

MECHANICAL PERMIT APPLICATION AND INSTRUCTIONS

(Permit Application follows instructions)

When is a permit required?

Section 403.42 and Section 403.62 of the Uniform Construction Code states: "Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building, or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or cause any such work to be done, shall first make application to the building official and **obtain the required permit.**" A list of work that is exempt from permit appears on the back of this pamphlet.

Information you need.

This guide has been developed to help you understand the information and the steps necessary when you apply for a Building Permit. The following is the information needed to obtain a Building Permit:

- Plot Plan
- Owner Information
- Contractor Information
- Contractor 's Insurance Certificate
- (if applicable)
- Construction Drawings
- (if applicable)

What is a Plot Plan?

The plot plan is also known as the "site plan". This document shall show to scale the size and location of new construction and existing structures on the site, distances from the lot lines, and shall be drawn in accordance with an accurate boundary line survey. The requirement for a site plan can be waived if the permit application involves alterations or repairs only.

What is Owner Information?

This information would include the following:

- Address of the Property
- Property Owner's Name
- Property Owner's Address
- Property Owner's Phone Number

What is Contractor Information?

This Information would include the following:

- Contractor's Name
- Contractor's Address
- Contractor's Phone Number

What is an Insurance Certificate?

Worker's Compensation Certificate is required for all contractors who have employees, under Pennsylvania State Law, Act 44 of 1993, Section 302. Self employed contractors with no employees are exempt.

What are Construction Drawings?

These are the “blue prints. They can include structural, architectural, mechanical, electrical and fire protection drawings. Commercial plans must be sealed by a design professional, as per UCC Section 106.1.

What inspections are required under the Statewide Building Code?

- Footer
- Foundation
- Framing and Masonry
- Wallboard
- Electrical
- Mechanical
- Plumbing
- Final

What type of work is exempt from permit requirement?

- Utility and miscellaneous use structures, (detached garages, sheds), that are accessory to detached one family dwellings and less than 1000 sq. ft. (zoning approval might be required)
- All residential alterations under Section 104 if there are no structural or egress changes.
- Agricultural buildings as defined by Act 45 Section 403.1(b)(4), (zoning approval might be required)
- Recreational cabins used for noncommercial purposes.
- Fences that are not more than 6 feet high, (zoning approval might be required)
- Retaining walls not over 4 feet high
- Sidewalks and driveways that are 30” or less above adjacent grade and not placed over a basement or story below it.
- Painting, papering, tiling, carpeting, cabinets
- Swings and playground equipment accessory to one and two family dwellings
- Minor electrical repairs and maintenance
- Clearing of plumbing stoppages or repairing of leaks as well as removal and reinstallation of water closets
- Prefabricated swimming pools that are less than 24” deep

Return your completed Permit Application to your local municipality or borough office.

CONSTRUCTION PERMIT APPLICATION

DATE APPLICATION RECEIVED: _____

LOCATION OF PROPERTY: _____

LOT & BLOCK OR PARCEL NUMBER: _____

SUBDIVISION: _____

MUNICIPALITY: _____

COUNTY: _____

OWNER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

BUILDING PERMIT

- One Family Dwelling Multi Family Dwelling Commercial Use: _____
 New Construction Alteration Repair Demolition

DESCRIPTION OF CONSTRUCTION: _____

TOTAL SQ. FT. OF CONST: _____ ESTIMATED COST OF CONST: _____

Plan Review Required ARCHITECT/ENGINEER NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX _____

BUILDER NAME: _____
DBA: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX _____

APPLICANT IS RESPONSIBLE FOR OBTAINING REQUIRED HIGHWAY OCCUPANCY PERMITS FROM THE PA DEPT. OF TRANSPORTATION. I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I HEREBY AGREE THAT ALL APPLICABLE PROVISIONS OF THE MUNICIPALITIES CODES SHALL BE COMPLIED WITH, AS WELL AS THE REQUIREMENTS OF THE MUNICIPAL SEWER AND WATER AUTHORITY WHETHER SPECIFIED OR NOT.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND ACKNOWLEDGES THE SMOKE DETECTOR REQUIREMENTS INVOLVED WITH ALTERATION, REPAIR AND ADDITION PERMITS

APPLICANT/AGENT SIGNATURE _____

PRINT NAME _____

DATE _____

***** FOR DEPARTMENT USE ONLY *****

BUILDING PERMIT APPLICATION	APPROVED	DENIED	BUILDING PERMIT FEE	\$ _____
BY: _____			PLAN REVIEW FEE	\$ _____
DATE: _____			MUNICIPAL FEE	\$ _____
PERMIT NO. _____			TRAINING FEE	\$ 4.00
			TOTAL PERMIT FEE	\$ _____

REASON(S) FOR DENIAL: _____

OVER FOR SUBCODE PERMIT

