

PERMITS

RESIDENTIAL PERMITS (for 1 or 2 bedroom dwellings)

1. New 1 and 2 family dwellings
2. New accessory structures over 1,000sf
3. New additions
4. New porches, decks, any new attached structures
5. Retaining walls over 48"
6. ALL POOLS, saunas, hot tubs over 24" high
7. The REPLACEMENT of any of the above!
8. ANY STRUCTURAL WORK – joist, walls, rafters, post, beams footers, trusses
9. Adding roofs, walls, new egress doors, floor joist, changing central heating from gas to electric/electric to gas/ solar panels, unfinished porch/basement to living space.

Some common work that is exempt includes: replacing siding, shingles, floor boards, drywall, same size windows or doors, adding insulation, painting

NOTE! A ZONING PERMIT MAY BE REQUIRED FOR ALL SHEDS, GARAGES, POOLS, FENCES, WALLS, GAZEBOS, ANY STRUCTURES, DRIVEWAYS, SIGNS, CARPORTS

Please check with your local municipality.

COMMERCIAL PERMITS

1. ALL NEW BUILDINGS and STRUCTURES
2. ALL NEW AND REPLACEMENT AND RENOVATION WORK structural, electrical, plumbing, HVAC, roofing, fire systems
3. ALL POOLS, ANY WALLS (48"+), PAVILIONS, DECKS, PORCHES, STORAGE UNITS, STAIRWAYS, SIGNS
4. New or changing the USE of a building/structure (i.e. change from retail to bank to bar to church to office to bakery to child care to hotel to car repair to museum)

Some common COMMERCIAL WORK that is exempt: replacing same existing doors or windows, replacing existing bathroom fixtures, painting, siding, flooring drywall/plaster repair. ALWAYS CALL BEFORE BEGINNING ANY COMMERCIAL PROJECT.

CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS
RESIDENTIAL ADDITIONS

Bedroom, Family Room, Kitchen, Attached Garage Please read all of the following information.

The following is a check list. You must have a checkmark in all the sections listed below prior to submitting your application.

- Affidavit of Exemption (see attached form). If you are hiring a contractor to construct your addition, and they have workers' compensation, have the contractor or their insurance carrier provide us with a Certificate of Insurance showing proof of insurance. If the homeowner or a contractor without workers' compensation is constructing the addition, the attached form must be completed and notarized.
- A site plan showing the proposed addition, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.
- Three (3) sets of complete construction documents, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.
- Floor plan showing size of all rooms
- Footing detail including depth below frost line, thickness, width and rebar
- Type of foundation, showing type of masonry, waterproofing and anchorage of addition to foundation
- Roof rafter size – species and grade of wood
- Rafter spacing (16" on center; 24" on center, etc.)
- Thickness and type of roof sheathing
- Ceiling joist size and spacing
- Floor joist size and spacing
- Wall sections showing top and bottom plates and headers
- Location and size of all beams
- Location and size of all beams
- Sizes of all doors
- Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress)
- Smoke alarms – number and placement
- Insulation, U; values for windows, R; values for exterior walls, attic and foundation
- Heating, if applicable
- Plumbing, if applicable
- Electrical
- Stairs (riser height maximum 8 ¼" tread depth minimum 9")
- Stairs - handrail (height from nose of thread min 34" max 38 ")
- Guardrail (34" minimum measured vertically from nose of thread)
- Width of stairs (36" minimum)
- Completed building permit application

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. IF the minimum requirements are met, the plans will be marked APPROVED. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick up the permit at the Municipal Building. All fees shall be paid prior to the issuance of a permit. Use the inspection procedures to have all of the required inspections performed.

RESIDENTIAL PLAN REVIEW REQUIREMENTS

State law gives us 15 days to review all permits and drawings. Three (3) sets of completed drawings must be supplied with the applications.

1. All applications pertaining to your project must be complexly filled out and signed with estimated cost and drawings or it will only delay issuance of your permit. (Use the check list below)
2. Read all requirements and complete all the details for the submittal of your permit so you do not delay your project. If any details are missing, issuance of your permit will be delayed.
3. Plan(s) showing to scale the size and location of all new construction and existing structure on your property. Distances from property lines, established street grades, and the proposed finished grades. Site plan shall be drawn in accordance with an accurate boundary line. **A survey is required with all building permits showing all locations and sizes of building and setback from property lines drawn on survey.**
4. Homeowners or contractors are permitted to draw their own plans, **if you can provide all of the following requirements listed below to scale. For example, ¼" = 1'**

