

Permit Application will be automatically REJECTED if all highlighted areas are not filled out. All other areas of application pertaining to the project shall also be filled out.

CONSTRUCTION PERMIT APPLICATION

Note: Read page four (4) in its entirety prior to completing this application

County: _____ **Municipality:** _____

Application Date: _____ **Approval Date:** _____ **Permit Number:** _____

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Site Address: _____ **Tax Parcel #** _____

Lot # _____ **Subdivision/Land Development:** _____ **Phase:** _____ **Section:** _____

Check all that apply	<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Relocation	<input type="checkbox"/> Deck	<input type="checkbox"/> Other
	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Pool	<input type="checkbox"/> Porch	

Describe the proposed work: _____

Owner: _____ **Phone#** _____ **Fax#** _____

Mailing Address: _____ **E-Mail:** _____

Contractor Information

	License #	Name	Address	Phone #
Applicant				
Design Professional				
Principal Contractor				
Excavation				
Masonry				
Concrete				
Carpentry				
Plumbing				
Sewer				
Electrical				
Mechanical				
Roofing				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

TOTAL ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ _____

◆ **Permit fees are not based on construction costs**

DESCRIPTION OF BUILDING USE (Check One)

RESIDENTIAL One-Family Dwelling

Two-Family Dwelling

NON-RESIDENTIAL

Specific Use: _____

Change in Use: YES NO

Use Group: _____

If YES, indicate Former: _____

Maximum Occupancy Load: _____

Maximum Live Load: _____

Building Section: ESTIMATED COST OF BUILDING WORK (Contract Value) \$ _____
Number of Residential Dwelling Units: _____ Existing _____ Proposed

Type of Structural Frame: Wood Masonry Concrete Manufactured Dwelling
 Steel Other; Explain: _____

Does or will your building contain any of the following:

Elevator/Escalators/Lifts/Moving Walks: YES NO Pressure Vessels: YES NO

Sprinkler System: YES NO Refrigeration Systems YES NO

Fireplace(s): Number _____ Type Fuel _____ Type Vent _____

Bed Rooms (number)		Stories (number)		Street Frontage (feet)	
Full Baths (number)		Building Area (sq/ft)		Front Setback (feet)	
Partial Baths (number)		Living Area (sq/ft)		Rear Setback (feet)	
Garages (number)		Basement Area (sq/ft)		Left Setback (feet)	
Garage Area (sq/ft)		Office/Sales (sq/ft)		Right Setback (feet)	
Outside Parking (number)		Service (sq/ft)		Height Above Grade (feet)	

Plumbing Section: ESTIMATED COST OF PLUMBING WORK (Contract Value) \$ _____

Enter the Number and size of Fixtures Being Repaired, Replaced or installed

Tub/Shower		Laundry Tubs		Sewage Ejectors	
Shower Stalls		Dishwashers		Back Flow Preventers	
Lavatories		Garbage Disposals		Water Pumps	
Toilets		Water heaters		Water Service	
Urinals		Water Softeners		Sewer Connection	
Sinks		Other			

Water Service: (Check) Public Private

Sewer Service: (Check) Public Private (Septic Permit #) _____

Mechanical Section: ESTIMATED COST OF MECHANICAL WORK (Contract Value) \$ _____

Enter the Number and Size of Units Being Replaced or installed

Forced Air Furnace		Space Heater		A/C Compressor	
Solid fuel Appliance		Unit Heater		Split A/C Unit	
Heat Pump		Boiler		Coil Unit	
Air Handling Unit		Gravity Furnace		Gas/Oil Conversion	
Electric Furnace		Incinerator		Air Cleaner	
Other:					

Fuel Type: Gas Oil L.P. Electric Coal Wood Other

Electrical Section: ESTIMATED COST OF ELECTRICAL WORK (Contract value) \$ _____

Service Amps _____ Number of Circuits _____ Number of Service Outlets: _____ 110V _____ 220V

List Devices	Qty	Load/Output	List Devices	Qty	Load/Output	List Devices	Qty	Load/Output
Switches			Dishwasher					
Receptacles			Washer					
Circuit Panel			Dryer					
Lights			Spa/Hot Tub					
Smoke Detectors			A/C Unit					

Fire Protection Section: ESTIMATED COST OF FIRE PROTECTION WORK (Contract Value) \$ _____

