

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PROJECTS

When submitting your application for a Residential project please include the following:

1. Completed Building Permit Application
2. If this is a new home (stick built, manufactured or industrialized home) please have your 911 address on your application, if you do not have a 911 address please call Emergency Management at 724-349-9300 to obtain one.
3. For homes that are using a private septic system and are not on a public system, we will need a copy of the paper you were given by the sewage enforcement officer, Spurgeon Shilling or Melinda (Mindy) Shay. Office hours are Monday through Thursday 8 am – 4 pm or by appointment.

Telephone number is (724) 548-7743
Address: 11242 Route 422 Hwy,
PO Box 175, Elderton, PA 15736

For homes that are on a public septic system, please make sure that you have applied and paid for a tap in to the system.

4. If you don't know your tax parcel number for your property, to put on your application, please contact the Tax Office at 724-465-3812.
5. Two (2) complete sets of drawings for your building project.
6. One (1) Site Plan on 8 ½ x 11 sheet of paper – blue or black ink only
7. A copy of the Highway Access Permit from either Penndot or your Municipality (Township or Borough), if you are putting in a new home with a new driveway.
8. Your contractor's workman's compensation and liability insurance. If you are not using a contractor or your contractor doesn't have workman's compensation insurance, please complete the Workman's Comp form and have it notarized.
9. \$25.00 non-refundable application fee – please make checks payable to **Indiana County Code Division**

INDIANA COUNTY

Office of Planning and Development
801 Water Street
Indiana, PA 15701
(724) 465-3870 Fax (724) 465-3151

FOR OFFICE USE ONLY

Permit # _____
Date: _____

Building Permit Application ~Residential New Manufactured Home~

Site Address _____

City _____ State _____ Zip _____

Municipality _____ Township / Borough _____

Estimated Cost of Project \$ _____



**YOU MUST PROVIDE A TAX PARCEL
NUMBER FOR THE PROPERTY AT THE
SITE ADDRESS LISTED ABOVE**

Tax Parcel # _____

Homeowner's Name _____

Current Mailing Address of Homeowner _____

City _____ State _____ Zip Code _____

Homeowner's
Phone Number _____ Cell Phone _____

Homeowner's E-mail Address: _____

Water Supply _____

Sewage _____

Electricity provider: _____

Type of Heat: _____

Central Air: Yes No

Does it have a basement? Yes No

Certified Installer _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

Contractor: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

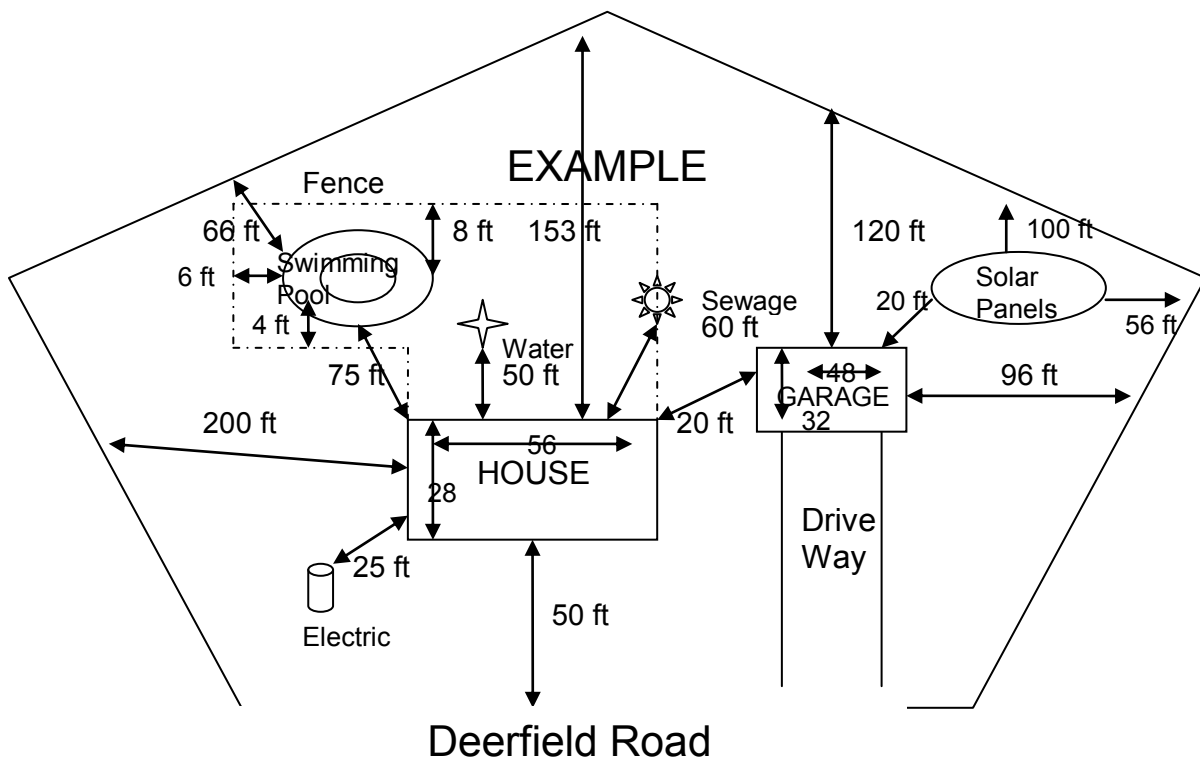
Applicant:
____ HOME-OWNER ____ CONTRACTOR

