

BUILDING PERMIT APPLICATION REQUIREMENTS

Documents required for building Permits Note: Failure to supply the required documents listed below will result in application being returned and delay permit being issued.

1. ___ Survey of property showing all existing structures and proposed addition with dimensions to front, side and rear property lines.
2. ___ Mercer County tax lot and block number from tax record.
3. ___ Copy of sewer permit from Sewer Authority or SEO
4. ___ Workers Comp. Insurance Cert. for all workers and contractors or PA State exemption for religious orders.
5. ___ Construction plans shall be drawn to scale and include all dimensions and cross-sections as required to evaluate structural integrity of structure. (2 sets required)
6. ___ Show design criteria ie: Roof ___ (40), Wind ___ (70), Seismic design ___ (B), Frost line ___ (36"), Dead and Live load, Snow load ___, Window sizes ___, Door sizes ___, Electrical components ___, Heating Components ___, Plumbing components ___, Emergency escape and rescue openings ___ (5.7 Sq. Ft.), Smoke Alarms ___, Insulation ___, Foundation coating and French drains ___.
7. ___ Cost of construction (based on National average, [Labor and material].
8. ___ All structures shall be constructed as provided in IRC 2003 building code and references.
9. ___ Final Inspection-shall be made after all work is complete and approved by the Code Official.
10. ___ Certificate of Occupancy-No structure or building shall be used or occupied until the Certificate of Occupancy is issued to the permittee.
11. ___ Driveway Permits – permit shall be requested to enter or exit to a Township road from the Road Master of the Township.
12. ___ POSTING OF BUILDING PERMIT – Shall be made visible from the street. Failure to post the permit shall result in a Stop Work Order being issued.
13. ___ Engineering review – Should a review be necessary for the project, the applicant will be notified before the review takes place. Should a review be necessary the cost of the review will be assessed to the owner.
14. ___ Smoke Alarms- Required as follows: Inside each sleeping room, in hallway in the immediate vicinity of the bedrooms, on each additional story including basements. All units shall be hard wired with battery backup, and will all sound when any one alarms.
15. ___ Building Envelope Thermal component Criteria—MINIMUM required performance (U-Factor and R-Value)
Zone 15 applies: Heating degree days 6500-6999
Glazing U-Factor – 0.35 or better
R-Values – Ceilings – R-38
Walls – R-21
Floors – R-21
Basement Walls – R-11
Slab perimeter – R-11, 4 feet depth
Crawl Space walls – R-20
16. ___ Electrical: All bedrooms shall be wired with AFCI protection as per 2002 NEC. This includes ceiling outlets and all other outlets within the room. Electric layout shown on plans. Show service location.
17. ___ Plumbing: Fixtures and piping tree shown with pipe sizes. Vents through roof size shown. (Air test will be required on waste and drain lines.) [5 lbs. for 1 hour]
18. ___ Heating: Show Hot and Cold Air returns on plans with sizes. 26 gage steel straps must bridge openings in plates. Electric outlets cannot be in return air stud spaces.
19. ___ Ice Guard must be used on roofs
20. ___ Air Vents in crawl space wall must be shown. Opening into crawl space shall be 24" x 24' or larger
21. ___ Road Bonds may be required by Township Road Master. Check with Township for requirements.