

# SUBMITTAL REQUIREMENTS FOR SINGLE FAMILY DWELLINGS

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 8 am – 4 pm or by appointment.

Telephone number is (724) 354-4772  
Address: 110 Kimmel School Road,  
PO Box 368, 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 Stick Built House~

Site Address \_\_\_\_\_

City \_\_\_\_\_

Municipality \_\_\_\_\_ Township / Borough \_\_\_\_\_

Is there an attached Garage? \_\_\_\_\_ 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: \_\_\_\_\_

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**Contractor:** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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Water Supply \_\_\_\_\_

Sewage \_\_\_\_\_

Electricity provider: \_\_\_\_\_

Type of Heat: \_\_\_\_\_

Central Air:  Yes  No

Number of stories above grade \_\_\_\_\_

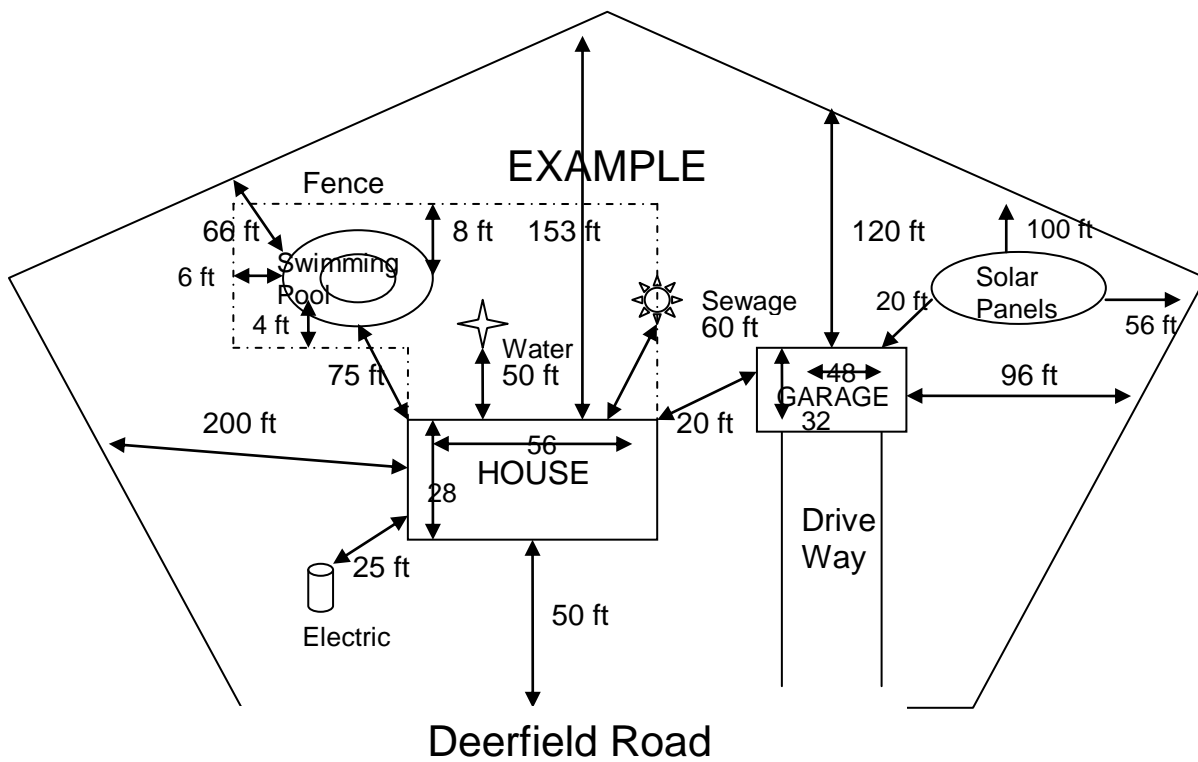
Does it have a basement?  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

# SITE PLAN REQUIREMENTS FOR RESIDENTIAL SINGLE FAMILY DWELLING 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 STICK BUILT HOUSE 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.

Permit Application

Two full sets of plans. All dimensions must be indicated and drawn to scale.

