

**Submittal requirements to obtain a building permit for:
RESIDENTIAL ADDITION**

- Completed 2 page application (make sure it is signed at the bottom of the page)
 - Permission from the township in the form of a checklist (signed and sealed)
 - 2 copies of Site plan (must contain setback dimensions in four directions)
 - 2 copies of Elevation, Foundation & Framing plan
 - 2 copies of Floor plan
 - Deck plan if over 30" high
 - PA Residential Energy Provisions Worksheet (insulation)
 - Driving directions
 - Proof of workman's compensation insurance, sole proprietorship or religious exemption.
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- After submitting all required documents your application will be reviewed.
- CCIS will contact you with approval or denial within 2 weeks.
- If approved, your permit will be issued and the inspections fees are due when you pick-up the permit.

APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

Application Date _____

Application No. _____

1. PROPERTY INFORMATION

Owner _____

Tax Map _____

Site Address _____

Parcel No. _____

County _____

Municipality _____

Boro/Twp _____

Use Permit No. _____

Floodplain present _____

Total Lot Area _____

Acres/Sq. Ft. _____

Use: Commercial _____

Residential _____

Other _____

2. BUILDING OWNER'S INFORMATION

First Name: _____

Mi. _____

Last Name: _____

Phone No.: _____

Street Address: _____

City: _____

State: _____

Zip: _____

3. BUILDING PERMIT APPLICATION

Description of Work: *(provide details on plot plan along with existing structures on lot)* _____

ESTIMATED COST OF CONSTRUCTION: \$ _____ FOOTAGE _____ Sq. Ft.

Improvement Type: New Construction _____ Addition _____ Alteration _____ Repair/Replacement _____ Relocation _____

If an addition to a residential dwelling, is it an addition to a manufactured home?: _____

Foundation Type: Crawlspace _____ Foundation _____ Slab at Grade _____ Piers _____ Other _____

Trades: Electrical Work _____ Plumbing Work _____ Mechanical Work _____ Fire Suppression/Fire Alarm System _____

Heat Source (if applicable): _____ Fuel Type: _____

ICC Use Group: _____

ICC Construction Type: _____

ESTIMATED START DATE ____ / ____ / ____

ESTIMATED COMPLETION DATE ____ / ____ / ____

4. CERTIFICATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge. Ref. 18 PA Cons. Stat. § 4903.

APPLICANT SIGNATURE _____

DATE _____

PRINT NAME _____

Address _____

Phone No _____

(TURN PAGE OVER)

5. CONTRACTOR INFORMATION

Please list additional general contractor information on additional sheet(s) if applicable

Name of Contractor _____ Phone No. _____

Street Address: _____ City: _____ State: _____ Zip: _____

Person in Charge of Work _____ Phone No. _____

Email _____ Cell No. _____

Home Improvement Contractor Registration # _____

Proof of Workman's Compensation Insurance, Sole Proprietorship or Exemption Status: Provided _____ On file _____

6. SUBCONTRACTOR INFORMATION

Please list subcontractors for major trades, use additional sheet(s) if applicable

