

**HOW TO APPLY FOR PERMITS**

Applicable Codes:

Commercial Construction

- 2015 International Building Code
- 2014 National Electrical Code
- 2015 International Energy Conservation Code
- 2015 International Existing Building Code
- 2015 International Fire Code
- 2015 International Fuel Gas Code
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2009 International Performance Code for Buildings and Facilities
- 2015 International Urban-Wildland Interface Code
- 2015 International Building Code Chapter 11 and all other accessibility requirements found in other chapters of the International Building Code 2015
- Appendix E (Supplementary Accessibility Requirements) of the International Building Code 2015
- Appendix H (Signs) of the International Building Code 2009
- ICC/ANSI A117.1-2009 Accessible and Useable Buildings and Facilities Standard
- 2015 Swimming Pool and Spa Code

Residential Construction

- International Residential Code for One and Two Family Dwellings 2015
- 2015 Swimming Pool and Spa Code

The following information shall accompany the application when filing for a permit: **For Commercial Construction, please fill out a Commercial Building Application Package, for Residential continue below.**

**NEW RESIDENTIAL CONSTRUCTION, ADDITIONS AND ALTERATIONS:**

1. Permit application shall be completed and signed.
2. Copy of Contractor's Insurance Liability.
3. Two (2) sets of **LEGIBLE** building plans including the following:
  - a. Foundation Plans – Size/Type Foundation
    - (1) Radon pipe location
    - (2) Sump pump location
    - (3) Beam location, size and composition
    - (4) Column location and size
    - (5) Crawl space access, where applicable
    - (6) Location of heat source and water heater
    - (7) Means of egress from basement
  - b. Cross section details (Footer depth 36" deep on **all** structures)

- c. Floor plans
  - (1) Engineered floor system plans
  - (2) Structural members: size, span, species, grade
- d. Door and window schedule – with manufacturer, size, type, and u-values
- e. Specification list
- f. Truss plan, if using trusses – stamped approved
- g. Smoke detector location (carbon monoxide detectors when gas is used)
- h. Attic access location
- i. Copy of manufacturer specs for gas fireplace
- j. Complete deck plans

4. Two (2) sets of energy design criteria (which compliance path used)

- \_\_\_\_\_ PA-Alternative
- \_\_\_\_\_ International Residential Code, Chapter 11
- \_\_\_\_\_ International Energy Conservation Code

- a. Window and door schedules showing U-value
- b. Window area calculation, if using International Residential Code, Chapter 11
- c. Typical cross section showing insulation values in basement, walls, floors, ceiling, etc.
- d. R-Value of material (insulation and duct work)
- e. Specifications
  - (1) All equipment efficiencies
    - (a) Furnace
    - (b) Air Conditioner
    - (c) Hot Water Heater

5. All electrical plans must be stamped approved by MDIA prior to permit submittal.

6. Completed plumbing plan, including the following:

- a. Plan showing overall fixture layout
- b. Size of waste and vent piping per fixture
- c. Specify type of piping

7. Septic and Well and/or Sewer and Water Permit

8. Site Plan, including the following:

- a. Location of structures, giving dimension from all property lines or right-of-ways
- b. Driveway location
- c. Location of well and septic system
- d. On-Lot Stormwater Management (grading plan)
- e. Location of required street trees or pole light.
- f. Location of silt fence

8. Driveway Permit, PennDOT or Township (application)

9. Set of sprinkler plans, with complete code analysis, where required, or where sprinklers are voluntarily installed.

10. New or replacement dwellings, additions, decks, porches, patios, fences, sheds, and swimming pools require a **ZONING PERMIT**.

**ALTERATIONS:** Refer to New Construction Criteria

**MOBILE HOMES:**

1. Permit application shall be completed and signed.
2. Site plan showing setbacks (distance from property lines).
3. Certified State Certificate from the Installer.
4. Foundation plan.
5. Completed and signed MDIA Electrical Application.

**STORAGE SHEDS:**

1. Zoning permit application shall be completed and signed.
2. Size of proposed structure.
3. Site plan showing setbacks (distance from property lines).

**FENCES:**

1. Zoning permit application shall be completed and signed.
2. Site plan showing placement of the fence.
3. Total lineal feet of fence.

**NOTE:** Fences shall not exceed four (4) feet in height in the front yard; six (6) feet in height in the side or rear yards; and eight (8) feet in height within the buildable area of the lot. There are some exceptions.

