

HOW TO APPLY FOR PERMITS

The following information shall accompany the application when filing for a permit:

Applicable Codes: International Building Code 2009
International Residential Code for One and Two Family Dwellings 2009
International Mechanical Code 2009
International Plumbing Code 2009
International Fire Code 2009
International Existing Building Code 2009
International Urban-Wildland Interface Code 2009
International Fuel Gas Code 2009
International Energy Conservation Code 2009
International Existing Building Code 2009
ICC Electrical Code 2009
Appendix E (Supplementary Accessibility Requirements) of the International Building Code 2009
Appendix H (Signs) of the International Building Code 2009
Appendix G (Swimming Pools, Spas, and Hot Tubs) of the International Residential Code 2009

NEW CONSTRUCTION, ADDITIONS AND ALTERATIONS:

1. Permit application shall be completed and signed.
2. Copy of Contractor's Insurance Liability.
3. Two (2) sets of **LEGIBLE** building plans including the following:
 - a. Foundation Plans
 - (1) Radon pipe location
 - (2) Sump pump location
 - (3) Beam location, size and composition
 - (4) Column location and size
 - (5) Crawl space access, where applicable
 - (6) Location of heat source and water heater
 - b. Cross section details (Footer depth 36" deep on **all** structures)
 - c. Floor plans
 - (1) Engineered floor system plans
 - (2) Structural members: size, span, species, grade
 - d. Door and window schedule – with manufacturer, size, type, and u-values
 - e. Specification list
 - f. Truss plan, if using trusses
 - g. Smoke detector location (carbon monoxide detectors when gas is used)
 - h. Attic access location
 - i. Copy of manufacturer specs for gas fireplace
 - j. Complete deck plans

4. Two (2) sets of energy design criteria (which compliance path used)

- _____ PA-Alternative
- _____ International Residential Code, Chapter 11
- _____ International Energy Conservation Code

- a. Window and door schedules showing U-value
- b. Window area calculation, if using International Residential Code, Chapter 11
- c. Typical cross section showing insulation values in basement, walls, floors, ceiling, etc.
- d. R-Value of material (insulation and duct work)
- e. Specifications
 - (1) All equipment efficiencies
 - (a) Furnace
 - (b) Air Conditioner
 - (c) Hot Water Heater

5. Completed and signed MDIA Electrical Application including the following:

- a. Number of fixtures
- b. Service Request Number
- c. **Two sets of Electrical Plans are required.**

6. Completed plumbing plan (**required on all Commercial**), including the following:

- a. Plan showing overall fixture layout (**Required on Residential Only**)
- b. Size of waste and vent piping per fixture
- c. Specify type of piping

7. Septic and Well and/or Sewer and Water Permit

8. Site Plan, including the following:

- a. Location of structures, giving dimension from all property lines or right-of-ways
- b. Driveway location
- c. Location of well and septic system
- d. On-Lot Stormwater Management (when applicable)
- e. Location of required street trees or pole light.
- f. Location of silt fence

9. Driveway Permit, PennDOT or Township (application)

10. Set of sprinkler plans, with complete code analysis, where required, or where sprinklers are voluntarily installed.

11. New or replacement dwellings, additions, decks, porches, patios, fences, sheds, and swimming pools require a **ZONING PERMIT**.

ALTERATIONS: Refer to New Construction Criteria

MOBILE HOMES:

1. Permit application shall be completed and signed.
2. Site plan showing setbacks (distance from property lines).
3. Certified State Certificate from the Installer.
4. Foundation plan.
5. Completed and signed MDIA Electrical Application.

STORAGE SHEDS:

1. Zoning permit application shall be completed and signed.
2. Size of proposed structure.
3. Site plan showing setbacks (distance from property lines).

FENCES:

1. Zoning permit application shall be completed and signed.
2. Site plan showing placement of the fence.
3. Total lineal feet of fence.

NOTE: Fences shall not exceed four (4) feet in height in the front yard; six (6) feet in height in the side or rear yards; and eight (8) feet in height within the buildable area of the lot. There are some exceptions.

PRIVATE POOLS (In-Ground and Above-Ground):

Must comply with Appendix G of International Residential Code 2006

1. Permit application shall be completed and signed.
2. Site plan, showing the following:
 - a. Location of pool giving dimensions from all property lines
 - b. Placement of fence including gates
 - c. Location of septic system
3. Electrical permit application is required (bonding and wiring).
4. Include pool specifications for In-ground pools.
5. Include fence plan with detail of gate and latch requirements to meet code.