Contractor _____ City, State, Zip _____ Phone No _____ PA HICR # _____

Contractor _____ City, State, Zip _____ Phone No _____ PA HICR # _____

Contractor _____ City, State, Zip _____ Phone No _____ PA HICR # _____

Contractor _____ City, State, Zip _____ Phone No _____ PA HICR # _____

Contractor _____ City, State, Zip _____ Phone No _____ PA HICR # _____

7. OFFICE INFORMATION

APPLICATION FEE: \$ _____ ISSUANCE DATE _____ / _____ / _____

PERMIT FEE: \$ _____ EXPIRATION DATE _____ / _____ / _____

INSPECTION FEES \$ _____ EXTENSION DATE _____ / _____ / _____

TOTAL FEES \$ _____

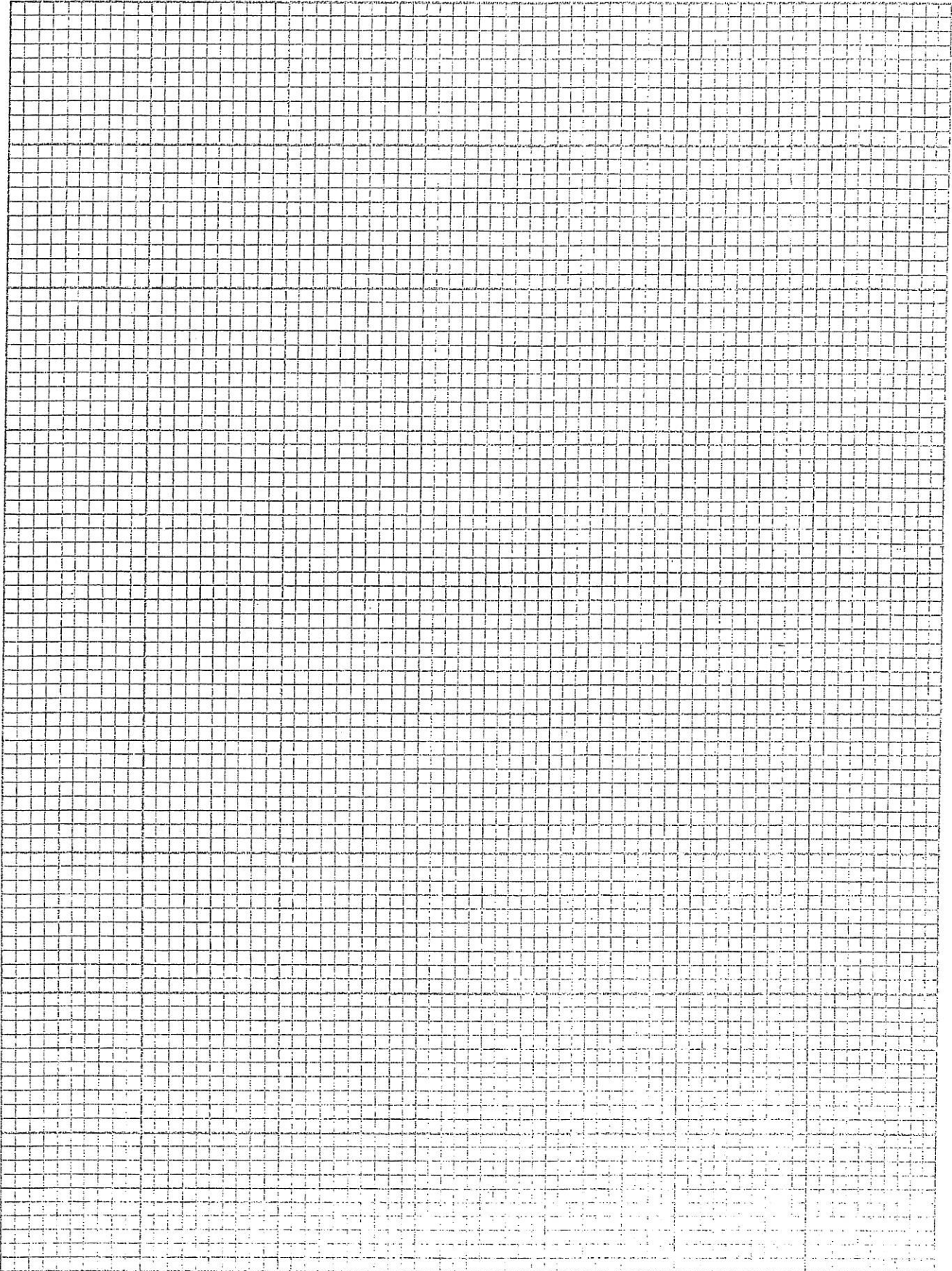
APPLICATION IS: GRANTED _____ DENIED _____

SIGNATURE OF PERMIT OFFICER _____ DATE _____

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.

10. SITE PLAN

(Show lot lines, easements and work layout and dimensions)