**PRIVATE POOLS (In-Ground and Above-Ground):** Must comply with Appendix G of International Residential Code 2009

1. Permit application shall be completed and signed.
2. Site plan, showing the following:
  - a. Location of pool giving dimensions from all property lines
  - b. Placement of fence including gates
  - c. Location of septic system
3. Electrical permit application is required (bonding and wiring).
4. Include pool specifications for In-ground pools.
5. Include fence plan with detail of gate and latch requirements to meet code.

**NOTES:**

1. Setbacks:
  - a. All pools – minimum twenty (20) feet from rear and side yards.
2. Pools shall be completely surrounded by a fence or wall not less than four (4) feet in height.
3. Pedestrian gates shall open outward away from the pool and shall be self-closing and have a self-latching device or locking mechanism on the inside of the gate.

See attached sheets for typical illustrations of cross section detail, and site plan.

BUILDING PERMIT CHECKLIST FOR PLAN REVIEW

11/30/10

ADDRESS \_\_\_\_\_

LOT # \_\_\_\_\_

BUILDER \_\_\_\_\_

SUBDIVISION \_\_\_\_\_

- \_\_\_ COMPLETED BUILDING PERMIT APPLICATION
- \_\_\_ TWO SETS OF BUILDING PLANS ALL PLANS LEGIBLE
- \_\_\_ COMPLETED & SIGNED MDIA ELECTRICAL APPLICATION W/ PLANS
- \_\_\_ SEPTIC & WELL OR SEWER & WATER PERMIT
- \_\_\_ COPY OF CONTRACTORS LIABILITY INSURANCE
- \_\_\_ ZONING APPLICATION

FOUNDATION PLANS SHOW THE FOLLOWING:

- \_\_\_ Radon pipe & sump pit location
- \_\_\_ Beam location, size & composition
- \_\_\_ Column location and size with footer dimensions
- \_\_\_ Footer size
- \_\_\_ Crawl space access where applicable
- \_\_\_ Means of egress (for finished basement)
- \_\_\_ Foundation type poured or other

CROSS SECTION DETAILS (FOOTER DEPTH 36" REQUIRED)

- \_\_\_ Type of foundation walls                      Reinforcement noted
- \_\_\_ Amount of unbalanced backfill and final grade indicated
- \_\_\_ Foundation drains with proper cover
- \_\_\_ Structural framing detail
- \_\_\_ Stair details
- \_\_\_ Water resistive material behind siding

FLOOR PLANS

- \_\_\_ Engineered floor system plans with seal OR Structural members: size, span, species
- \_\_\_ PLAN SHOWING PLUMBING FIXTURE LAYOUT : WHIRLPOOL ACCESS
- \_\_\_ DOOR AND WINDOW SCHED MANUFACTURER, SIZE, TYPE
- \_\_\_ RAFTER SIZE AND SPAN OR TRUSS PLAN with SEAL
- \_\_\_ SMOKE DETECTOR LOCATION
- \_\_\_ ATTIC ACCESS LOCATION
- \_\_\_ COPY OF MANUFACTURER SPECS FOR GAS FIREPLACE
- \_\_\_ Does fireplace exhaust comply with appropriate code sections?
- \_\_\_ 5/8" DRYWALL IN GARAGE WITH HABITABLE SPACE ABOVE
- \_\_\_ HABITABLE SPACE IN BASEMENT

\*\*\* If yes .... need emergency egress sect 310.1 and chap 2

**DECKS**

- \_\_\_\_\_ Is there a deck shown on plan? Size
- \_\_\_\_\_ Cross section or framing detail provided
- \_\_\_\_\_ Positively anchored to house

**SITE PLAN INCLUDING THE FOLLOWING:**

- \_\_\_\_\_ Location of all structures, giving dimensions from all property lines or setbacks
- \_\_\_\_\_ Driveway location
- \_\_\_\_\_ Location of well & septic system with distances shown
- \_\_\_\_\_ Any projections into the setbacks? Check "supplemental" ordinance #1600

**TWO SETS OF ENERGY DESIGN CRITERIA**

- \_\_\_\_\_ PA-ALTERNATIVE
- \_\_\_\_\_ INTERNATIONAL RESIDENTIAL CODE CHAP11
- \_\_\_\_\_ INTERNATIONAL ENERGY CONSERVATION CODE
- \_\_\_\_\_ Window & door schedules showing U value
- \_\_\_\_\_ Typical cross section showing insulation values in
  - Basement, walls, floors, ceiling, crawl space, etc
- \_\_\_\_\_ R-Values of material (insulation & duct work)
  - Specifications
  - Furnace
  - Air Conditioner

**IS ANY AIR DUCTS IN EXTERIOR WALL?**

\_\_\_\_\_ If there is CONDITIONED SPACE in basement...WHAT is R-value of walls and ceiling.

