



**Glassport Borough**  
 12 Monongahela Avenue  
 Glassport, PA 15045  
 (412) 672-7400

# Residential UCC Building Application

Date of Application: \_\_\_\_\_

Name of Applicant / Owner: \_\_\_\_\_  
 (Responsible Party)

Location of Property: \_\_\_\_\_  
 \_\_\_\_\_

Phone / Cell # (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Municipality: \_\_\_\_\_ County of: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Map # \_\_\_\_\_

**PLEASE READ:**

Applicant must have all necessary information and details in order to officially submit this application to the building department. Any missing information shall delay the process in accepting and reviewing this application.

\*\*Failure to properly or legally complete this application, shall result in being returned to applicant for additional details without being processed or accepted. Must be LEGIBLE.

A copy of "How to Apply" and all requirements for residential permit applications are available at [www.cea-code.com](http://www.cea-code.com) or the building department upon request.

# Contractor Information

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone / Cell ( ) \_\_\_\_\_ E:mail \_\_\_\_\_

Contractor's Workman's Compensation Policy: \_\_\_\_\_ Y / N  
Policy # \_\_\_\_\_ Effective Date: \_\_\_\_\_ (Provide Sheet)

**Waiver of W/C:** Pennsylvania requires proof of valid Workman's Compensation or a notarized waiver of Workman's Compensation. (Attached: Notarized Copy)

PA HIC # \_\_\_\_\_

In 2008, the Pennsylvania Legislature passed the Home Improvement Consumer Protection Act. 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.

Owner or Responsible Party must submit to CEA Code Enforcement Agency, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

## Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction cost and all others information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Final Inspection or Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with CEA Code Enforcement Agency.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to CEA Code Enforcement Agency.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve applicant from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.  
If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf.
7. **All applicable life safety and proper equipment necessary for any construction project be in place and accessible during any phase of construction. Including construction dumpsters or refuse containers, porta-johns, fire extinguishers, proper construction addressing from roadway, display of proper PA UCC permit issued or public view.**

# Construction Information

New Construction	Single Family	Duplex	Townhouse
Alteration	Addition	Demolition	Solar/PV
Shed	Pool	Deck	Fence

Other: \_\_\_\_\_

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GFA: Gross Footage Area: \_\_\_\_\_ Estimated Costs: \_\_\_\_\_

Permits Required: Building Permit      Electrical Permit      Inground Pool  
                                 Plumbing Permit      Above Pool / Spa      Zoning Permit

Estimated Construction Time: \_\_\_\_\_

Description of Project: \_\_\_\_\_

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The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

**2018 International Residential Code (IRC)** requires detailed descriptions of the project to be legible for residential plan review. A copy of CEA Residential Plan Review Guidelines is available at the Building Department. Residential applications do not require drawings or information to be sealed.

**\*\*All *TRUSS* supports must be designed and sealed by a registered Architect or Engineer.**

**\*\* ANY diverted plans of Mechanical, Electrical or Plumbing (MEP) must be approved by the Building Code Official or Plans Examiner prior to installation. Any code corrections or violations prior to or onsite during construction shall be the applicant or contractor's responsibility prior to rough in or final inspection.**

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# Sanitary / Septic Information

Permit Required:            YES            /            NO  
SEPTIC OR SANITARY SYSTEM? \_\_\_\_\_ SEO required? \_\_\_\_\_  
Project: \_\_\_\_\_ Tap Permit # \_\_\_\_\_  
Lot/Plan: \_\_\_\_\_ # of EDU(s) \_\_\_\_\_  
Allocation Year: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

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Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

- (1) The size and location of new construction and existing structures on the site.
- (2) Accurate boundary lines.
- (3) Distances from lot lines.
- (4) The established street grades and the proposed finished grades.

A building code official may waive or modify the submission of construction documents, that are not required to be prepared by a licensed architect or engineer, or other data if the nature of the work applied for does not require review of construction documents or other data to obtain compliance with the Uniform Construction Code.

A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits, all other permits or approvals related to the construction required under § 403.102(n) (relating to municipalities electing to enforce the Uniform Construction Code) and other data required by the building code official with the permit application.

The Commonwealth of Pennsylvania established the Uniform Construction Codes (UCC) under Act 45 of 2004, a copy of ALL applicable codes and UCC standards are available online at: [www.pa.code.com](http://www.pa.code.com). I certify by the signature below, the information presented here is accurate and lawful under 34. PA Code § 403.42 (a) Permit Application.