Signature Date

SITE PLAN REQUIREMENTS FOR RESIDENTIAL MANUFACTURED HOME PROJECTS

The Site Plan drawing shall be submitted on 8 ½ X 11 paper and shall include:

- Distance from property lines and roadway and any other structures on the property.
- Show the outside dimensions of the proposed dwelling.
- All utility layouts (including sewage, electric and water)
- Driveway layouts and specifics



PENNSAFE BUILDING INSPECTION SERVICES LLC

RESIDENTIAL MANUFACTURED AND MODULAR HOMES SUBMITTAL HANDOUT

Every item below must be checked as completed (if applicable), or marked n/a (if not applicable), for your project. This form must be completed in its entirety then returned with attached drawings.

CHECK ONE: MODULAR (Industrialized) MANUFACTURED DOUBLE OR SINGLE WIDE

CHECK ONE: NEW HOME USED HOME

- Permit Application
- Two (2) full sets of plans
- Manufacturers Installation Manual to be located at project site
- Manufactured Home Installer Certification must be provided before receiving Occupancy Permit.

****The following items are required to be included on the building plan drawings****

- Site plan showing all exterior setbacks
- Floor plan layout of home interior
- Footer Specifications
- When basement is provided - Foundation Specification
- Approved tie down anchoring system
- Support pier specifications and installation method
- Energy Code Requirements
- Onsite Mechanical System – equipment, materials and layout
- Onsite Plumbing system – equipment, materials and layout
- Onsite electrical system must conform to the UCC adopted version of the NEC.
- Deck and porch plans- must have minimum 3' X 3' landing and be self-supporting.
- If full basement – indicate type of provided means of egress.
- Provide complete drawings of any structural work (such as a garage) to be performed in the field and was not factory inspected.

If the Manufacturer's Installation Instruction Manual is not available, then the A225.1-1994 Existing Manufactured Home Standard must be followed.

(Continued)

INSTALLATION REQUIREMENTS AND METHODS

FOOTER OPTIONS: (Check one)

- Concrete Pier Footings Round** – Provide 36” deep minimum frost protection when skirting is installed – 48” without skirting. For piers spaced no more than 8' apart, holes should be 28" diameter, unless soil bearing capacity is greater than 1,500 lbs. per square foot.
- Concrete Pier Footings, Runners** – Provide 36” deep minimum frost protection when skirting is installed – 48” without skirting. For piers spaced no more than 8' apart, footings must be 24' wide, unless soil bearing capacity is greater than 1,500 lbs. per square foot.

FOUNDATION OPTIONS: (Check one)

- Main Support Piers** – Generally within 2' from each end, and spaced 8' apart. A single stack concrete block pier capacity is 8,000 lbs., up to 36". Piers higher than 36' require double blocks, interlocked. No mortar required for piers less than 80" high. Cap blocks must be full size (16x16 pier requires 16x16 cap block).
- Full Foundation** – Plan and specifications required. Cross section submittals are available for your drawings. Verify that all imposed structural loads are properly supported.