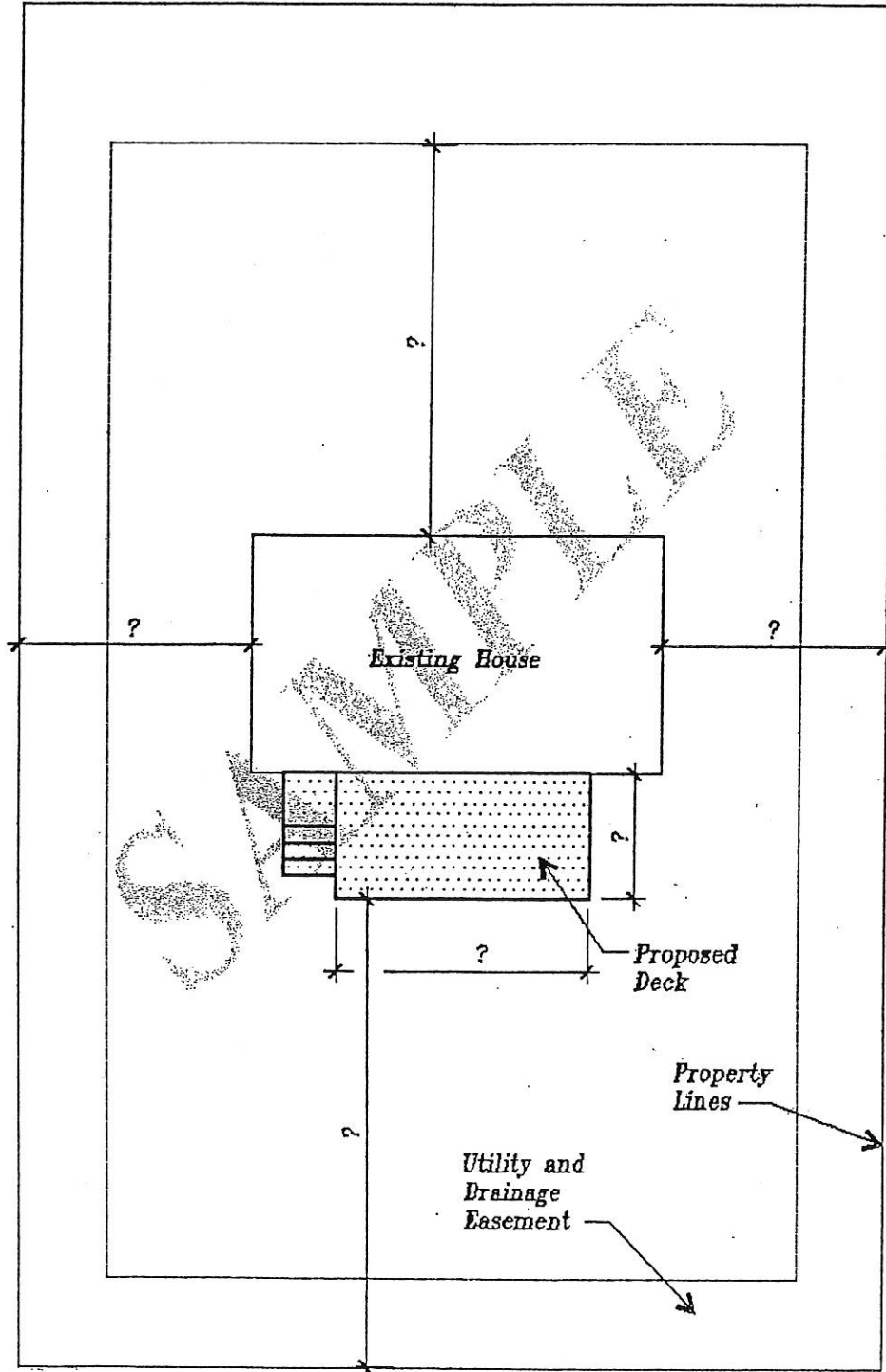
SCALE = 1 Inch = _____ FEET

SAMPLE SITE PLAN

Roadway

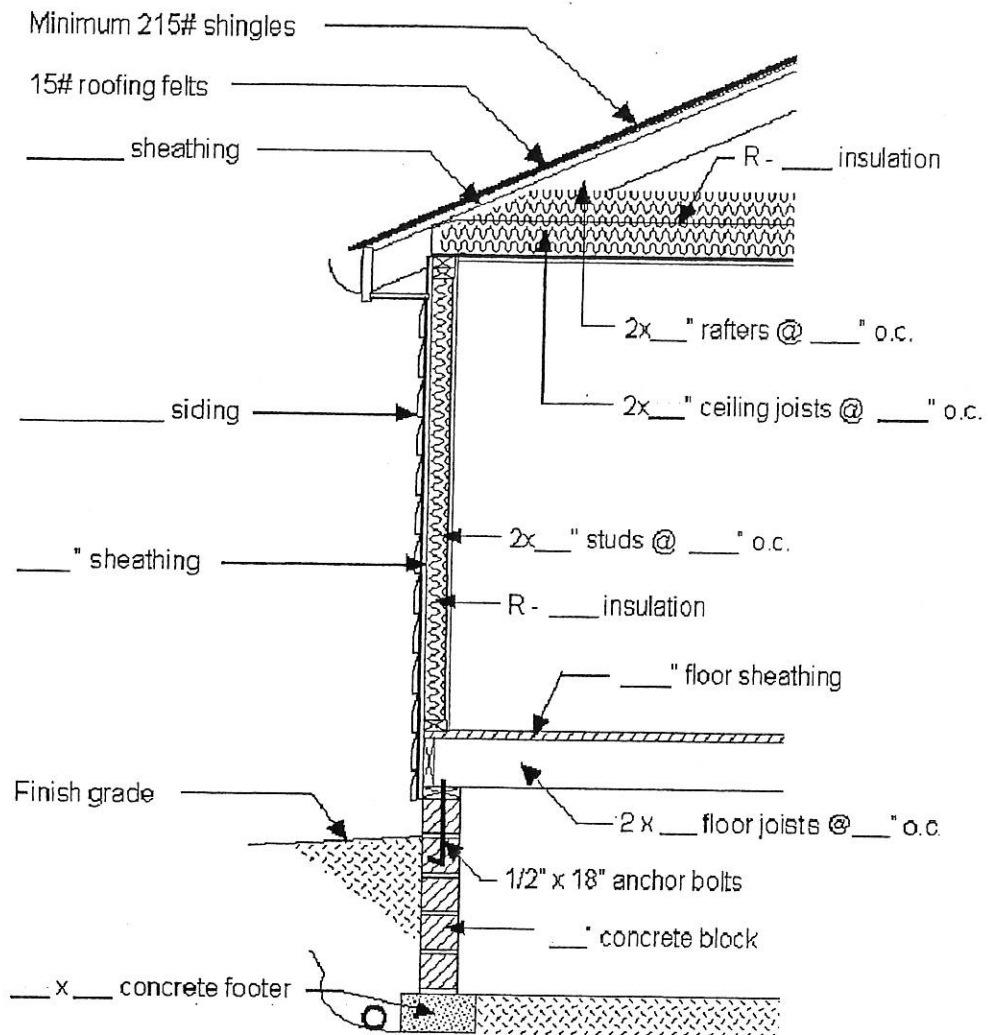
Curb

Boulevard



Note:

Show any additional structures that exist on the property (i.e. Pool, Shed etc.)



Typical Wall Section through Addition

Pennsylvania Residential Energy Provisions Worksheet

PROJECT Address _____
 Contractor _____
 Permit # _____
 Date _____ Date of Plan _____

Type of Dwelling: One or two family dwelling Townhouse

Compliance Path

IECC
 REScheck Software
 REScheck Package Generator
 Other

IRC

PA-Alternative Residential Energy Provisions

If using IECC, How are you documenting compliance?

Thermal Enclosure

		Required	Actual	Required	Actual
Windows/Doors (U-value)					
Windows		U- .35	U-	U- .35	U-
Skylights		U- .60	U-	U- .60	U-
Other _____		U-	U-	U-	U-
Glazed Doors (> 50% glass)		U- .35	U-	U- .35	U-
Opaque Doors (≤ 50% glass)		U- .35	U-	U- .35	U-
