

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. Their office hours are Monday through Thursday 8 am – 4 pm or by appointment.

Telephone number is (724) 548-7743
Address: 11242 Route 422,
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 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: _____

Contractor: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

Water Supply _____

Sewage _____

Electricity provider: _____

Type of Heat: _____

Central Air: ☐ Yes ☐ No

Number of stories above grade _____

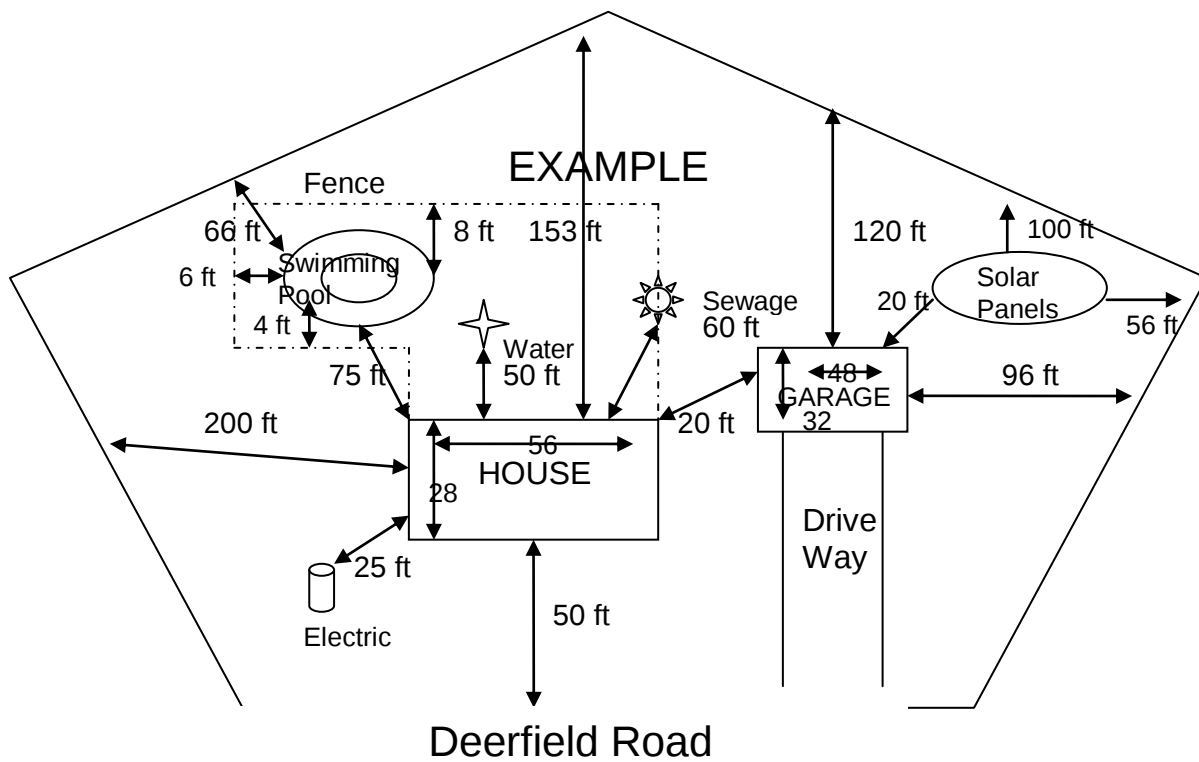
Does it have a basement? ☐ Yes ☐ No

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

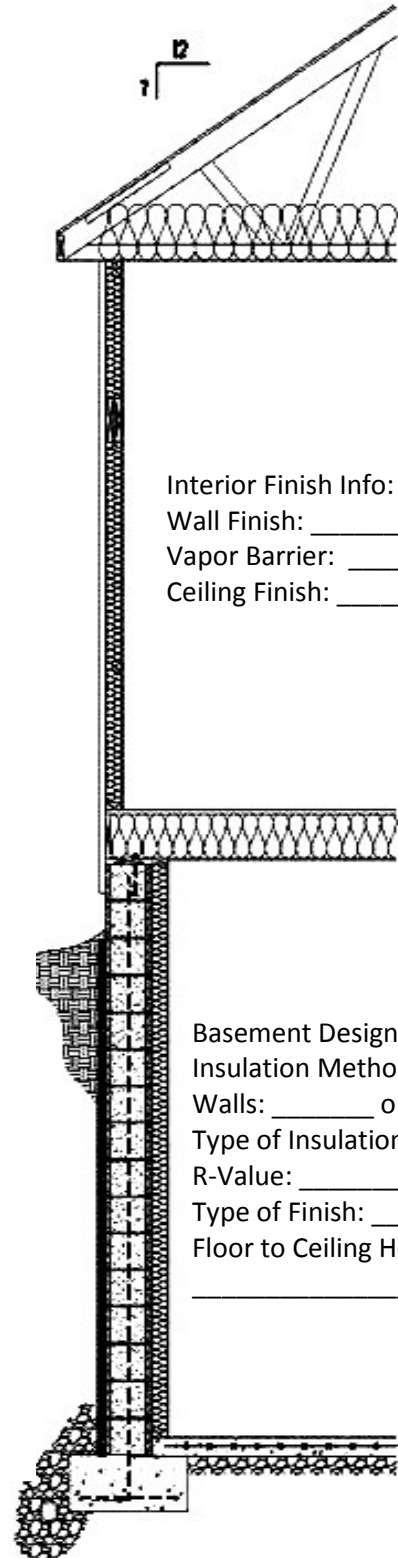
Frost Protection Depth: _____ Below Final Grade

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: _____