Enter the number and size of equipment being replaced or installed

Sprinkler System		Hood Suppression System		Fire Alarm System	
Stand Pipe		Fire Hydrants		Smoke Control System	
Suppression System		Fire Pumps		Fire Detection System	
Other:					

FLOODPLAIN

Is the site located within an identified flood hazard area? YES NO

Will any portion of the flood hazard area be developed? YES NO

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3

Lowest Floor Level: _____

HISTORIC DISTRICT:

Is the site located within a Historic District? YES NO

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, right-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations. Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work. **NOTE: Per Sections 403.43(g) and 403.63(g) A permit becomes invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction for just cause. The building code official may grant extensions of time to commence construction in writing. A permit may be valid for no more than 5 years from its issue date.**

Certificate of Occupancy.

§ 403.46(a) A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official.

§ 403.46(d) A building code official may suspend or revoke a certificate of occupancy when the certificate was issued in error, on the basis of incorrect information supplied by the permit applicant or in violation of the Uniform Construction Code. Before a certificate of occupancy is revoked, a building owner may request a hearing before the board of appeals under § 403.122 (relating to appeals, variances and extensions of time).

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. By checking the box by the SIGNATURE BLOCK below I certify I am the owner or authorized agent of the project for which this application is filed and I certify that all information provided on this application is correct and true to the best of my knowledge.

Signature of Owner or Authorized Agent - Printed name will be accepted if box is checked

Print Name of Owner or Authorized Agent

Address

Date

DIRECTIONS TO SITE:

(FOR ADMINISTRATIVE USE ONLY)

ADDITIONAL PERMITS/APPROVALS REQUIRED

STREET CUT/DRIVEWAY	APPROVED	YES	NO	BY:	DATE:
CUT AND FILL	APPROVED	YES	NO	BY:	DATE:
PENNDOT HIGHWAY OCCUPANCY	APPROVED	YES	NO	BY:	DATE:
DEP FLOODWAY OR FLOODPLAIN	APPROVED	YES	NO	BY:	DATE:
SEWER CONNECTION	APPROVED	YES	NO	BY:	DATE:
ON-LOT SEPTIC	APPROVED	YES	NO	BY:	DATE:
ZONING	APPROVED	YES	NO	BY:	DATE:
HARB	APPROVED	YES	NO	BY:	DATE:
OTHER	APPROVED	YES	NO	BY:	DATE:

APPROVALS

BUILDING PERMIT DENIED DATE: _____ **DATE RETURNED:** _____
BUILDING PERMIT APPROVED DATE: _____

CODE ADMINISTRATOR: _____

BUILDING PERMIT FEE: \$ _____
 ELECTRIC PERMIT FEE: \$ _____
 PLUMBING PERMIT FEE: \$ _____
 MECHANICAL PERMIT FEE: \$ _____
 ENERGY PERMIT FEE: \$ _____
 ACCESSIBILITY PERMIT FEE: \$ _____

FLOODPLAIN PERMIT FEE: \$ _____
 ZONING PERMIT FEE: \$ _____
 COG FEE: \$ _____
 ADMINISTRATIVE FEE: \$ _____
 STATE FEE: \$ _____

TOTAL SQUARE FOOTAGE USED FOR FEE: _____

TOTAL OF ALL PERMIT FEES \$ _____

APPLICATION

The following sections located on page one must be completed in full:

1. County and Municipality
2. Location of proposed work or improvement, most importantly, site location, tax parcel number and lot number.
3. Type of improvement including a brief description of work.
4. Owner information with complete mailing address.
5. Estimated cost of construction is required to be provided.

The contractor section is required to be completed only when work is performed within Municipalities that require contractor registration. However, Code Inspections, Inc. requests a minimum of the primary contractor information to be provided in case correspondence or contact is necessary.

Page two needs to be completed for only the sections that apply to the proposed project, or work to be performed.

Page three needs to be completed for Floodplain information, and a signature by the property owner, or agent of the owner must be provided on page three. The bottom of page three is intended for administrative use and will be completed by Code Inspections, Inc. during the application review.

