



CODE ENFORCEMENT AGENCY

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2018 International Residential Code (IRC)

RESIDENTIAL BUILDING PERMIT **APPLICATION** **HELPFUL GUIDLINE**

Congratulations on your new project and application!!

On behalf of the community, this letter is to provide guidance on the process of applying for a Residential Building Permit in the Commonwealth of Pennsylvania. This permit is essential for ensuring that your construction project complies with local building codes and regulations, thereby ensuring the safety and integrity of your home.

Steps to Apply for a Residential PA UCC Building Permit:

1. **Prepare Your Application:**
 - Gather all necessary documents, including detailed plans of the proposed work, site plans, and any other relevant information. Ensure that your plans comply with local zoning laws and building codes. Must include Workman's Compensation (or notarized waiver). Application must be legible, properly filled out and signed by the applicant to be legally accepted and processed (legal document).
2. **Submit Your Application:**
 - Visit your local municipal office or their website to submit your application. Some municipalities offer online submission options.
3. **Review Process: - Plans Examination**
 - Once submitted, your application will be reviewed by the building department. They will check for compliance with all relevant codes and regulations. This process may take up to **15**-business days, so plan accordingly. Failed plans are only held for 30-days after notification.
4. **Inspections:**
 - After your permit is approved and work begins, you will need to schedule inspections at various stages of the project. These inspections ensure that the work is being done according to the approved plans and codes. Approved plans, sealed by the Building Code Official, must be onsite during the entire permit project for Building Inspectors to reference in the field.
5. **Final Approval:**
 - Upon completion of the project, a final inspection will be conducted. If everything is in order, you will receive a certificate of occupancy or completion.

**** Professional Designed drawings from a Pennsylvania Architect or Engineer are NOT required unless otherwise specified by code or by the request of the Building Code Official for additional load calculations or design difficulties.**

RESIDENTIAL PLAN REVIEW HELPFUL HINTS!!

100% of Residential Plan failures are asked for the following additional information.

New Construction – Addition – Single Family / Duplex – 2018 IRC

Completed (legible) drawings of the proposed construction including the following:

- Proper layout and dimension details of the proposed
- Footing, foundation, framing (including side wall) details
- Fastener method and fastener information
- Insulation, wallboard and flashing details
- Res -check for energy compliance
- Mechanical, plumbing and electrical details (if applicable)
- Roofing method & details, (Truss, flat, rafter etc..)
TRUSS roof requires an engineered stamped design at application.

*A narrative describing the construction information is helpful. Please note, an inventory sheet, material list or supply receipts are **not** narratives.*

RESIDENTIAL ADDITIONAL INFORMATION GUIDE

What's missing?? If you have received a plan review failure notice for residential construction asking for additional information concerning details on mechanical, plumbing and electrical (MEP) submissions, please refer to the following helpful guide to permitting:

DETAIL as descriptively as possible the following items:

Mechanical - What type of mechanical system for your application?

Supply & Return ductal information (sizing) Gas, Electric, Propane, Oil, Coal, etc...?
Has it been sized properly to the entire building need? Who is the HVAC contractor?

Plumbing - (Outside of Allegheny County)

What type of plumbing system are you using? Pex, PVC, CPVC, ABS, Copper, etc...?
Sanitary or Septic?

What size lines and branches for sanitary and supply? Hot water information?

What type of system? Where is the hot water tank? (gas/ electric).

Who is the plumbing contractor?

Electrical- What type of Service Panel? 100, 150, 200, 400 Amp?
Are there any subpanels? What is the bonding method used?
Where is the panel located, are there any exterior outlets and lighting?
GFI and ARC fault locations? Any additional loads, hot tub, pools, motors?
Who is the electrician? Who is the Utility provider? What is the electrical work order #, provided by the utility company.

By submitting this information along with the plan detail sheets of your construction project, it will help the plans examiner to expedite your review and permitting needs. Should you have additional questions, please do not hesitate to contact CEA.

The Building Department including the Building Code Official, Plans Examiner, Building Inspector or Department Administration cannot provide any assistance in design advice including materials reference, load calculations, product or supplier materials or size and placement of materials.

The Building Department may not refer or consult on your behalf to a design professional or construction manager, contractor or worker. Qualified contractors and Licensed Design Professionals should be prepared to answer any complex questions of your design.

The Building Department cannot approve submitted applications, design plans, information, or verbal references of communications that do not meet the minimum code standard designed and approved by the Commonwealth of Pennsylvania Uniform Construction Code Standard (PA UCC).

Please remember! The Residential Plans Examiner or person reviewing your application and supportive details, can only approve the project based upon the information and design that you provide with the application. Failure to provide proper or legible information will only prohibit your application from approval and cause delays on your project. OUR GOAL is to assist you in providing the services required by Law to promote your application and project in a timely and safe manner.