

## Residential Building Permit

*Municipal Consulting Service LLC*

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### **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.



## 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: \_\_\_\_\_

# PLAN REVIEW SUBMITTAL CHECKLIST

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## TITLE SHEET

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Name and address of owner. Name and address of person preparing plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Index of sheets   |
| <input type="checkbox"/> | <input type="checkbox"/> | Exact location/address of the proposed building site                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Building construction type and occupancy classification               |
| <input type="checkbox"/> | <input type="checkbox"/> | Building code used  |

## SITE PLAN

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plans fully dimensioned showing exact location of proposed building in relation to property lines, existing buildings, streets, parking areas, signs, utilities, etc... |
| <input type="checkbox"/> | <input type="checkbox"/> | Note the use of all existing and proposed buildings or structures   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of permanent access to the street, giving length and width of access and half width of street  |
| <input type="checkbox"/> | <input type="checkbox"/> | Grades and elevation of the site and the building.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate the location of fire hydrants, sewer lines, and water lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide handicap parking, curb ramps, and site accessibility.   |
| <input type="checkbox"/> | <input type="checkbox"/> | North direction arrow   |

## FOUNDATION / FOOTINGS PLAN

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned floor plan of foundations and pad footings  |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete Dimensions and depth below finished grade of all wall and post footing and foundations |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and thickness of floor slabs   |
| <input type="checkbox"/> | <input type="checkbox"/> | Note anchor bolt locations, size, and spacing   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and size of uplift or overturning tie down anchors                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and details of post connections  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sections through footings   |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify allowable soil bearing pressure.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Special foundation preparations required by the soils report                                    |

## ELEVATION VIEWS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Elevation Views of each side of the structure      |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate type of exterior finish and roof covering |
| <input type="checkbox"/> | <input type="checkbox"/> | Height dimensions                                  |

## FLOOR PLANS

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Exact Dimensions of the structure  |
| <input type="checkbox"/> | <input type="checkbox"/> | Room Sizes   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of the proposed use of all rooms  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and size of all doors, windows, and openings, including glazing requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate the rating of all fire doors  |

## **FLOOR PLANS (cont'd)**

YES NO

- Location of all appliances (Furnace, Water Heater, Air Conditioner)
- Types of interior ceiling, wall and floor finishes
- Show change in floor levels
- Occupant Loads
- Fire ratings for fire barriers and walls

## **FRAMING PLANS**

YES NO

- Structural Calculations
- Design Loads
- Material Specifications
- Floor Plan including size, location, direction and spacing of girders and joists. Location of crawl holes, screened vents, underfloor furnace
- Ceiling joist framing plan
- Roof framing plan
- Shear wall locations
- Typical reinforcement details for masonry construction. Wall reinforcement, horizontal and vertical, reinforcement around openings, at corners, at intersecting walls, at lintel beams and at piers
- Indicate size and location of attic access.

## **ROOF PLANS**

YES NO

- Show all roof mounted heating and cooling units
- Note direction and pitch of all roof slopes
- Describe all roof coverings
- Prefabricated truss detail and calculations
- Connection details for top and bottom of partition walls
- Framing details at wall openings
- Typical framing at sidewalls and end walls

## **DETAILS AND SECTIONS**

YES NO

- Sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details
- Connection details at bearing of individual members
- Wall heights, ceiling heights, heights of openings
- Stair, Handrail and guardrail framing details, including rise, run, and width of stairs, rail heights, and intermediate rail spacing for handrails and guardrails.
- Door and window schedule; size and type of glazing
- Finish schedule noting all wall, ceiling and floor finishes
- Details of special or unusual construction or materials

## ELECTRIC PLANS

YES NO

- Type of voltage
- Location of all main and sub-panels indicating size and type
- Panel schedule noting circuit identification, overcurrent protection size, including main disconnect
- Load calculation showing total demand load.
- Type size and materials of all conductors and conduits
- Location of all electrical outlets, including lights, receptacles and junction boxes
- Method and location of grounding and bonding
- Location and rating of all electrical appliances
- Circuit schedule
- Identify disconnecting means

## PLUMBING PLANS

YES NO

- A single-line drawing of the drain, waste and vent system, providing sizes, dimensions, type and identification of materials.
- Indicate location of all cleanouts
- Termination of vents
- A single-line drawing of the water supply system showing sizes, lengths of runs, type of materials and valves.
- Location of pressure relief valve at water heater, and termination, size and materials of relief tube.
- Indicate type of fixtures, including allowable water consumption and handicap accessibility
- Grades and elevations of sewer lines. Indicate connection of building drain to public or private sewer system. Indicate location of all cleanouts or manholes
- Private septic systems shall be shown noting size of tank and leach field.
- Single-line drawing of gas lines and type of fuel to be used, giving type of materials, size, valves, meter location, regulators and change in pipe sizes.
- Location, type, size and rating (in BTU & CFM) of all appliances

## MECHANICAL PLANS

YES NO

- Type of fuel serving mechanical units (wood stoves, furnaces, kilns, boilers etc.).
- Location, type, size and rating (in BTU & CFM) of all HVAC, appliances, etc.
- Type of exhaust vent indicating location and termination
- How combustion and dilution air is provided.
- Fire dampers and assemblies.
- Fire separation between a furnace and/or boiler room and the rest of the structure.
- When mechanical ventilation is used, provide details to ensure minimum required air changes

## ENERGY EFFICIENCY COMPLIANCE

YES NO

- Submit calculations for energy conservation per Com Check or Pa Alternative Energy

## ADDITIONAL NOTES:

- 1.) All drawings need to be sealed by Pennsylvania State registered design professional.
- 2.) This Form Should Be returned with your application when all items are complete.

**MUNICIPAL CONSULTING SERVICE LLC  
CONTACT INFORMATION:**

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