**\*\* Permit Placard MUST be visibly displayed during all phases of construction efforts. In addition, applicant / contractor must have at least ONE set of approved design drawings onsite and available for all required inspections. \*\***

## PLEASE READ before Signing:

ALL residential plan review information of this application shall be in writing from CEA Code Enforcement Agency to the responsible party of this application. Failure to provide all information required by the PA UCC shall delay the process in receiving a UCC Permit.

In the Commonwealth of Pennsylvania, residential plans submitted for review are not mandated to be sealed by a licensed design professional. However, should your plans necessitate additional code compliance or design guidance for Pennsylvania Uniform Construction Code (UCC) permitting, it is advisable to consult a licensed design professional.

Please note, the Building Code Official, as well as any inspector or plans examiner, are not authorized to offer design advice or assist in qualifying design details in relation to the residential code.

Any changes in this application or designed plans submitted during application, plans examination or during any phase of construction under a lawful residential building permit must be properly communicated and approved by the Building Code Official prior to implemented such changes.

**THIS APPLICATION IS A LEGAL DOCUMENT:** Any changes or additional information recorded on this application must be made by the applicant, agent or responsible party that signed the application. All requested areas of information within this application shall be completed and legible before acceptance of the application at the Building Department.

### I will be acting on behalf of the owner as:

Architect     Engineer     Contractor     Agent     Owner

Other: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

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### Municipal Information

Jurisdiction Acceptance Date: \_\_\_\_\_ Time: \_\_\_\_\_.

By: \_\_\_\_\_

***RESIDENTIAL APPLICATIONS*** require a  
review within **(15)** fifteen business days.  
(Excluding any local Zoning Approval)



**CODE ENFORCEMENT AGENCY**  
1633 Route 51, Suite 100, Jefferson Hills, PA 15025  
1-866-410-4952 [www.cea-code.com](http://www.cea-code.com)

**CEA ELECTRICAL INSPECTION APPLICATION**

**RESIDENTIAL ONLY**

\_\_\_\_\_ Date

\_\_\_\_\_ Jurisdiction

Utility / Power Company Name: \_\_\_\_\_

Name on Permit (Applicant)  
Responsible party \_\_\_\_\_

Address of Permit: \_\_\_\_\_

Contact # ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Work Order # \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Electrician Information:**

Name: \_\_\_\_\_ Contact # ( ) \_\_\_\_\_

PA Home Improvement Contractor Registration # \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact# ( ) \_\_\_\_\_

**Type of Inspection:** Single Phase (Up to 400amp)

New Service      D/C & R/C      Sub Panel      Damaged Panel/Service

Underground      Generator      Above Ground Pool / Spa      Inground Pool

Solar / PV

\_\_\_\_\_  
Signature of Requestor

**CEA – Electrical Department**  
**(412)455-3400 [electrical@cea-code.com](mailto:electrical@cea-code.com)**





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1633 Route 51, Suite 100, Jefferson Hills, PA 15025  
1-866-410-4952      [www.cea-code.com](http://www.cea-code.com)

## Pennsylvania Workman's Compensation EXEMPTION Waiver

Name of Applicant: \_\_\_\_\_

Business Name or DBA: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #. (    ) \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE: A legal PA Workman's Compensation notarized waiver is specifically for single owner proprietors without any employees (including helpers) and religious exemptions. If you have ANY employees a waiver is not acceptable.**

### Waiver as a General Contractor or Applicant:

In addition, CEA Code Enforcement Agency will require a certificate or proof of Workman's Compensation for all SUB-workers outside sole proprietors, general liability certificate.

(    ) Contractor with no employees Contractor is prohibited by law from employing any individual to perform work pursuant to any building permit unless contractor provides proof of Workers' Compensation Insurance to the jurisdiction.

(    ) Religious Exemption : \_\_\_\_\_

(    ) Property Owner acting as Self - Contractor (No Employees)

### **NOTARIZATION – ALL APPLICANTS MUST COMPLETE THIS SECTION**

I, \_\_\_\_\_, the above-named applicant, do swear that the foregoing information is true and correct, and affix my signature hereto in the presence of a Notary Public.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Signature of Applicant: \_\_\_\_\_

Signature of Notary Public : \_\_\_\_\_

My Commission expires: \_\_\_\_\_

(Notary Stamp)