Exterior Wall Insulation (R-Value)					
Cavity		R- 20	R-	R- 19	R-
Continuous (Insulated Sheathing)		R- 13+5	R-	R- 13+5	R-
Roof (R-value)					
Standard Truss or Rafter		R- 38	R-	R- 38	R-
Raised Heel/Energy Truss		R- 30	R-	R- 30	R-
Cathedral Ceiling		R- 30	R-	R- 30	R-
Floors (R-Value)					
Over Unconditioned Space (unconditioned basements, vented crawlspaces, garages, etc.)		R- 30	R-	R- 30	R-
Floors Exposed to Outside Air		R- 30	R-	R- 30	R-
Crawlspace Walls (Non-vented Crawlspace)					
Cavity		R- 13	R-	R- 13	R-
Continuous (Insulated Sheathing)		R- 10	R-	R- 10	R-
Basement Walls - % above ground					
Front _____ %		10/13	R-	10/13	R-
Rear _____ %		R- If ≤ 50%	R-		R-
Left Side _____ %		R- If > 50%	R-		R-
Right Side _____ %		19	R-	19	R-
Slab Insulation (required if slab is < 12" below grade)		R10 @ 2 ft	R- @ _ ft	R10 @ 2 ft	R- @ _ ft
		<small>Add R-5 if heated slab</small>		<small>Add R-5 if heated slab</small>	