**\*\*The following items are required to be included on the building plans\*\***

Site plan indicating all setbacks

Exterior elevation of all sides

Floorplan with overview of each floor level, with all rooms labeled and all sizes indicated.

Complete cross-section view of structure (provided with form)

Size and depth of footings. Include all pads and columns.

Foundation details: indicate type such as masonry cinder block, ICF or superior wall,

Type of sillplates to be used and fastening method.

Size, location and type of support columns.

Structural support beams – show sizes and how they are supported.

Species and grade of all framing lumber.

Floorjoists – type, size and spacing.

Indicate type, size and thickness of floor sheathing.

Interior and exterior wall stud sizes, grade and spacing.

Provide header schedule showing spans and sizes.

Interior wall finish.

Exterior wall covering.

Provide window schedule: including manufacturer, locations with corresponding numbers.

Roof framing: denote trusses or rafters. Indicate spans, sizes and spacing.

Roof sheathing: type and thickness

Roof covering and ventilation method.

Indicate Attic access size and locations.

Indicate basement means of egress method.

Provide porch and deck drawings.

Indicate concrete floor material and thickness.

If garage is attached to house, indicate method of fire separation include doors.

Submit heat-loss/gain calculations. Indicate type of heating system and equipment location.

All electrical work to conform to UCC adopted version of National Electric Code (NEC)

Provide stairway details: Minimum width is 3'; Maximum stair rise is 8-1/4"; Minimum tread depth is 9" with 3/4" to 1-1/4" nosing; Minimum headroom is 6'8".

Provide guardrail detail: Required for porches, balconies, open sides of stairs, or raised floor surfaces greater than 30" above floor or grade below; Minimum 36" above finished floor at horizontal locations; Minimum 34" above the leading edge of nosing measured vertically at stairs; Opening limitations = < 4" and < 6" at triangle formed by the rise and run of stairs and bottom of guardrail.

Smoke detectors: show locations (one on each floor, one in each sleeping room and in the vicinity of each sleeping room); Interconnected and hardwired with battery back-up provided.

Carbon monoxide detectors: show type and locations.

Submit Energy Code Compliance Path. Provide approval certificate at electric service panel.

Chimneys and fireplaces: indicate type, location and footing details.

Basement: (Check one)    Finished    Unfinished

If Finished – must provide locations of finished areas – total square footage to be finished is \_\_\_\_\_sq. ft.

If Unfinished – notate on plan.

**\*\*Always remember you are required to contact "PA One Call" at 800-242-1776 before you dig\*\***

**\*\*THIS COMPLETED FORM IS REQUIRED TO BE SUBMITTED WITH THE PROJECT PLANS\*\***

**"BUILDING INSPECTIONS FOR SAFER COMMUNITIES"**

# PENNSAFE BUILDING INSPECTION SERVICES LLC

## House and Addition Cross Section Submittal

### **Roof Info:**

Type: Check one: Gable: \_\_\_\_\_ Shed: \_\_\_\_\_ Hip: \_\_\_\_\_ Combo: \_\_\_\_\_

Slope of Roof: \_\_\_\_\_

Roof Sheathing: \_\_\_\_\_

Roof Rafters: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Roof Rafters Span: \_\_\_\_\_

Rafter Size and Spacing: \_\_\_\_\_

Trusses: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Truss Spacing: \_\_\_\_\_

Ridge Vent: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Type of Insulation: \_\_\_\_\_

R-Value: \_\_\_\_\_

### **Floor System Info:**

Type of Floor Joist: \_\_\_\_\_

Floor Joist Span: \_\_\_\_\_

Floor Joist Spacing: \_\_\_\_\_

Floor Sheathing: \_\_\_\_\_

Type of Support Beam: \_\_\_\_\_

Support Beam Span: \_\_\_\_\_

### **Exterior Walls Info:**

Type of Walls: \_\_\_\_\_

Spacing of Studs: \_\_\_\_\_

Wall Sheathing: \_\_\_\_\_

Type of Insulation: \_\_\_\_\_ R-Value: \_\_\_\_\_

Header Spans: \_\_\_\_\_

Height of Walls: \_\_\_\_\_

Type of Finish: \_\_\_\_\_

Type of Air Barriers: \_\_\_\_\_

### **Foundation Info**

Type of Foundation: Block: \_\_\_\_\_ ICF: \_\_\_\_\_ Concrete: \_\_\_\_\_ Other: \_\_\_\_\_