\_\_\_\_\_ WALK OUT BASEMENT? HOW WILL FLOOR BE INSULATED TO R-9? (slab on grade insulation)

\_\_\_\_\_ DRIVEWAY PERMIT, PENNDOT OR TOWNSHIP

**COMPLETELY FILL OUT WORK SHEET, ASSIGN TAX NUMBER, COLOR IN LOT**  
Applicant agrees, by signing, that plan review, as directed by Act 45, will not officially comm  
All required information is provided.

\_\_\_\_\_  
Name print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
phone number

**ENERGY COMPLIANCE WORKSHEET**

ADDRESS \_\_\_\_\_

DEVELOPMENT \_\_\_\_\_

DECLARED METHOD FOR COMPLIANCE

\_\_\_\_\_ PA ALTERNATIVE \_\_\_\_\_ RESCHECK \_\_\_\_\_ IRC CHAPTER 11 \_\_\_\_\_ IECC

PROPOSED STRUCTURE

\_\_\_\_\_ TYPE A-1 CONSTRUCTION (1&2 FAMILY DWELLING)

\_\_\_\_\_ TYPE A-2 CONSTRUCTION (MULTI-FAMILY DWELLING)

TRADE-OFFS

\_\_\_\_\_ PA 1103.7.1 AIR INFILTRATION TRADE-OFF \_\_\_\_\_ TABLE 1103.4 \_\_\_\_\_ TABLE 1103.5

\_\_\_\_\_ PA 1103.7.2 HIGH EFFICENCY EQUIPMENT \_\_\_\_\_ TABLE 1103.4 \_\_\_\_\_ TABLE 1103.5

\_\_\_\_\_ PA 1103.1.2 AIR LEAKAGE COMFORT HOME SEALANT PROGRAM

INSULATION VALUES PER CONSTRUCTION DRAWINGS

FLAT CEILINGS	R-49	_____
CATHEDRAL CEILINGS	R-38	_____
WALL CAVITIY	R-20	_____
FLOOR OVER UNCONDITIONED SPACE	R-21 BATT	_____
WALLS AROUND BASEMENT STAIRS	R-13 BATT	_____
BASEMENT WALLS	R-10	_____
SLAB R-VALUES (SLAB ON GRADE)	R10, 2 FT	_____

U-FACTORS PER CONSTRUCTION DRAWINGS

EXTERIOR DOORS	_____
EXTERIOR DOORS GLAZING	_____
PATIO SLIDING DOOR	_____
VINYL WINDOWS	_____
SKYLIGHTS	_____
DUCT INSULATION	_____