PLANS AND SUBMITTALS

- The submittal shall include two complete sets of plans and specification sufficient to indicate the scope of work being proposed. Listed below are some basic examples of information necessary to complete a plan review. Additional information may be requested depending on the intended project.
- Project design shall conform to the most current code edition of the International Residential Code.
- Drawings shall specify all site information such as address, lot number, TMP number, owner name and type of work proposed. This information shall be reflected on all pages
- Drawings shall include floor plan showing new construction in comparison to existing, room labels or use of rooms, bearing locations, window and door sizes, header sizes and all other pertinent information.
- Footing details and specifications shall be provided for all locations. Detail should include a footprint or outline of the scope of work as well as specifying pier or continuous footings where applicable.
- Pre-cast concrete panels and all other pre-manufactured products shall have manufactures engineered designs and specs.
- Insulation and thermal values shall be indicated for walls, ceiling, floors, basement walls and slab perimeter.
- Indicate electrical components including locations and sizes.

SWIMMING POOLS

- Provide swimming pools construction specifications.
- Swimming pool enclosures and barriers shall be shown and include fence, gate and gate device details.

COMMERCIAL PERMIT APPLICATION AND SUBMITTAL REQUIREMENTS

The Application shall be completed as explained in the Residential information listed above.

PLANS AND SUBMITTALS

The submittal shall include three complete sets of plans and specification bearing the signature and seal of a licensed Design Professional. Plans and specifications shall, at a minimum, be required to contain the information specified within the sections listed below.

§403.2a(b) A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the building code official with the permit applications. The applicant shall submit three sets of documents.

§ 403.42a (b) A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the building code official with the permit application. The applicant shall submit three sets of documents

§ 403.42a(c) A licensed architect or licensed professional engineer shall prepare the construction documents under the Architects Licensure Law (63 P. S. §§ 34.1— 34.22), or the Engineer, Land Surveyor and Geologist Registration Law (63 P. S. §§ 148—158.2). An unlicensed person may prepare design documents for the remodeling or alteration of a building if there is no compensation and the remodeling or alteration does not relate to additions to the building or changes to the building's structure or means of egress.

§ 403.42 (e) The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

§ 403.42 (f) All of the following fire egress and occupancy requirements apply to construction documents:

§ 403.42 a (f) (1) The permit applicant shall submit construction documents that show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the Uniform Construction Code.

§ 403.42 a(f) (2) The construction documents for occupancies other than Groups R-2 and R-3 shall contain designation of the number of occupants to be accommodated on every floor and in all rooms and spaces.

§ 403.42 a (f) (3) The permit applicant shall submit shop drawings for a fire protection system that indicates conformance with the Uniform Construction Code in accordance with the following:

§ 403.42 a (f) (i) The shop drawings shall be approved by the building code official before the start of the system installation.

§ 403.42 a (f) (ii) The shop drawings must contain the information required by the referenced installation standards contained in Chapter 9 of the "International Building Code."

§ 403.42a (g) Construction documents shall contain the following information related to the exterior wall envelope:

§ 403.42a (g) (1) Description of the exterior wall envelope indicating compliance with the Uniform Construction Code.

§ 403.42a (g) (2) Flashing details.

§ 403.42a (g) (3) Details relating to intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane and details around openings.

§ 403.42 (h) Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

§ 403.42 a (h) (1) The size and location of new construction and existing structures on the site.

§ 403.42 a (h) (2) Accurate boundary lines.

§ 403.42 a (h) (3) Distances from lot lines.

§ 403.42 a (h) (4) The established street grades and the proposed finished grades.

§ 403.42 a (h) (5) If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.

§ 403.42 a (h) (6) Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.

§ 403.42 a (l) A building code official may waive or modify the submission of construction documents, that are not required to be prepared by a licensed architect or engineer, or other data if the nature of the work applied for does not require review of construction documents or other data to obtain compliance with the Uniform Construction Code. The building code official may not waive the submission of site plans that relate to accessibility requirements.

§ 403.42 a (m) An applicant for an annual permit under § 403.42(f) shall complete an application and provide information regarding the system that may be altered and the date that approval was previously provided for the approved electrical, gas, mechanical or plumbing installation.

§ 403.42 a (n) A permit applicant shall comply with the permit, certification or licensure requirements of the following laws applicable to the construction:

§ 403.42 a (n) (1) The Boiler and Unfired Pressure Vessel Law (35 P. S. §§ 1331.1— 1331.19).

§ 403.42 a (n) (2) The Propane and Liquefied Petroleum Gas Act (35 P. S. §§ 1329.1— 1329.19).

§ 403.42 a (n) (3) The Health Care Facilities Act.

§ 403.42 a (n) (4) The Older Adult Daily Living Centers Licensing Act (62 P. S. §§ 1511.1—1511.22).

605 Horsham Road
Horsham, PA 19044

Code Inspections, Inc.
A Full Service Agency Providing
Professional Inspection Services

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Toll free: 1-888-264-2633
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Office Information

Corporate office: Phone: 215-672-9400	605 Horsham Rd, Horsham, Pa 19044 Fax: 215-672-7642 Email: SE-PaCII@codeinspectionsinc.com	Monday thru Friday 7:30/4:00
Athens Office: Phone: 570-888-3337	PO Box 27 45 Herrick Avenue, Sayre, PA 18840 Email: athens@codesinpectionsinc.com	Tuesday and Thursday 1:00/3:00
Dorrance Office: Phone: 570-868-8482	7844 Blue Ridge Trail, Mountain Top, PA 18707 Fax: 570-868-8487 Email: dorrance@codeinspectionsinc.com	Tuesday and Thursday 9-11am
Dushore Office: Phone: 570-928-9208	PO Box 308, 268 Overton Road, Dushore, PA 18614 Fax: 570-928-9183 Email: dushore@codeinspectionsinc.com	Monday thru Friday 8:00/4:30
East Troy Office: Phone: 570-297-3928	961 Gulf Rd Suite 102, Troy, PA 16947 Fax: 297-3918 Email: troy@codeinspectionsinc.com	Tuesday & Thursday 12-2pm
Linden Office: Phone: 570-321-1851	4910 Route 220, Linden, PA 17744 Fax: 570-321-1852 Email: linden@codeinspectionsinc.com	Tuesday 9:30-11:30am, Thursday 12-2pm
Montgomery Office: Phone: 570-547-0488	2104 Route 54, Montgomery, PA 17752 Fax: 570-547-0481 Email: montgomery@codeinspectionsinc.com	Monday thru Friday 9am-2:30pm
Pike/Susq. Co. Office: Phone: 888-264-2633	PO Box 375 Hawley, PA 18428 Forest City Boro Fax: 570-390-4330 Email: pike@codeinspectionsinc.com	Tues 9:30-11:30 Dingman Twp Wed & Fri 9-11:30am
Richmond Office: Phone: 607-329-5820	563 Valley Rd, Mansfield, PA 16933 Fax: (570) 662-1284 Email: richmond@codeinspectionsinc.com	Tuesday and Thursday 8:00/10:00
Westfield Office: Phone: 814-367-5450	133 West Main Street, Westfield, PA 16950 Fax: 814-367-5451 Email: westfield@codeinspectionsinc.com	Tuesday and Thursday 8:00/10:00
Wyalusing Office: Phone: 570-746-5013	PO Box 729, Wyalusing, PA 18853 Fax: 570-746-4953 Email: wyalusing@codeinspectionsinc.com	Tuesday and Thursday 8:00/10:00

For inspections on permits issued through corporate office please call 1-800-288-2633.

For all other offices please call 1-888-264-2633.

**You will need the following information when scheduling an inspection,
Code Inspections construction permit number, your name, type of inspection, phone
number, county and municipality where your construction project is located.**

Thank you for your cooperation.

SINGLE or TWO FAMILY RESIDENTIAL HOME
SUBMITTAL GUIDE & BUILDING PLAN REQUIREMENTS

Code Inspections, Inc.

The following documents shall be submitted to the Building Code Official for their approval:

- A. Completed Code Inspections, Inc Permit Application
- B. Local Municipal Approvals
- C. Sewer and/or Water Approvals
- D. One (1) set of hard copies and One (1) set of PDF plans shall be submitted. Plans shall contain the following details:
 - 1. Site Plan:
 - a. Show location of proposed structure and any existing structures.
 - b. Location of structure from property lines.
 - 2. Foundation Plan:
 - a. Elevation/grade around foundation.
 - b. Footing size, thickness and depth below grade.
 - c. Reinforcement size and location (if applicable)
 - d. Foundation wall size, thickness and height
 - e. Provide pre-cast foundation designs (if applicable)
 - f. Egress from basement area.
 - 3. Floor plan:
 - a. Provide top view showing room sizes, window and door locations. Rooms shall be identified.
 - b. Side views showing all window and door sizes.
 - 4. Framing Plan:
 - a. Provide drawing which shows all support post locations; beams, girders and headers sizes and locations; floor joist layout and sizes; rafter layout and sizes.
 - b. Provide cross-section drawing which shows sizes and type of wall framing; wall covering; exterior sheathing; and exterior wall-covering.
 - c. If pre-engineered products are used the design and calculations shall be provided for approval.
 - d. Fire separation details (if applicable)
 - 5. Energy Plan:
 - a. Provide insulation values for slabs, floors, walls and ceilings.
 - b. If using RES-Check, please provide design print-out for home.
 - c. Provide window and door list and U-factor ratings.

