

# INSTRUCTIONS FOR COMPLETING UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

Use the **SMALL PROJECTS APPLICATION** - pages 11 & 12 (Pools, hot tubs, porches, decks)

Use the **STANDARD APPLICATION** - pages 9 & 10 (All other construction)

## LOCATION OF PROPOSED WORK OR IMPROVEMENT

*Site Location* – Provide the physical address of the location where the permitted activities will occur. Provide the county, municipality, address, tax parcel and lot number (if applicable).

*Directions to Site Location* – Provide street name and house number. Include landmarks and approximate distances from the nearest intersecting road, house color, which side of road, etc.

## TYPE OF WORK OR IMPROVEMENT

Check the appropriate box for all types of work to be done. Describe in detail what work will be done on provided space. Describe where in the structure (if not a new construction) work will be completed and estimated time until completion.

## ESTIMATED VALUE OF CONSTRUCTION

List the fair market value of construction. If project utilizes a Contractor, please provide contractor's written estimate.

## DESCRIPTION OF BUILDING USE

*Residential:* Choose single-family home or two-family home. If in townhouses, choose two-family home.

*Non-Residential:* List the use of new construction (i.e. restaurant, warehouse, school, etc.). List the use group (see Chapter 3 of the International Building Code).

## BUILDING / SITE CHARACTERISTICS

List the number of dwelling units that exist or are proposed on the property. List the primary method chosen to calculate the energy rating of the building envelope. Calculations indicating energy compliance must be provided with application submission (for both residential and commercial projects).

Check the appropriate box if the structure will have water, sewer, fireplace, elevator/etc., sprinkler system, pressure vessels for a water heater, or refrigeration system for air conditioning. Elevators, lifts & escalator require L&I approval and inspections.

## BUILDING DIMENSIONS

List the gross square footage of the structure that will be constructed, or the square footage to be remodeled under the permit.

List the number of stories, height of structure above the ground surface (grade) and the largest open floor space within the structure.

## FLOODPLAIN

Check the appropriate box if the site is located in the floodplain or if any portion of the site in the floodplain will be developed. Floodplain maps are available at the Township or Federal Emergency Management Agency's (FEMA) website.

## **CONSTRUCTION PLANS AND SPECIFICATIONS / SITE PLAN**

Submit two (2) complete sets of drawings and plans that contain the information listed below.

Drawings and plans must be submitted on minimum 18"x24", or maximum 30"x42" paper. All sheets are to be the same size and sequentially labeled.

Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media.

Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

**Please Note:** A separate submittal of plans is required for each building or structure.

### **Floor plans with:**

- A.** Location and size of walls, windows, doors and stairs.
- B.** Beams and headers, with supports and attachments.
- C.** Ceiling joist directions, size and spacing
- D.** Electrical receptacles, switches, lights and smoke detectors.
- E.** Plumbing fixture details including but not limited to sprinkler details

### **Foundation/first floor framing plan with:**

- A.** Specific wall footing width and depth.
- B.** Foundation wall size and construction type.
- C.** Floor slab details.
- D.** Pier and footing sizes with dimensions for their location and spacing.
- E.** Girder sizes and locations, floor joist direction, size, spacing and species.
- F.** Crawlspace vent calculations, access door size and location.
- G.** Anchor bolts location and spacing.

### **Roof framing showing:**

- A.** Direction, size and spacing of rafters as well as special ridges or support for vaults, cathedral areas and valleys
- B.** Roof vent calculations and roof coverings

### **Elevation views**

- A.** Show grade elevations relative to building foundation
- B.** Show exterior decks, porches, and steps

### **Building Cross-section**

- A.** Representative cross section with framing members and insulation called out

### **Miscellaneous information:**

- A.** Insulation values for floors, walls and ceilings.
- B.** Attic access, elevations, and calculated areas for finished floor spaces and garage.
- C.** Species and grade of framing members.

**NOTE: All structural information must comply with Pennsylvania UCC – International Residential Code, 2009 Edition. Structural elements not found in the IRC must either be sealed by a professional engineer or architect, registered in the State**

**of Pennsylvania, or comply with other professionally recognized evaluation services such as NES.**

**SITE PLAN** *(Required in municipalities without zoning permits)*

The scale of the plot plan should be sufficient to show the development and adjacent areas and allow the municipality and approving agency to easily identify the required information.

- A.** North arrow, date, lot number and plat, address and street name fronting proposed structure.
- B.** Lot lines and size of lots in acres.
- C.** Existing, streets, roads, access roads, highways, etc. which are in or adjacent to the project site.
- D.** Building setback requirements mandated by local or county subdivision ordinances
- E.** Location of proposed structure(s) and any existing structure(s) on the site clearly dimensioned in relation to lot lines, corners.
- F.** The location and dimensions of any existing utility easements (sewer, water, etc),
- G.** Show the location of all proposed underground utilities, including water, sewer, gas and electrical
- H.** Any surface water (ponds, detention facilities, lakes, streams) on the property or within 50 ft. of the proposed building.
- I.** Contact Light-Heigel for additional site plan requirements if the project involves any of the following:
  - 1. Retaining walls over 4'
  - 2. Construction in a floodplain
  - 3. Wetlands

**SIGNATURE PAGE - page 13**

This page must be signed and submitted with the completed application and fee.

**WORKER'S COMPENSATION INSURANCE COVERAGE- page 14**

Applicants must submit a Worker's Compensation Insurance Coverage worksheet as evidence that coverage exists (if no hired workers work on the structure, fill in Section C. Exemption). Include this completed worksheet with the permit application submittal package.

**RESIDENTIAL FEE SCHEDULE WORKSHEET- page 15**

- 1. Fill in the individual lines for each section.
- 2. For homes less than 2000 Square feet finished floor area, **use SECTION A OF THE RESIDENTIAL FEE WORKSHEET.**
- 3. For homes between 2,000 and 5,000 square feet of finished floor area, **ADD SECTIONS A AND B OF THE RESIDENTIAL FEE WORKSHEET.** Fees for homes in this category will be assessed \$0.35/square foot over 2,000 (up to a maximum of 5,000 SF). This total will then be added to the sum of the applicable inspection fees in section A.  
EXAMPLE: 3000 SF single family home  
Section A inspection Total: \$830  
Section B additional SF fee = (total finished floor area – 2000) X \$0.35 = \$350.00  
Total Permit Subtotal = Section A total + Section B total = \$1,180.00
- 4. For homes in excess of 5,000 SF, **use SECTION C ONLY OF THE RESIDENTIAL FEE WORKSHEET.** The permit fee is calculated at \$0.42 per Square Foot.
- 5. Contact your Municipality to see if an Administration Fee is being charged. If so, add it on the appropriate line.
- 6. Total the permit fee worksheet.
- 7. Completed worksheet and payment should be attached to Permit Application.

8. Payment must be made, in full, at time of application submission. If payment is not received the application will be deemed incomplete and a building permit will not be released until payment is received.

Payment may be by money order or personal check, made payable to:

***Light-Heigel & Associates, Inc.***

Send to the regional office address on the cover page of this application package.

All returned checks will be assessed a \$25.00 service charge.

**PLEASE NOTE:**

If sending any documents separate from the permit application, please send it to the attention of ***The Building Codes Department*** with the ***Name and Address*** that is on the application.