

INSTRUCTIONS FOR COMPLETING UNIFORM CONSTRUCTION CODE RESIDENTIAL PERMIT APPLICATION

When should you complete the Permit?

Any owner or authorized agent who intends to construct, enlarge, move, demolish, or change the occupancy of a building or structure.

Instructions for Completing the Permit:

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).

Provide Owner's, Contractor's and/or Architect/Engineer's name, full address, phone number and other information as applicable.

When providing directions, provide street name and house number. Include landmarks and approximate distances from the nearest intersecting road, color of house, 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 (not sale value). If project utilizes a Contractor, please use contractor's written estimate.

DESCRIPTION OF BUILDING USE

If residential:

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

If commercial:

List use of new construction (i.e. restaurant, warehouse, school, etc.)

List use group (see Chapter 3 of the International Building Code)

BUILDING/SITE CHARACTERISTICS

List the number of dwelling units that are existing and/or 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).

1. PA Alternative Energy Compliance Method – A prescriptive method for complying with the Energy Code that specifies insulation values for walls, ceilings, and floors in tables and texts.

2. RESCHEK – An energy compliance method utilizing a computer program to design the total building envelope. The program permits tradeoffs between components available from the Department of Energy.



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 square footage of any existing structures (for additions and remodeling) and the square footage of all new construction based on total 1st floor dimensions.

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 for residential construction must be submitted on minimum 8-1/2"x11", or maximum 11"x17" paper. Commercial plans must be on 24"x36" 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.

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, 2006 Edition. Structural elements not found in the IRC must 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:

Site Plan as required by the zoning office is acceptable.

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

- a. North arrow, date, lot number, address and street name fronting proposed structure;
- b. Lot lines and size of lots in acres;
- d. 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 and 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' of the proposed building;
- i. Contact Light-Heigel for additional site plan requirements if the project involves any of the following:
 - i. Retaining walls over 4';
 - ii. Construction in a floodplain;
 - ii. Wetlands.

WORKER'S COMPENSATION INSURANCE COVERAGE

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



RESIDENTIAL FEE SCHEDULE WORKSHEET

Fill in the individual lines for each section. Assume all inspections will be performed separately. Contact your Municipality to see if an Administration Fee is being charged. If so, add it on the appropriate line.

Commercial applications must use the Commercial fee schedule and worksheet in order to determine appropriate fee. Completed worksheet and payment shall be attached to Permit Application.

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 made.

Payment may be made only by money order, or personal check payable to Light-Heigel & Associates, Inc. All returned checks will be assessed a \$25.00 penalty fee.

CERTIFICATION AND/OR ACKNOWLEDGEMENT

Sign and date the Certification and/or Acknowledgement page.

