

Residential Permit Submission Requirements

New construction and additions submission requirements for building permits

These are minimum requirements for acceptance to start the plan review process. More information may be required once plan review has been started depending on the scope of work.

1. Building Site Plan indicating:

- a. Location of Proposed and Existing Buildings
- b. Location of Property Lines
- c. Building Setback Dimensions
- d. Location and Depth of Building Water Service Pipe (or Well)
- e. Location and Depth of Building Sewer (or Sewage System for On-Site Facilities)
- f. Location and Depth of Foundation Drainage Facilities (Drain Fields, if Applicable)
- g. Location of Driveway (Distance to Property Lines)
- h. Any buried utilities

2. Foundation and Framing Plan (one view as cross sectional from bottom of footings to top of shingles):

- a. Footings-size, thickness, and depth below grade
- b. Isolated piers - size and thickness
- c. Reinforcement - size and location of rods (if used)
- d. Foundation Wall- size, height of backfill, method of damp proofing, type of mortar and type of reinforcement to be used.
- e. Foundation Drains - type and location
- f. Sill Plate/Anchor Bolts - size and location
- g. Basement/Garage Slabs - thickness of concrete and stone base
- h. Floor Joist - size, spacing, span, and type of lumber
- i. Floor Sheathing - thickness and type
- j. Wall Framing - size and spacing
- k. Exterior Wall Covering and Insulation
- l. Corner Bracing
- m. Headers and lintels -size- drawings of design and spans to be used
- n. Interior Finish on Wall and Ceiling
- o. Roof Ventilation
- p. Roof Pitch
- q. Rafters and/or Roof Trusses (if used, require shop drawings meeting TPI requirements) size, spacing, span, bracing, and collar ties
- r. Roof Sheathing - thickness, type, and edge blocking
- s. Roof Covering, Ice and Water Barrier
- t. Girders/Beams - size, span, and type
- u. Girder/Beam Support - size, and type and point loads carried from above (show point loads on drawings)
- v. All Stairways - width, rise and run of stairs, headroom, and height of handrail
- w. Guardrails - height and spacing
- x. Crawl Spaces - Height of framing members above exposed earth, vapor barrier, ventilation, and access hole (18"x24"minimum required)
- y. Ceiling Heights
- z. Secondary egress/rescue opening for finished basements

3. Interior Floor Plans of All Areas Indicating:

- a. Use or identification of Each Area, i.e.; kitchen, bedroom, etc.
- b. Dimensions of All Areas including Hallways and Doors
- c. Smoke Detectors - Location on Each Floor (including Basement), in bedrooms and interconnection
- d. Bathroom Ventilation
- e. Attic Access (22"x30" minimum required)
- f. Windows - size and type, height above floor and U-factor
- g. NOTE: One approved window is required in each sleeping room with a minimum net clear opening of 5.7 square feet with a minimum net clear opening height of 24 inches and a minimum net clear opening width of 20 inches. (Grade floor window may have a minimum net clear opening of 5.0 square feet.)
- h. Fire separation between garage and residence
- i. Glazing - hazardous locations (large picture windows, special glass applications, skylights)

4. Energy- a written plan to comply with the energy code.

- a. Generic compliance sheet showing values for windows, doors, skylights, walls, roof, ceiling, etc.
- b. Any other code accepted method such as the Pennsylvania Alternative or Res-Check.

5. Electrical

- a. Service size, power company providing power, power company job number
- b. General details, GFCI & AFCI locations, dedicated circuits
- c. Appliance loads

6. Mechanical

- a. Service type (electric, gas, oil?)
- b. General details of distribution system including type, and insulation values.
- c. Appliance loads and efficiencies

7. Plumbing

- a. Service type (public or private?)
- b. General details of distribution system including type of piping, backflow prevention and insulation (if required)
- c. Fixtures, appliances and general riser diagrams.

8. Miscellaneous Requirements

- a. Fireplace
 1. Width of hearth
 2. Firebox opening size
 3. Distance between firebox opening to combustible trim
 4. Lintel
 5. Mortar type
- b. Chimney
 1. Footing size and thickness
 2. Termination above roof
 3. Flue lining size and surrounding material
 4. Thimble location to combustibles
 5. Chimney clearance to combustible framing
 6. Fire stopping
 7. Mortar type
- c. Wood/Coal Stoves
 1. U/L listing information
 2. Clearance to walls, ceiling, and combustibles
 3. Hearth/foundation structural design information