NOTES:

1. Setbacks:
 - a. All pools – minimum twenty (20) feet from rear and side yards.
2. Pools shall be completely surrounded by a fence or wall not less than four (4) feet in height.
3. Pedestrian gates shall open outward away from the pool and shall be self-closing and have a self-latching device or locking mechanism on the inside of the gate.

See attached sheets for typical illustrations of cross section detail, and site plan.

BUILDING PERMIT CHECKLIST FOR PLAN REVIEW

11/30/10

ADDRESS _____

LOT # _____

BUILDER _____

SUBDIVISION _____

- _____ COMPLETED BUILDING PERMIT APPLICATION
- _____ TWO SETS OF BUILDING PLANS ALL PLANS LEGIBLE
- _____ COMPLETED & SIGNED MDIA ELECTRICAL APPLICATION W/ PLANS
- _____ SEPTIC & WELL OR SEWER & WATER PERMIT
- _____ COPY OF CONTRACTORS LIABILITY INSURANCE
- _____ ZONING APPLICATION

FOUNDATION PLANS SHOW THE FOLLOWING:

- _____ Radon pipe & sump pit location
- _____ Beam location, size & composition
- _____ Column location and size with footer dimensions
- _____ Footer size
- _____ Crawl space access where applicable
- _____ Means of egress (for finished basement)
- _____ Foundation type poured or other

CROSS SECTION DETAILS (FOOTER DEPTH 36" REQUIRED)

- _____ Type of foundation walls Reinforcement noted
- _____ Amount of unbalanced backfill and final grade indicated
- _____ Foundation drains with proper cover
- _____ Structural framing detail
- _____ Stair details
- _____ Water resistive material behind siding

FLOOR PLANS

- _____ Engineered floor system plans with seal OR Structural members: size, span, species
- _____ PLAN SHOWING PLUMBING FIXTURE LAYOUT : WHIRLPOOL ACCESS
- _____ DOOR AND WINDOW SCHED MANUFACTURER, SIZE, TYPE
- _____ RAFTER SIZE AND SPAN OR TRUSS PLAN with SEAL
- _____ SMOKE DETECTOR LOCATION
- _____ ATTIC ACCESS LOCATION
- _____ COPY OF MANUFACTURER SPECS FOR GAS FIREPLACE
- _____ Does fireplace exhaust comply with appropriate code sections?
- _____ 5/8" DRYWALL IN GARAGE WITH HABITABLE SPACE ABOVE
- _____ HABITABLE SPACE IN BASEMENT

*** If yes need emergency egress sect 310.1 and chap 2

DECKS

- _____ Is there a deck shown on plan? Size
- _____ Cross section or framing detail provided
- _____ Positively anchored to house

SITE PLAN INCLUDING THE FOLLOWING:

- _____ Location of all structures, giving dimensions from all property lines or setbacks
- _____ Driveway location
- _____ Location of well & septic system with distances shown
- _____ Any projections into the setbacks ? Check "supplemental" ordinance #1600

TWO SETS OF ENERGY DESIGN CRITERIA

- _____ PA-ALTERNATIVE
- _____ INTERNATIONAL RESIDENTIAL CODE CHAP11
- _____ INTERNATIONAL ENERGY CONSERVATION CODE
- _____ Window & door schedules showing U value
- _____ Typical cross section showing insulation values in
 - Basement, walls, floors, ceiling, crawl space, etc
- _____ R-Values of material (insulation & duct work)
 - Specifications
 - Furnace
 - Air Conditioner

IS ANY AIR DUCTS IN EXTERIOR WALL?

_____ If there is CONDITIONED SPACE in basement...WHAT is R-value of walls and ceiling.

_____ WALK OUT BASEMENT? HOW WILL FLOOR BE INSULATED TO R-9? (slab on grade insulation)

_____ DRIVEWAY PERMIT, PENNDOT OR TOWNSHIP

COMPLETELY FILL OUT WORK SHEET, ASSIGN TAX NUMBER, COLOR IN LOT

Applicant agrees, by signing , that plan review, as directed by Act 45, will not officially comm
All required information is provided.

Name print

Date

Signature

phone number