
Civil • Municipal • Environmental • Engineering and Surveying

CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS (RESIDENTIAL)

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, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the Building Code Official and **obtain the required permit.**” A list of work that is exempt from permitting is also included in this pamphlet.

Requirements for Obtaining a Residential Permit

Step 1. Pick up the construction permit application from your municipality. Check with your local municipal office to see what, if any, prior approvals and local permits are required before construction can begin. (Zoning Permit, Sewer Approval, Flood Zone Verification, etc.)

Step 2. Fill out all information on the Construction Permit Application.

Step 3. After the application has been filled out completely, return the application, along with two sets of construction drawings and a copy of the Zoning Permit, to HMT & Associates. All building permit fees and, if any, local fees are due at this time. See the attached **Residential Plan Review Checklist** and **Building Permit Fee Schedule**.

Step 4. The Building Code Official will review the application and construction drawings for code compliance. If more information is required, the Building Code Official will contact you.

Step 5. When the Building Permit is approved and ready to be picked up, HMT & Associates will contact you.

Step 6. You are now ready to start construction. See the **Required Inspection Checklist** sheet for the required inspections for your project.

Step 7. Please request inspections 24 hours in advance. Call the Building Code Official for all inspection requests...8:30 a.m. to 5:00 p.m....724-350-2708. At each inspection, the inspector will leave an inspection notice or sticker notifying you of the result of the inspection. Once an inspection has been approved, you may move on to the next inspection. See the **Required Inspection Checklist** sheet for the required inspections for your project.

Step 8. When all final inspections have been approved, a Certificate of Occupancy will be signed and sent to you from the Building Official.

What residential inspections are required under the State Building Code?

- Footer
- Foundation
- Framing and Masonry
- Wallboard (Firewalls Only)
- Electrical
- HVAC
- Plumbing
- Final

What type of work is exempt from the permit requirements?

- Alterations to residential buildings which do not make structural changes or changes to means of egress. For purposes of this paragraph, a structural change does not include a minor framing change needed to replace existing windows or doors;
- Utility and miscellaneous use structures, (detached garages, sheds), that are accessory to a detached one family dwelling and less than 1,000 s.f. (Zoning approval might be required.)
- All residential building alterations if there are no structural changes or egress changes.
- Agricultural buildings as defined by Act 45 7210.103.
- Recreational cabins used for noncommercial use.
- Fences that are not more than 6' high.
- Retaining walls not over 4' high.
- Sidewalks and driveways that are 30" or less above the adjacent grade and not placed over a basement or story below it.
- Prefabricated swimming pools that are less than 24" deep.
- Painting, papering, tiling, carpeting, cabinets.
- Swings and playground equipment accessory to one and two family dwellings.
- Decks which are no higher than 30" above grade and no roof.
- Minor electric repairs and maintenance.
- Clearing of plumbing stoppages or repairing leaks, as well as removal and reinstallation of toilets.

(Zoning approval might be required for these projects. Check with your local municipality.)

PLAN REVIEW CHECKLIST (RESIDENTIAL)

(These items must be on the plans in order to obtain approval.)

- ___ Floor plan showing names and sizes of all rooms.
- ___ Footing detail including depth below frost line, thickness, width and rebar (if used).
- ___ Type of foundation showing type of wall, waterproofing, footer drain and anchorage of sill plate.
- ___ Roof construction- rafter, ceiling joist size and spacing, truss location and spacing, sheathing thickness, roof covering and underlayment.
- ___ Wall section details from the footer to the roof.
- ___ Location and sizes of all support beams.
- ___ Floor joist size and spacing.
- ___ Sizes and locations of all door and windows. (Egress windows in all bedrooms, basements and habitable attics.)
- ___ Location of all smoke alarms.
- ___ Insulation values for all walls, floors, ceilings and basement walls. (Min R20 walls, R38 ceiling, R30 floors, R10 basement walls)
- ___ Stair details - Riser max 8 ¼", tread 9" min, guards 34" min (36" at landings), handrail 34"-38".
- ___ Electrical Plans - Provide complete electrical floor plan of each floor, showing the size and location of the main electrical service equipment and sub-panels with wire sizes, location of all outlets, switches, light fixtures (interior, exterior and site), smoke detectors and special outlets. Identify the locations of all required GFCI and AFCI protected outlets and light fixtures. Detail all aspects of grounding to be installed, including the ground rods, water line ground and UFER ground.
- ___ Plumbing Plans - Provide a complete plumbing floor plan for each floor, showing all sizes and locations of piping and materials being used for sanitary, domestic water, and all gas piping. Show all points of connection to water, sewer and gas lines, identifying each plumbing fixture, and provide details of water heaters and expansion protection.
- ___ HVAC Plans - Provide a complete mechanical floor plan of each floor, including plans showing duct layouts and sizes with required insulation R-values, location of mechanical units, specifications on **all** equipment to be installed (BTU).

(Please return this page with your building permit application.)