Type of Footer: \_\_\_\_\_

Footer Dimensions: \_\_\_\_\_ Thickness and Depth

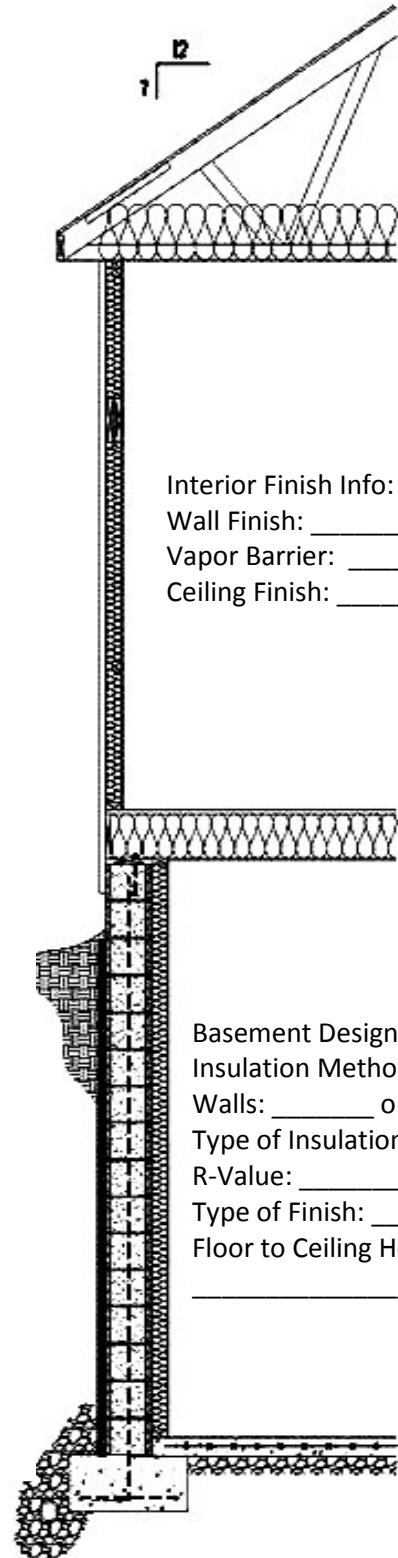
Frost Protection Depth: \_\_\_\_\_ Below Final Grade

Type of Sillplate: \_\_\_\_\_

Sillplate Anchoring Method: \_\_\_\_\_

Anchoring Spacing: \_\_\_\_\_

Basement Floor Thickness: \_\_\_\_\_



### Interior Finish Info:

Wall Finish: \_\_\_\_\_

Vapor Barrier: \_\_\_\_\_

Ceiling Finish: \_\_\_\_\_

### Basement Design Info:

Insulation Method:

Walls: \_\_\_\_\_ or Ceiling: \_\_\_\_\_

Type of Insulation: \_\_\_\_\_

R-Value: \_\_\_\_\_

Type of Finish: \_\_\_\_\_

Floor to Ceiling Height: \_\_\_\_\_

# PENNSAFE BUILDING INSPECTION SERVICES LLC

## Deck and Roof Cross Section Submittal

Roof Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Roof Type: Gable: \_\_\_\_\_ Hip: \_\_\_\_\_ Shed: \_\_\_\_\_

Roof Pitch: \_\_\_\_\_

(check one) Trusses: \_\_\_\_\_ Rafters: \_\_\_\_\_

Spacing of Trusses or Rafters: \_\_\_\_\_

Rafter Size and Span: \_\_\_\_\_

Ridge Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Roof Sheathing: \_\_\_\_\_

Roof Covering: \_\_\_\_\_

Roof Header Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Deck Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Footer Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Carrier Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Type of Floor Joist: \_\_\_\_\_

Floor Joist: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Decking Material: \_\_\_\_\_

Number of Steps: \_\_\_\_\_

Riser Height: \_\_\_\_\_

Tread Depth: \_\_\_\_\_