BUILDING PLAN REVIEW REQUIREMENTS CHECK LIST

- _____ Survey Drawing
- _____ Floor plan showing sizes of all rooms
- _____ Draw footing/foundation detail diagrams (width, thickness, and type of foundation)
- _____ Show all damp and waterproofing with all foundation draining details
- _____ **Draw all wall section and anchoring systems showing all lumber size, length, and all beam sizes and their support and all spans**
- _____ Garage / living area and separation of all wall(s) ceilings
- _____ Show floor joist, ceiling joist size, spacing and span
- _____ Wall Section showing top and bottom plate, beam, and **header size and all spans**
- _____ Window and door schedule (with finish opening) show **emergency egress** windows for each bedroom.
- _____ Minimum egress window shall be 5.7 sq.ft. bottom sash of window. Show their locations.
- _____ Door width and landing size
- _____ Show all interior and exterior steps rise 8 ¼", width 36", and depth 9" minimum. Handrail shall be 34" – 38" high from the nose of the tread
- _____ Show all locations of smoke detectors and carbon monoxide alarm
- _____ Truss and rafter drawing – show span, size, and spacing truss schedule from truss company
- _____ Show all R-value of all exterior walls, attic ceiling, and basement insulation, and U value of all windows
- _____ Go to internet to rescheck.com to find out if you can receive a passing score for the window U value, R value insulation, and return it to the building inspector with the application and drawing

PLUMBING PLAN REQUIREMENTS

- _____ Draw detailed diagram of all water supply systems with fixtures and locations
- _____ Draw detailed diagram of DWV system with fixtures, locations, and DFU values
- _____ Must submit all drawings to Allegheny County Plumbing department

MECHANICAL PLAN REVIEW REQUIREMENTS

- _____ Draw all locations and size of all equipment
- _____ Air distribution and return air system diagram
- _____ Ventilation and exhaust schedule(s). Show all locations and distance from any openings
- _____ Combustion air requirements for all new appliances
- _____ Gas piping diagram

TIPS FOR PROVIDING THE INFORMATION NEEDED FOR A BUILDING PERMIT

Contact your municipal office before starting! You may need a Zoning Certificate/Land Use Certificate (where applicable), Sewage Permit or Tap-In and Water Tap-In. Contact the electric, gas, and phone and cable companies.

Verify Flood Zones where applicable. Place a ONE-CALL to have any utilities marked – 1-800-242-1776. There is no charge to homeowners using ONE CALL.

THEN

1. Provide a plot plan of your property, accurately showing the location(s) of all structures. Show the proposed construction and indicate measurements and setbacks.
2. Detail the footer, its depth and size. Minimum 8" x 20"
3. Detail the size of concrete block foundation, any reinforcement, and depth below grade.
4. Note type and number of foundation anchors, termite stop and sill. Minimum 4' apart and within 1' of each corner.
5. Show the floor framing dimensions and type of lumber. Detail any beam and spans.
6. Specify the sub-flooring/flooring covering.
7. Show the size of wall framing, stud spacing, headers over openings, method of "hurricane" fastening, and insulation.
8. Show the size of roof framing members, spacing and roof sheathing materials. For manufactured trusses, provide drawings and certification paperwork.
9. Bedrooms must have a minimum one emergency escape window. Need a minimum of 5'7" clear opening, a max of 44" above floor.
10. All basements require emergency egress. Basement bed room must have egress window.
11. All habitable rooms require a switch controlled light, receptacles to Code and ground fault or arc fault protection.
12. Minimum service entrance size for new homes is 100 amp.
13. All habitable rooms require heat and ventilation.
14. Smoke alarms are required for new additions/new homes. One in each bedroom and one on each floor and near, but outside the bedrooms.

THE PRECEDING IS A SIMPLIFIED GUIDE; ADDITIONAL INFORMATION MAY BE NEEDED.

RESIDENTIAL PLAN REVIEW REQUIREMENTS

1. Plan(s) showing to scale the size and location of all new construction and existing structures on the site. Distances from lot lines, established street grades and the proposed finished grades. Site plan shall be drawn in accordance with an accurate boundary line survey.
2. Two (2) sets of plans and specifications signed and sealed by the designer with the following information included.

Building Plan Review Requirements

- Front, rear and side elevations
- Footing/foundation diagram
- Garage/living area separation wall(s)
- Window and door schedule
- Design loads and design calculations
- Location of all smoke detectors or heat detectors
- "R" value of wall and ceiling insulation

Plumbing Plan Review Requirements

- Isometric diagram of potable water supply system with fixtures, locations and WSFU values
- Isometric diagram of DWV system with fixtures, location and DFU vales

Mechanical Plan Review Requirements

- Location and size of equipment
- Air distribution and return air system
- Ventilation and exhaust schedule(s)
- Combustion air requirements for all new appliances
- Gas piping diagram

Electrical Plan Review Requirements

- Location of electrical devices: lighting, receptacles, switches, equipment, appliances, transformers, panels and subpanels
- Size and type of conductors
- Panel and subpanel schedule

HOMEOWNERS ARE PERMITTED TO DRAW THEIR OWN PLANS. ALL PLANS MUST BE TO SCALE.

WORKERS' COMPENSATION INFORMATION FORM
THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons as indicated:

_____ Property owner performing own work. If property does hire a contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with these requirements.

_____ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

_____ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

_____ Use this form when applicable to part "C" on Workers' Compensation form.

Signature of Applicant

Print Name

County of _____

Municipality of _____

Subscribed, sworn to and acknowledged before me by the above

_____ this _____ day of _____ 20____

SEAL

Notary Public

MUST BE NOTARIZED

BUILDING PERMIT _____ **ELECTRICAL PERMIT** _____

Municipality _____ County _____ Lot# _____ Block _____ Tax Parcel _____

Construction Site Location _____ Date Received _____

Owner _____ Tenant _____

Address _____ Address _____

State _____ Zip _____ Phone# _____ State _____ Zip _____ Phone# _____

Front Yard _____ Ft. (Front of building to property line) Describe proposed work in detail _____

Rear Yard _____ Ft. (Rear of building to property line) _____

Side Yard _____ Ft. Side Yard _____ FT. _____

State Classification: New Commercial _____ Other Commercial _____ New Residential _____ Other Residential _____

BUILDING PERMIT

Contractor _____
(if owner, put same name above)

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Fed Employee No. _____

(Certificate of Insurance for Workers Compensation needed or sign exemption form)

Estimate of total costs for all work _____

Total square feet: _____ Use Group _____ Type Construction _____

No. of Stories: _____ Height of Structure _____

Description of work: _____

Type of work:

Alterations/Additions of: _____ Square Ft. _____

() Roofing - Total square feet _____

() Fencing, supply height if it exceeds 6 foot _____

() Sign - Total Square feet _____

() Pool - Total Square feet _____

() Decks - Total Square feet _____

() Demolition - Total Square feet _____

() Accessibility _____

Other: _____

I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordinances and state laws regarding constructon.

Signature: _____

Owner () Contractor () Owner Reresentative ()

ELECTRICAL PERMIT

Contractor _____
(if owner, put same name above)

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Fed Employee No. _____

(Certificate of Insurance for Workers Compensation needed or sign exemption form)

Estimate of total costs for all work _____

Technical Site

Data No.	Size	Items
_____		Lighting Fixtures
_____		Receptacles
_____		Switches
_____		Detectors
_____	HP _____	Motor-Fractional
_____		Communication Devices
_____		Alarm Devices/Systems
_____		Emergency & Exit Lights
_____		Pool Bonding
_____		Service
_____		Sub-Panels
_____		Feeders
_____		Baseboard Heater
_____		Dryer Receptacle
_____	Range _____	Dishwasher _____
_____	Heater _____	Central A/C Units
_____		Signs
_____		Survey Fee

Others: _____

Signature: _____

Owner () Contractor () Owner Reresentative ()

BUILDING CODE OFFICIAL USE ONLY

Plans Approved _____ Plans Approved with Comments _____

UCC Building Fee: _____

Plan Review Fee: _____

Admin. Fee: _____

State Fee: _____

Total Cost: _____

Code Official: _____ State Cert.# _____

Date Issued: _____

ELECTRICAL CODE OFFICIAL USE ONLY

Plans Approved _____ Plans Approved with Comments _____

UCC Electrical Fee: _____

Plan Review Fee: _____

Admin. Fee: _____

State Fee: _____

Total Cost: _____ State Cert.# _____

Code Official: _____ State Cert.# _____

Date Issued: _____

MECHANICAL PERMIT _____ **PLUMBING PERMIT** _____
 Municipality _____ County _____ Lot# _____ Block _____ Tax Parcel _____
 Construction Site Location _____ Date Received _____
 Owner _____ Tenant _____
 Address _____ Address _____
 State _____ Zip _____ Phone# _____ State _____ Zip _____ Phone# _____
 Describe proposed work in detail: _____

State Classification: New Commercial _____ Other Commercial _____ New Residential _____ Other Residential _____

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