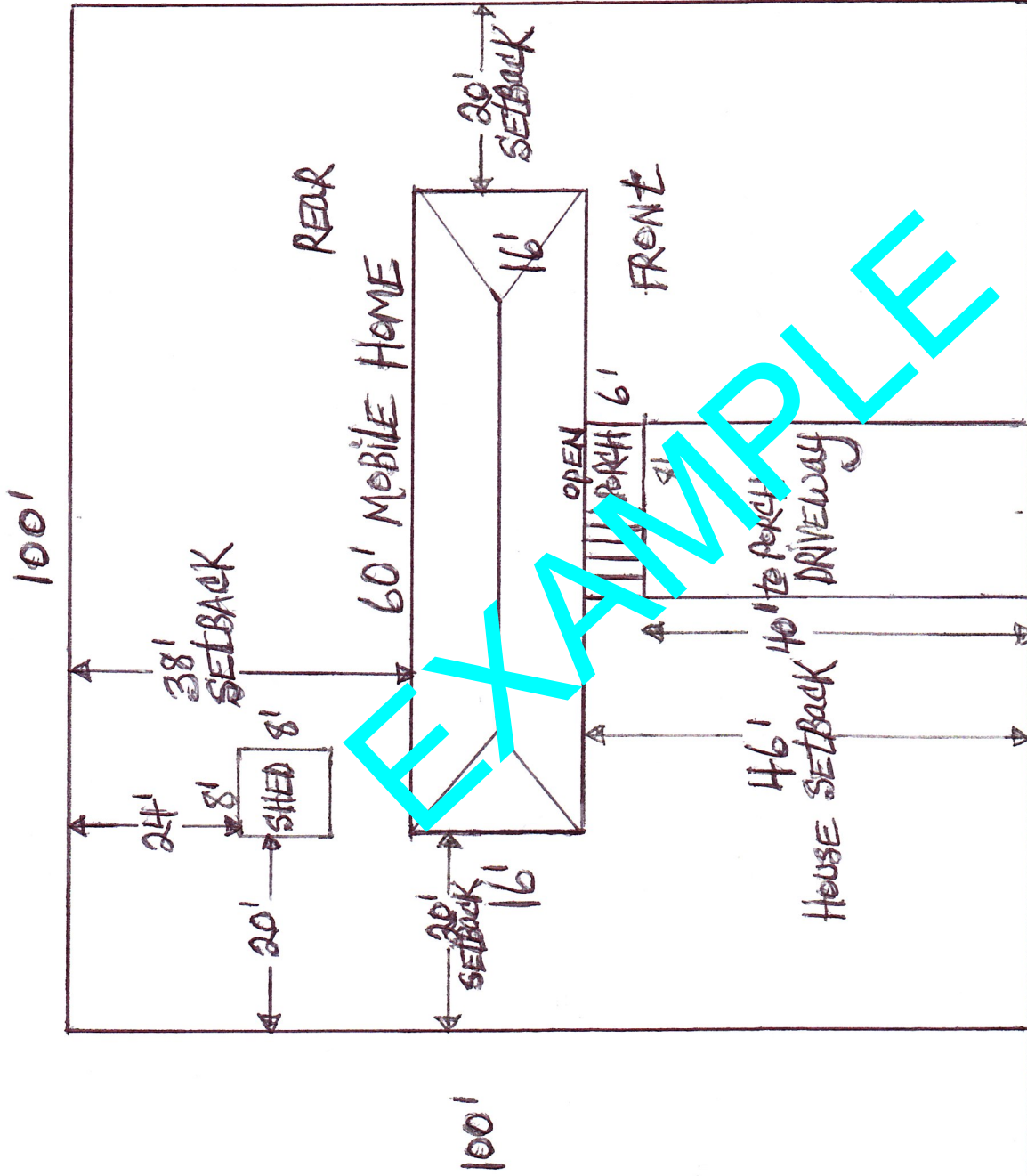
ANCHORING METHODS (Check one)

- Auger and Strap Type:** Installed within 2' of the end of the home, then generally 11' spaced apart. Install below frost line. Closely follow manufacturer's installation instructions.
- Alternative systems** - Vector systems, OTI system. Any stamped engineered or alternative system approved by the manufacturer. Must be approved by Manufacturer and their DAPIA.

INSPECTION SCHEDULE – Always provide a minimum of 24 hours notice.

1. Foundation (before placing footings)
2. Concrete slab or under floor (prior to pouring concrete floor)
3. Anchorage (after home is set in place, installed and anchored)
4. Service Equipment – Electrical, Plumbing, Mechanical work performed in field.
5. Frame (call before covering any work performed in field)
6. Means of egress (Decks & Porches)
7. Final (prior to occupancy)

****THIS COMPLETED FORM MUST BE SUBMITTED WITH THE PROJECT PLANS AND DRAWINGS****



WAYNE ROAD - SANDY TOWNSHIP
 SAMPLE SITE PLAN

PENNSAFA SAMPLE PIER PLAN - MOBILE HOME

My Actual Home Size is WIDE X DEEP. 100 AMP POLE SERVICE



* PERIMETER SKIRTING TO BE INSTALLED

SEWER LINE

NEW 3/4" WATER LINE WITH FROST PROTECTION

FOOTER AND ANCHOR SPECS:

1. CONCRETE PIER FOOTINGS 36" DEEP - 28" DIAMETER SPACED PER DRAWING.
2. CONCRETE BLOCK SUPPORTS PLACED ON TOP OF PIERS UP TO SUPPORT BEAMS.
3. ANCHOR AND TIE DOWN SYSTEMS. AUGER AND STRAP TYPE INSTALLED MAXIMUM 11' APART. ALL OTHER TYPES INSTALLED PER MANUFACTURER SPECIFICATIONS.