6. Electrical Plan:
 - a. Provide service size and location within structure.
 - b. Provide electric company information and any job number associated with project.
 - c. Show location of all electrical outlets, including receptacles, switches, lights and smoke detectors.
7. Mechanical Plan:
 - a. Show layout of complete heating system. Include type of fuel.
 - b. Provide heat calculations for project.
 - c. Provide insulation values for ductwork (if applicable)
8. Plumbing Plan:
 - a. Show location and size of all drain, waste and vent lines.
 - b. Provide type of materials being used.

Code Inspections, Inc.

Air Sealing and Insulation Sign-off sheet

Permit Number _____

Issue Date _____

2009 IRC _____

2009 IECC _____

PA Alternative _____

The 2009 International Residential Code requires the following:

N1102.4.2 Air sealing and insulation

Building envelope air tightness and insulation installation shall be demonstrated to comply with one of the following options given by Section N1102.4.2.1 or N1102.4.2.2.

N1102.4.2.1 Testing option

Tested air leakage is less than 7 ACH when tested with a blower door at a pressure of 50 pascals (0.007 psi). Testing shall occur after rough in and after installation of penetrations of the building envelope, including penetrations for utilities, plumbing, electrical, ventilation and combustion appliances.

During testing:

1. Exterior windows and doors, fireplace and stove doors shall be closed, but not sealed;
2. Dampers shall be closed, but not sealed; including exhaust, intake, makeup air, back draft, and flue dampers;
3. Interior doors shall be open;
4. Exterior openings for continuous ventilation systems and heat recovery ventilators shall be closed and sealed;
5. Heating and cooling system(s) shall be turned off;
6. HVAC ducts shall not be sealed; and
7. Supply and return registers shall not be sealed.

N1102.4.2.2 Visual inspection option Inspection by _____

The items listed in Table N1102.4.2, applicable to the method of construction, are field verified. Where required by the code official, an *approved party* independent from the installer of the insulation, shall inspect the air barrier and insulation.

Visual Item Check List

1. Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier.
2. Breaks or joints in the air barrier are filled or repaired.
3. Air-permeable insulation is not used as a sealing material.
4. Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed.
5. Attic access (except unvented attic), knee wall door, or drop down stair is sealed.

6. Corners and headers are insulated.
7. Junction of foundation and sill plate is sealed.
8. Space between window/door jambs and framing is sealed.
9. Rim joists are insulated and include an air barrier.
10. Insulation is installed to maintain permanent contact with underside of subfloor decking.
11. Air barrier is installed at any exposed edge of floor.
12. Insulation is permanently attached to walls.
13. Exposed earth in unvented crawlspaces is covered with Class I vapor retarder with overlapping joints taped.
14. Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
15. Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed or blown insulation.
16. Air sealing is provided between the garage and conditioned spaces.
17. Recessed light fixtures are airtight, IC rated and sealed to drywall.
Exception-fixtures in conditioned space.
18. Insulation is placed between outside and pipes.
19. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
20. Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
21. Air barrier extends behind boxes or air sealed type boxes are installed.
22. Air barrier is installed in common wall between dwelling units.
23. HVAC register boots that penetrate building envelope are sealed to subfloor or Drywall.
24. Fireplace walls include an air barrier.

**Please note that the Visual Inspection Option will require items to be inspected before they are covered and this may cause delays in the construction process.

Code Inspections Inc can do the Visual Inspection Test. There would be an additional fee equal to 10% of permit fees.

Before a permit can be issued the choice shall be made of which option you choose: Please put X beside which energy code you are building the structure under and which testing option you are using. Please sign and date below.

A blower door test will be required if any of the visual inspections on checklist are not requested and approved.

Certificate of Occupancy will not be issued until the building meets the requirements of N1102.4.2

Signature _____

Date _____