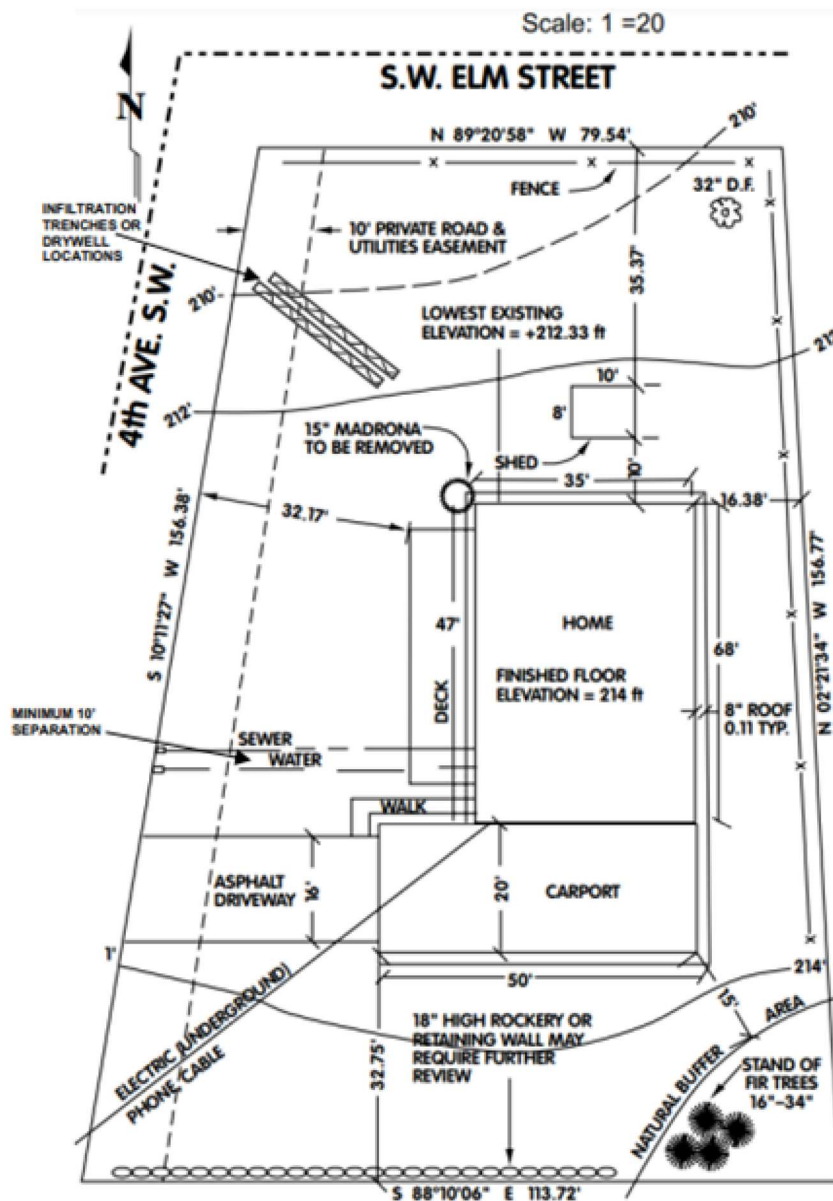
When submitting your application for a Residential project please include the following:

1. Completed Building Permit Application
2. Please have your 911 address on your application
3. Please have your tax parcel # on your application. If you don't know your tax parcel number for your property, to put on your application, please contact the Tax Office.
4. Please submit a complete set of drawings for your building project. If your drawings are larger than 11x17, please submit two (2) copies.
5. Site Plan on 8.5 x 11 sheet of paper (only need one (1) copy)
6. Your contractor's workman's compensation and liability insurance. If you are not using a contractor or your contractor doesn't have workman's compensation insurance, please complete the Workman's Comp form and have it notarized.

SITE PLAN REQUIREMENTS FOR RESIDENTIAL ADDITION/ATTACHED GARAGE PROJECTS

The Site Plan drawing shall be submitted on 8.5 X 11 paper and shall include:

- Distance from property lines and roadway and any other structures on the property.
- Show the outside dimensions of the proposed addition/attached garage and the existing dwelling.
- All utility layouts (including sewage, electric and water)
- Driveway layouts and specifics



RESIDENTIAL ADDITION SUBMITTAL HANDOUT

Every item below must be checked as completed (if applicable) or marked N/A (if not applicable), for your project. This form must be completed in its entirety then returned with attached drawings.

- ☐ Permit Application
- ☐ Two full sets of plans. All dimensions must be indicated and drawn to scale.

THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED ON THE BUILDING PLANS

- ☐ Site plan indicating all setbacks.
- ☐ Exterior elevation of all sides.
- ☐ Floorplan with overview of each floor level, with all rooms labeled and all sizes indicated.
- ☐ Complete cross-section view of structure (provided with form) ☐

Size and depth of footings. Include all pads and columns.

- ☐ Foundation details: indicate type such as masonry cinder block, ICF, or superior wall.
- ☐ Type of sill plates to be used and fastening method.
- ☐ Size, location and type of support columns.
- ☐ Structural support beams – show sizes and how they are supported.
- ☐ Species and grade of all framing lumber.
- ☐ Floor joists – type, size and spacing.
- ☐ Indicate type, size and thickness of floor sheathing.
- ☐ Interior and exterior wall stud sizes, grade and spacing.
- ☐ Provide header schedule showing spans and sizes.
- ☐ Interior wall finish.
- ☐ Exterior wall covering.
- ☐ Provide window schedule: including manufacturer, locations with corresponding numbers.
- ☐ Roof framing: denote trusses or rafters. Indicate spans, sizes and spacing.
- ☐ Roof sheathing: type and thickness.
- ☐ Roof covering and ventilation method.

- ☐ Indicate Attic access size and locations.
- ☐ Indicate basement means of egress method.
- ☐ Provide porch and deck drawings.
- ☐ Indicate concrete floor material and thickness.
- ☐ If garage is attached to house, indicate method of fire separation; include type of doors.
- ☐ Submit heat-loss/gain calculations. Indicate type of heating system and equipment location.
- ☐ All electrical work to conform to UCC adopted version of National Electric Code (NEC).
- ☐ Provide stairway details: Minimum width is 3'; Maximum stair rise is 8-1/4"; Minimum tread depth is 9" with 3/4" to 1-1/4" nosing; Minimum headroom is 6'8".
- ☐ Provide guardrail detail: Required for porches, balconies, open sides of stairs, or raised floor surfaces greater than 30" above floor or grade below; Minimum 36" above finished floor at horizontal locations; Minimum 34" above the leading edge of nosing measured vertically at stairs; Opening limitations = < 4" and < 6" at triangle formed by the rise and run of stairs and bottom of guardrail.
Smoke detectors: show locations (one on each floor, one in each sleeping room and in the vicinity of each sleeping room); Interconnected and hardwired with battery back-up provided.
- ☐ Carbon monoxide detectors: show type and locations.
- ☐ Submit Energy Code Compliance Path. Provide approval certificate at electric service panel.
Chimneys and fireplaces: indicate type, location and footing details.
- ☐ Basement: (Circle one) Finished Unfinished
- ☐ If finished – must provide locations of finished areas – total square
- ☐ footage to be finished is _____ sq. ft.
- ☐ If Unfinished – notate on plan.

****THIS COMPLETED FORM MUST BE SUBMITTED WITH PROJECT PLANS****

****Always remember you are required to contact "PA One Call" at 800-242-1776 before you dig****

HOUSE AND ADDITION CROSS SECTION SUBMITTAL

Roof Info:

Type: Check one: Gable: ____ Shed: ____ Hip: ____ Combo: ____

Slope of Roof: _____

Roof Sheathing: _____

Roof Rafters: Yes: ____ No: ____

Roof Rafters Span: _____

Rafter Size and Spacing: _____

Trusses: Yes: ____ No: ____

Truss Spacing: _____

Ridge Vent: Yes: ____ No: ____

Type of Insulation: _____

R-Value: _____

Floor System Info:

Type of Floor Joist: _____

Floor Joist Span: _____

Floor Joist Spacing: _____

Floor Sheathing: _____

Type of Support Beam: _____

Support Beam Span: _____

Exterior Walls Info:

Type of Walls: _____

Spacing of Studs: _____

Wall Sheathing: _____

Type of Insulation: _____ R-Value: _____

Header Spans: _____

Height of Walls: _____

Type of Finish: _____

Type of Air Barriers: _____

Foundation Info

Type of Foundation: Block: ____ ICF: ____ Concrete: ____ Other: ____

Type of Footer: _____

Footer Dimensions: _____ Thickness and Depth

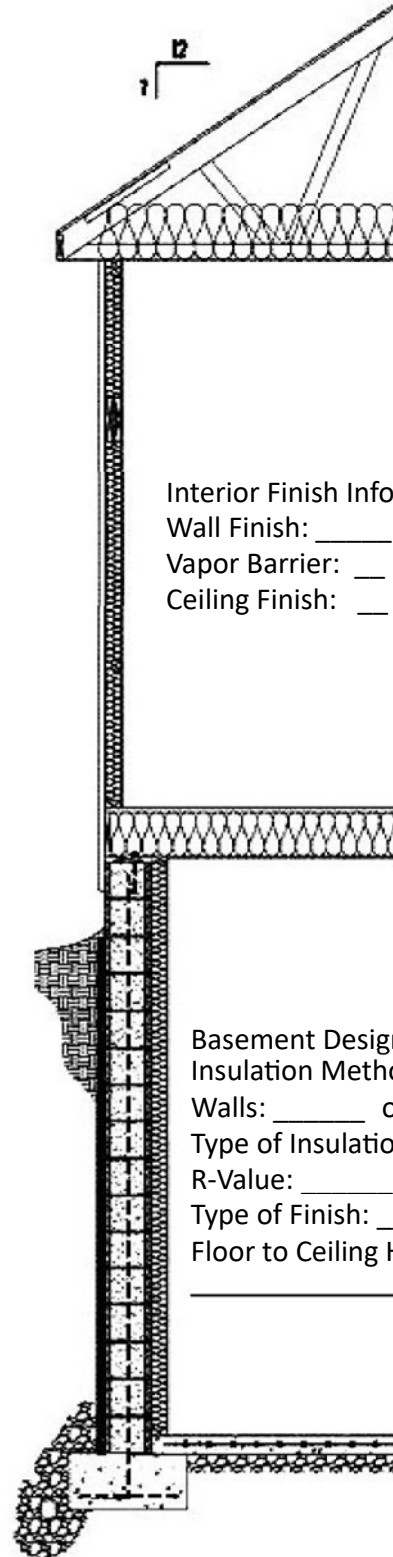
Frost Protection Depth: _____ Below Final Grade

Type of Sill plate: _____

Sill plate Anchoring Method: _____

Anchoring Spacing: _____

Basement Floor Thickness: _____



Interior Finish Info:

Wall Finish: _____

Vapor Barrier: ____

Ceiling Finish: ____

Basement Design Info:

Insulation Method:

Walls: ____ or Ceiling:

Type of Insulation: ____

R-Value: _____

Type of Finish: _____

Floor to Ceiling Height: _____

DECK AND ROOF CROSS SECTION SUBMITTAL

Roof Size: Width: _____ Length: _____

Roof Type: Gable: _____ Hip: _____ Shed: _____

Roof Pitch: _____

(check one) Trusses: _____ Rafters: _____

Spacing of Trusses or Rafters: _____

Rafter Size and Span: _____

Ridge Beam: Size: _____ Span: _____

Roof Sheathing: _____

Roof Covering: _____

Roof Header Beam: Size: _____ Span: _____

Deck Size: Width: _____ Length: _____

Footer Size: Width: _____ Length: _____

Carrier Beam: Size: _____ Span: _____

Type of Floor Joist: _____

Floor Joist: Size: _____ Span: _____

Decking Material: _____

Number of Steps: _____

Riser Height: _____

Tread Depth: _____

