

**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:** \_\_\_\_\_

- |                             |  |  |                                     |                                     |                                     |                                     |                                |                                |
|-----------------------------|--|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------|--------------------------------|
| <b>Check all that apply</b> | <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** **Applicant's Email:** \_\_\_\_\_

	License #	Name	Address	Phone #
<b>Applicant</b>				
<b>Design Professional</b>				
<b>Principal Contractor</b>				
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: \$ \_\_\_\_\_

FIRE PROTECTION FEE: \$ \_\_\_\_\_  
 FLOODPLAIN PERMIT FEE: \$ \_\_\_\_\_  
 ZONING PERMIT FEE: \$ \_\_\_\_\_  
 COG FEE: \$ \_\_\_\_\_  
 ADMINISTRATIVE FEE: \$ \_\_\_\_\_  
 STATE FEE: \$ \_\_\_\_\_

TOTAL SQUARE FOOTAGE USED FOR FEE: \_\_\_\_\_

TOTAL OF ALL PERMIT FEES \$ \_\_\_\_\_

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 One (1) set of PDF plans for all projects. These shall be submitted along with any paper plans you may be requested to submit and specifications 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.

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## **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 One (1) set of PDF plans for all projects. These shall be submitted along with any paper plans you may be requested to submit and bear 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 a (c) 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 a (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 Licensure Act (62 P. S. §§ 1511.1—1511.22).

603 Horsham Road  
Horsham, PA 19044

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

Phone: 215-672-9400  
Toll free: 1-800-288-2633  
Fax: 215-672-7642

**Office Information**

<b>Corporate office:</b> Phone: 215-672-9400	603 Horsham Rd, Horsham, Pa 19044 Fax: 215-672-7642 Email: <a href="mailto:contact@codeinspections.net">contact@codeinspections.net</a>	Monday thru Friday 7:30-4:00
<b>Athens Office:</b> Phone: 570-928-9208	45 Herrick Avenue, Sayre, PA 18840 Mail: PO Box 308, 268 Overton Rd, Dushore, PA 18614 Email: <a href="mailto:ncpro@codeinspections.net">ncpro@codeinspections.net</a>	Tuesday 1:00-3:00
<b>Dushore Office:</b> Phone: 570-928-9208	PO Box 308, 268 Overton Road, Dushore, PA 18614 Fax: 570-928-9183 Email: <a href="mailto:ncpro@codeinspections.net">ncpro@codeinspections.net</a>	Monday thru Friday 8:00-4:30
<b>East Troy Office:</b> Phone: 570-928-9208	961 Gulf Rd Suite 102, Troy, PA 16947 Fax: 570-928-9183 Email: <a href="mailto:ncpro@codeinspections.net">ncpro@codeinspections.net</a>	Tuesday 12-2pm
<b>Linden Office:</b> Phone: 570-321-1851	4910 Route 220, Linden, PA 17744 Fax: 570-321-1852 Email: <a href="mailto:ncpro@codeinspections.net">ncpro@codeinspections.net</a>	Tuesday 9:30-11:30am
<b>Montgomery Office:</b> Phone: 570-547-0488	2104 Route 54, Montgomery, PA 17752 Fax: 570-547-0481 Email: <a href="mailto:ncpro@codeinspections.net">ncpro@codeinspections.net</a>	Monday thru Friday 9am-2:30pm
<b>Pike Co. Office:</b> Phone: 570-928-9208	PO Box 308 Dushore, PA 18614 Milford Twp Fax: 570-928-9183 Email: <a href="mailto:ncpro@codeinspections.net">ncpro@codeinspections.net</a>	Monday 9:30-11am Dingman Twp Wed & Fri 9:30-11am Delaware Twp Tues & Thur 9:30-11am
<b>Wyalusing Office:</b> Phone: 570-746-5013	PO Box 729, Wyalusing, PA 18853 Fax: 570-746-4953 Email: <a href="mailto:ncpro@codeinspections.net">ncpro@codeinspections.net</a>	Tuesday 8-10 am

**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.**

# COMMERCIAL PROJECT 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. Existing L&I Certificate of Occupancy (if applicable)
- E. One (1) set of PDF plans shall be submitted on all projects. These shall be submitted along with any paper plans you may be requested to submit. The plans shall be stamped and signed drawings designed by a licensed architect or licensed professional engineer, licensed under the Architects Licensure Law or Engineer, Land Surveyor and Geologist Registration Law. Plans shall have the following details:
  1. **Title Page Drawings** – Shall include design code utilized, design occupant load, use group classification, description of square footage per floor, number of floors, type of construction, contact information for all design professionals, whether it is a separated or non-separated mixed use group.
  2. **Site Plan Drawings**- Shall include the size and location of new construction and existing structures on the site, accurate boundary lines, distant from lot lines, established street grade and the proposed finished grades, location of parking spaces, accessible routes, public transportation stops and other required accessibility features. 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 the construction that will remain on site.
  3. **Floor Plan Drawings** – Shall include the use of all areas, means of egress components, handicap accessible features, location & type of fire resistant construction, and U.L. listing of fire resistant construction.
  4. **Structural Drawings** – Shall include uniform live loads, dead loads snow loads, roof, loads, wind loads, structural design calculations, a geo-technical report, footing construction detail, foundation construction detail, framing construction detail, masonry construction detail, concrete construction detail, wood construction detail, and any steel construction detail.
  5. **Electrical Drawings** – Shall include panel schedule, grounding system and details, wiring methods, lighting features, electrically operated equipment, and electrical circuits.
  6. **Mechanical Drawings** – Shall include size & type of appliance, chimney systems, ventilation air, make-up air, and location of all ducts and piping.
  7. **Plumbing Drawings**- Shall include diagram of all waste and water piping, pipe sizes, type & grade of pipe, drainage fixture unit loads, and water distribution design.
  8. **Fire Protection Systems** – Shall include the information required by the referenced installation standards contained in the “International Building Code”