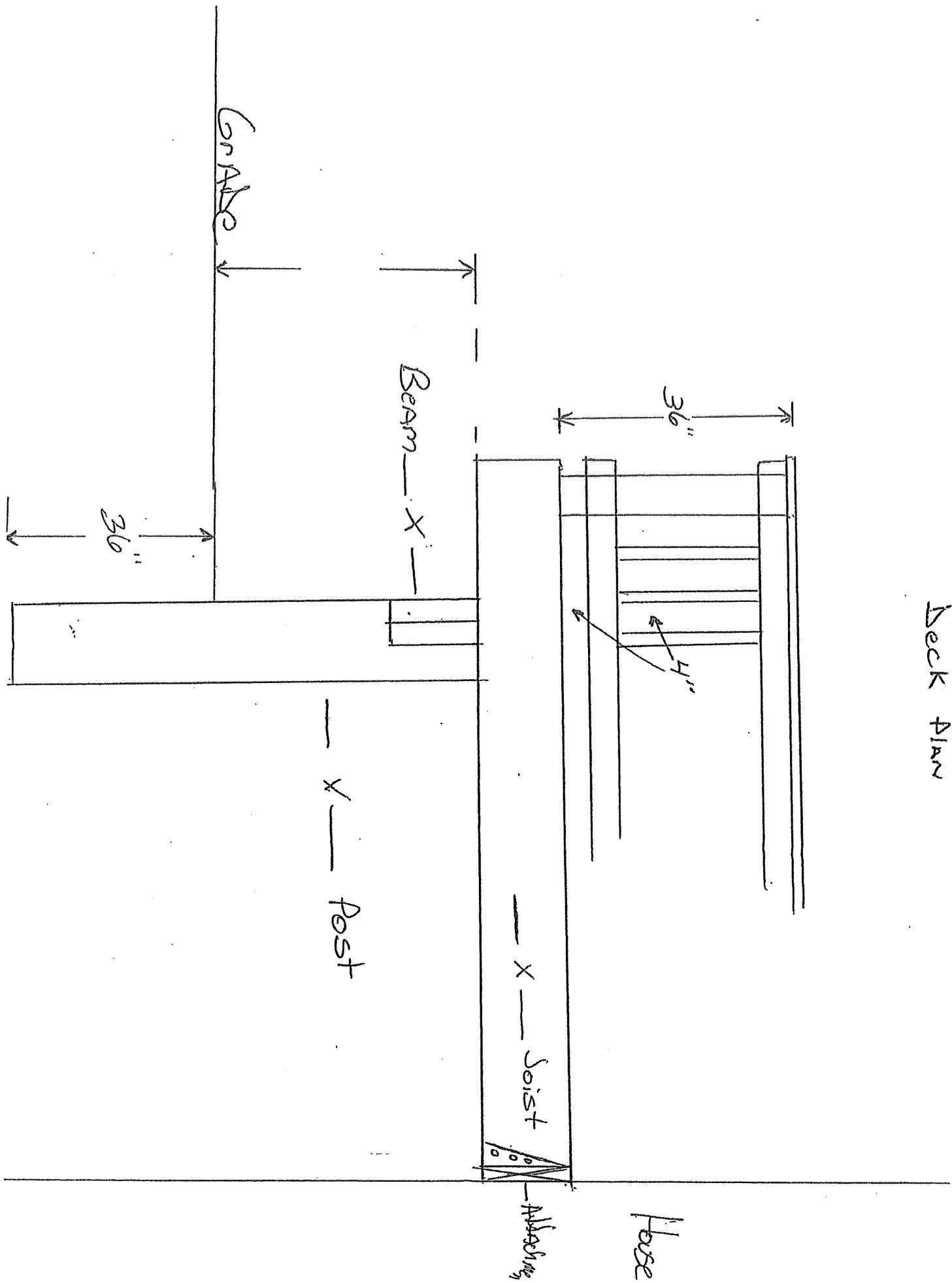
HEATING SYSTEM

TYPE \_\_\_\_\_ EFFICIENCY \_\_\_\_\_ AFUE

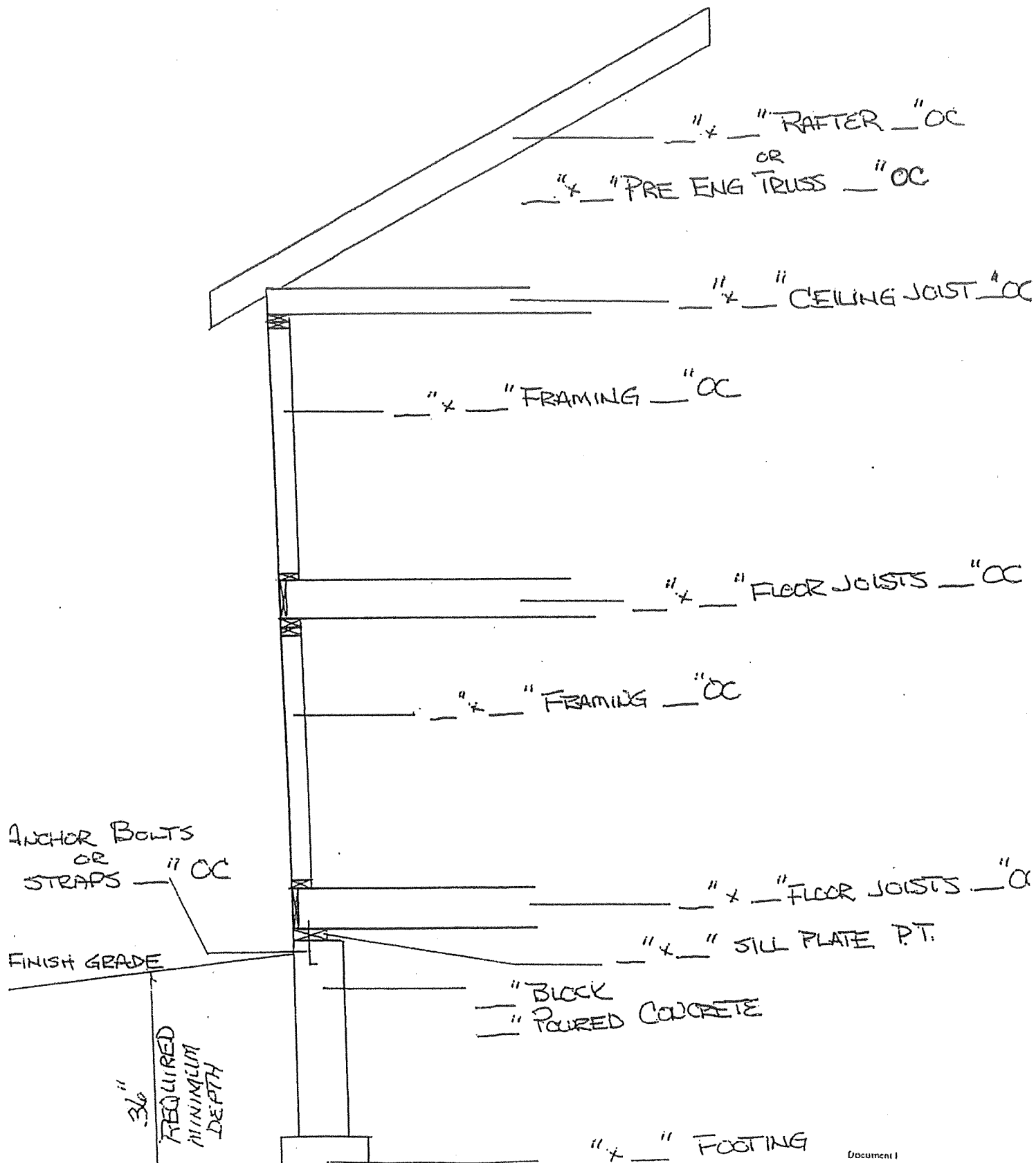
AC \_\_\_\_\_ SEER

HEAT PUMP \_\_\_\_\_ HSPF  
\_\_\_\_\_ SEER

Deck Plan

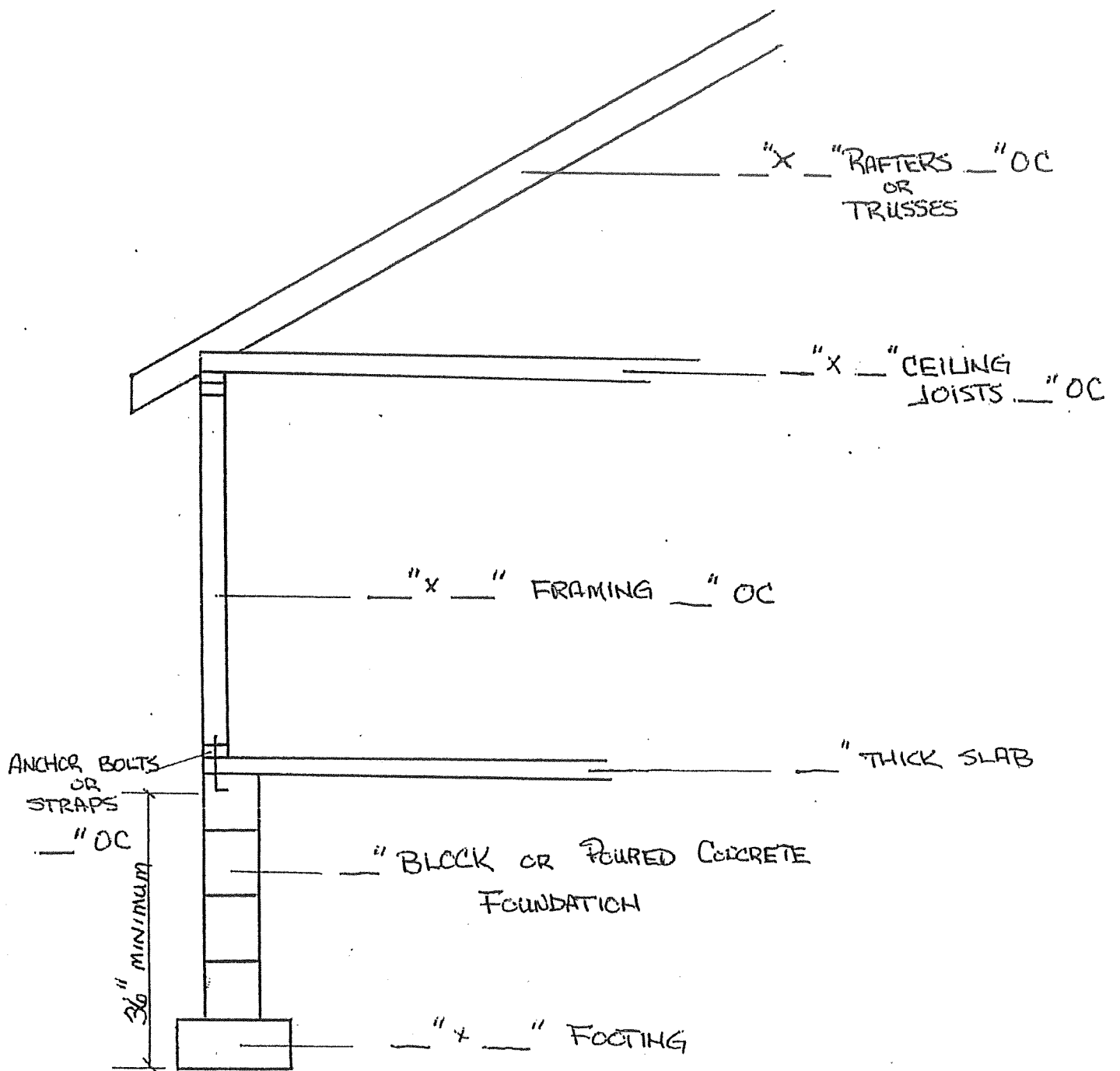