Required for REScheck package generator + software:

Gross area of exterior walls	①	_____
Gross area of windows & glazed doors	②	_____
Window to Wall Area: $2 \div 1 = \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$		

Recessed Light Fixtures Type: ASTM E-283
 Other (list) _____

Mechanical

Equipment Efficiency (For PA Alternative Trade-off; ResCheck Performance Alternative)

Furnace _____ AFUE
 Air Conditioner _____ SEER
 Heat Pump _____ HSPF

Duct Insulation

Location of Duct	Compliance Option			
	IECC		IRC	PA-Alt
	Supply	Return		
Outside of the Building	8	8	8	8
Within Insulated Outside Walls or Floors	8 ¹	8 ¹	8 ¹	8 ¹
Unconditioned Attics	8	8	8	8
Unconditioned Basements	8	8	8	6
Vented Crawlspace, and Garages	8	8	8	8

Note: ¹ R-6 allowed in Floor Trusses

Pipe Insulation: R-2 (minimum)

Applies to HVAC piping < 55°F or > 105°F, and Circulating Hot Water Piping

PA- Alternative Residential Energy Provisions – Trade-offs Section PA 502

Tradeoff	Component	Reduced R-value	Minimum Equipment Efficiency ^{c,d}			
			South	Central	North	
				AFUE ^a	HSPF ^b	
A	Walls between conditioned and unconditioned spaces ^e	R-13		83	8.3	
	Floors over unconditioned basements	R-19				
B	Duct insulation Unconditioned Basement	R-4		84 ^g	9.1	
	Attic & Exterior Walls ^f	R-6		83 ^g	9.0 ^g	
C	Walls between conditioned and unconditioned spaces ^e	R-13				
	Floors over unconditioned basements	R-19				
	Duct insulation ^g Unconditioned Basement	R-4		89	9.8	
	Attic & Exterior Walls ^f	R-6				

- a. Annual Fuel Utilization Efficiency (AFUE) applies to oil and gas furnaces and boilers.
- b. Heating Seasonal Performance Factor (HSPF) applies to heat pumps.
- c. Any Seasonal Energy Efficiency Ratio (SEER) may be used for air conditioning equipment.
- d. For buildings with multiple furnaces, boilers or heat pumps having different AFUE or HSPF values, use the capacity weighted average of the efficiency ratings of the installed equipment to determine whether the building complies with the minimum equipment performance requirement.
- e. Examples include, but are not limited to, walls between the house and garage, and basement stairway walls and ceiling when the floor above an unconditioned basement is insulated.
- f. Ducts in exterior walls with insulated sheathing of R-5 or more do not need to be insulated.
- g. If ducts are located in both the attic and unconditioned basement, R-6 can be used for the attic ducts and R-4 can be used for the unconditioned basement ducts.

DIRECTIONS

(to be filled in completely before permit will be issued)

Last name of owner: _____

Address of project:

Directions: _____

Please note

*Inspectors cannot inspect what they cannot find, please make directions clear.
Please use road or street names, distances between turn offs, whether traveling north, south,
east or west. Landmarks are very helpful.*

WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION

(attach to building permit application)

A. The applicant is a contractor within the meaning of the Pennsylvania Worker' Compensation Law.
Yes No

If the answer is "yes", complete Section B or C below.
If the answer is "no", complete Section C below.

B. Insurance Information:
Name of Applicant
Federal or State Employer Identification No.
Applicant is a qualified self-insurer for Workers' Compensation
Original Certificate attached.
Name of Workers' Compensation insurer
Workers' Compensation Insurance Policy No.
Original Certificate attached.
Policy Expiration Date

C. Exemption...
Complete Section C if the applicant is a contractor or homeowner 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's Worker' 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 Municipality.
Homeowner who elects to perform all of the work without contracting or hiring others to assist.
Religious exemption under Worker' Compensation Law.

Signature of applicant:
Address:
