

# GUIDELINES FOR A BUILDING PERMIT

1. Fill out both sides of application completely and sign.
2. Provide Certificate of Workman's Compensation Insurance (unless exemption declared).
3. Provide a Certified Survey sealed by a registered surveyor showing size and location of new construction and existing structures on the site and distances from lot lines.
4. Provide two complete sets of detailed building plans. (One set will be returned with sign off from Code Official.)
5. Provide site plan drawing showing all of the following:

**Utility Layouts** – Water, Sewer, Gas, Power, etc.

**Driveway** – Type, width & distance from property lines

**Stormwater** – Discharge points & distance from property lines, French drains, downspouts, etc.

**Soil Erosion Control** – Silt fence, straw bales & stone driveways

6. When sanitary sewers are not available, a permit from Sewage Enforcement Officer for an on-lot system must be provided.
7. Provide PennDOT Driveway Permit when accessing onto State Road.

## **Code Adopted:**

Pennsylvania Uniform Construction Code Act 45

Based on the latest edition of the International Building Code

## **Lower Burrell Building Plan Requirements for Non-Residential (Commercial/Industrial) Projects**

The following items are required for new commercial projects. Drawings should be drawn to 1/4" or 1/8" scale and shall provide the necessary information to verify compliance with the building code. **All drawings shall bear the stamp and signature of the design professional responsible for the design.**

### **Two sets of construction drawings shall be submitted and shall include:**

1. **Title Page Drawing:** To include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), separation or non-separation of mixed use groups, design occupant load(s), finish materials classification, design codes utilized.
2. **Site Plan Drawings:** To include all utility layouts, handicap parking & access, designated fire lanes, distance between adjacent structures and property lines.
3. **Floor Plan Drawings:** To include the use of all areas, location & types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components, handicap access.
4. **Structural Drawings:** To include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing construction detail, foundation construction details, framing construction details, concrete construction details, masonry construction details, wood construction details, steel construction details.
5. **Electrical Drawings:** To include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.
6. **Mechanical Drawings:** To include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.
7. **Plumbing Drawings:** To include a plan view and a riser diagram of waste & water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.
8. **Fire Protection Systems:** To include the submittal guide for each type of system. See specific submittal guide requirements.

Office	Date	<h2 style="margin: 0;">City of Lower Burrell Permit Application</h2>	Permit No.
	Status		Permit Expiration

Applicant	Owner Information:		Contractor Information:	
	Company		Company	
	Name		Contact Person	
	Address		Address	
	City/State/Zip		City/State/Zip	
	Phone 1	Phone 2	Phone 1	Phone 2
	Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____		Type: <input type="checkbox"/> General <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Other	
	Type of Construction		Type of Occupancy	
	<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Garage <input type="checkbox"/> Other _____		<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____	
	Parcel Information		Zoning Information	
	Tax Map No.	Lot No.	<input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> S-1 <input type="checkbox"/> S-2 <input type="checkbox"/> C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> C-3 <input type="checkbox"/> M-1 <input type="checkbox"/> M-2	
	Construction Information			
Address of Proposed Work		Width of Lot	Depth Front Yard	Depth Side Yard (R)
Cost of Construction	Total Floor Area	Length of Lot	Depth Rear Yard	Depth Side Yard (L)
<p>I hereby agree to abide by the Zoning Ordinances and Building Codes of the City of Lower Burrell and laws of the State of Pennsylvania.</p> <p>A street opening permit is required for the digging of any trench or excavating through or under the limits of any ordained or dedicated street in the City, or any public sidewalk, or the cutting into, or opening, and removal of any public pavement surfaces within the City.</p>				
Applicant's Signature X			Date	

Office	<b>OFFICE USE ONLY - Engineer's Evaluation</b>		<b>Square Footage Area</b>	
	Sanitary sewers <input type="checkbox"/> are <input type="checkbox"/> are not available. Availability does not assure connection by gravity flow. It is the applicant's responsibility to situate the proposed structure at the proper elevation flow to the City Sewer.		Basement	_____
	Property <input type="checkbox"/> is <input type="checkbox"/> is not located in a flood plain area.		1 <sup>st</sup> Floor	_____
	The surface drainage plans <input type="checkbox"/> are <input type="checkbox"/> are not approved.		2 <sup>nd</sup> Floor	_____
	All items are subject to inspection by City personnel at any time.		Total	_____
			<b>OFFICE USE ONLY - Permit Fees</b>	
Remarks		Sewer Tap-In:	\$ _____	
		Building Permit:	\$ _____	
		State Fee:	\$ <u>4.00</u>	
Engineer's Signature	Date	Total:	\$ _____ Based on .12 .17 .20	

Worker's Compensation Insurance Coverage Information

**Section A**

A contractor within the meaning of the Pennsylvania Workers' Compensation Law:  Yes  No

If the answer is "yes", complete Sections B and C below as appropriate.

**Section B (Insurance Information)**

Name of Applicant	Federal or State Employer Identification No.
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Applicant is a qualified self-insurer for Workers' Compensation.  Certificate Attached

Workers' Compensation Insurer	Workers' Compensation Insurance Policy No. <input type="checkbox"/> Certificate Attached	Policy Expiration Date
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**Section C (Exemption)**

Complete Section C is the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

- Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.
- Religious exemption under the Workers' Compensation Law.

**Section D (Applicant Information)**

Signature of Applicant
Address
County
Municipality

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_