# TYPICAL CROSS SECTION

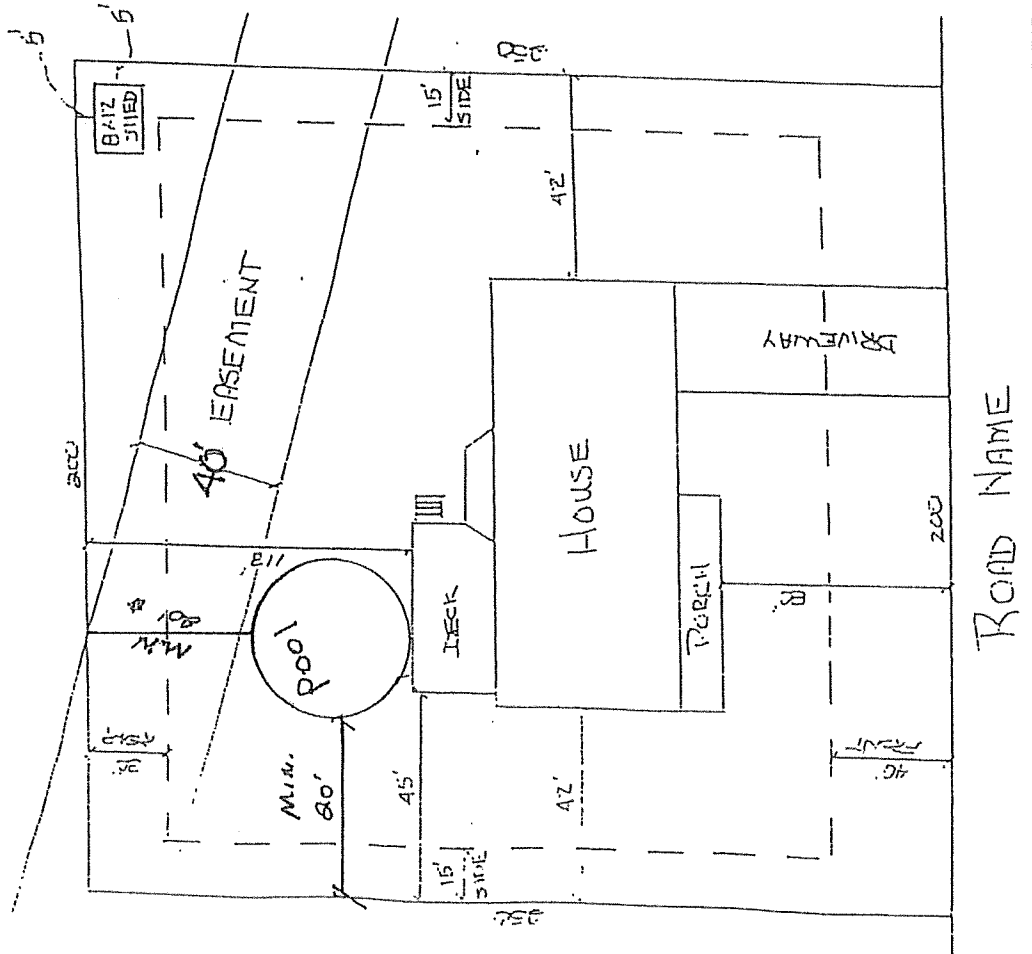




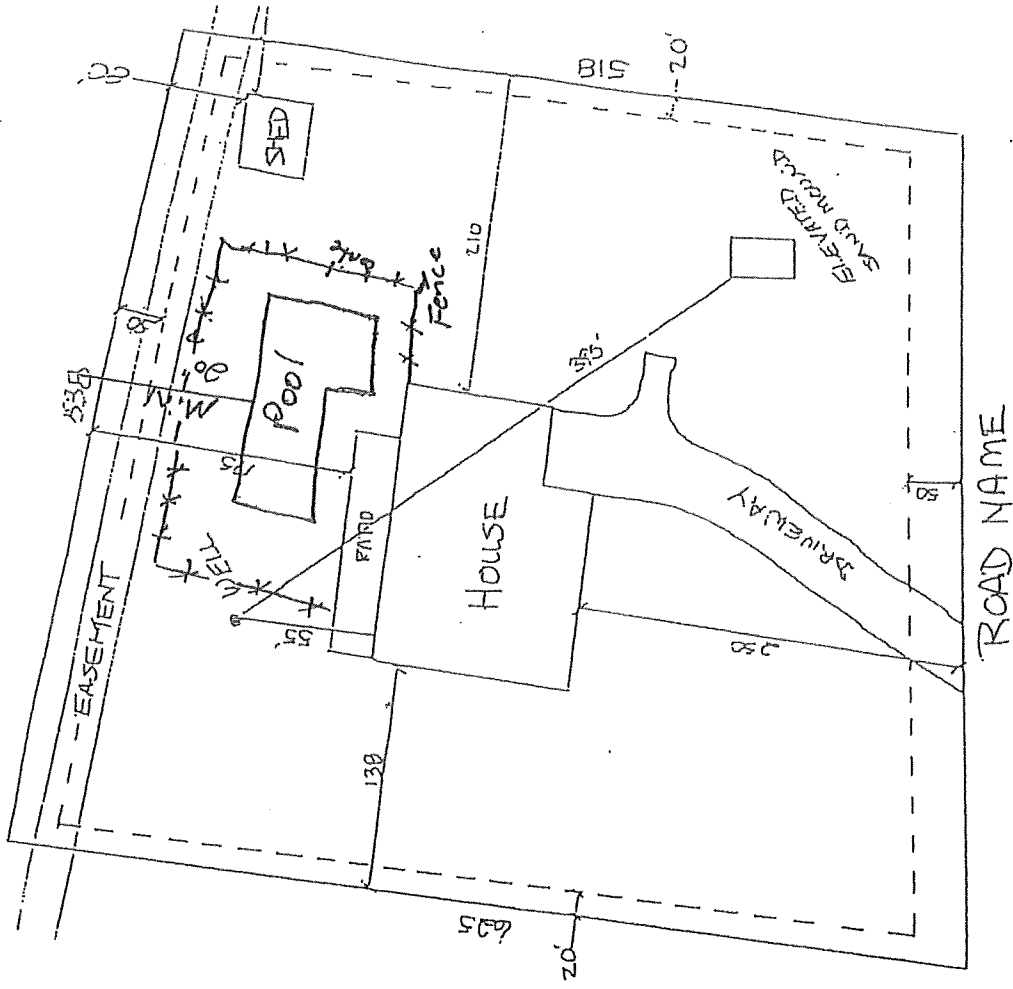
# TYPICAL WALL SECTION SUNROOM or GARAGE



TYPICAL SITE or PLOT PLAN EXAMPLES



PUBLIC WATER and SEWER



PRIVATE WATER and SEWER