

# Highland Township

OFFICE OF BUILDING CODE ADMINISTRATION  
 Jones Township  
 P.O. Box 25, Wilcox, PA 15870

<b>Permit Number</b>
UCC-

## PENNSYLVANIA UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION FOR NEW RESIDENTIAL CONSTRUCTION

MUNICIPAL USE ONLY				
Tax Map Number	Parcel ID #		Permit Fee \$	Date Issued

This Building Permit Application, along with associated plans and drawings, is used to satisfy the requirement to apply for a Building Permit for the construction, modification or change of occupancy of any residential building or structure as required by the Pennsylvania Uniform Construction Code. (§401.62). Construction may not begin until this application is approved and the Building Permit is issued.

NOTE: Proposed new connections to a public sewer must have advanced written approval from the Highland Township Municipal Authority--**prior to submitting this application.** Building sites for new dwelling units served by individual onlot sewage disposal (septic) systems must be **field verified and approved** by the municipal Sewage Enforcement Officer.

**PLAN REVIEW FEES:**

<b>Residential Dwellings: \$85.00</b>	<b>Additions over 250 Sq. Ft. : \$45.00</b>
<b>Detached Buildings Over 1000 Sq. Ft: \$45.00</b>	<b>Additions under 250 sq. ft. : \$25.00</b>

*THESE FEES ARE NON-REFUNDABLE*

*The Plan Review Fee must accompany this application along with all construction drawings.*

*Please make checks payable to : "Jones Township"*

**BUILDING PERMIT FEES:** Building Permit fees are based on the square footage area of proposed construction. This fee will be calculated based on the submitted plans and invoiced to the Applicant.

**A. PROJECT INFORMATION**

1. Brief Project Description (include size of building)
  
2. ESTIMATED CONSTRUCTION COST: \$ \_\_\_\_\_
  
3. This application is for: (check all categories that apply)
 

a. <input type="checkbox"/> New Building or Structure	c. <input type="checkbox"/> Addition: _____
b. <input type="checkbox"/> Change of Occupancy	d. <input type="checkbox"/> Change of Use: _____

**B. OWNER INFORMATION**

Site Owner (Developer) -- Last Name	First Name	MI	Phone: (    )	Other Phone:
Mailing Address		Mailing Address Line 2		
Mailing Address-- City		State	ZIP	

**C. SITE INFORMATION**

Nearest State or Township maintained road:

911 Street Address:

Site Location -- City

State

ZI

Latitude – if available

Longitude – if available

**Detailed Written Directions to Site:**

**D. PRIMARY CONTRACTOR INFORMATION**

Last Name

First Name

M

Suffix

I

Title

Construction Firm

Mailing Address

Mailing Address Line 2

Address – City

State

ZIP+4

Email

Phone

Ext.

FAX

( )

( )

**E. PERMIT COORDINATION**

**E.1 Will any part of the proposed structure, when completed, be within ten (10) feet of any property line or right-of-way, and/or within 55 feet from the centerline of any Township or State maintained road?**

Yes  No

**E.2 Will any work associated with this project take place within 50 feet of a stream, waterway, wetland; and/or is located in a FEMA delineated floodplain? If “Yes”, identify the stream, watershed, or wetland.**

Yes  No Watershed \_\_\_\_\_  
Stream \_\_\_\_\_  
Wetland \_\_\_\_\_

**E.3 Does the project involve dredging and/or construction of any structure; and/or placement of fill that encroaches within 50 feet of a stream, floodplain, and/or wetland? If “Yes”, check the appropriate item(s).**

Yes  No  Placement of Fill  
 Bridge or Culvert Construction  
 Other \_\_\_\_\_

**E.4 Will the project involve construction, alteration, modification, a connection to, and/or repair of a septic system, sanitary sewer or sewer taps? If “Yes”, indicate Sewage Permit Number or attach a sewer tap approval letter from the appropriate Municipal Sewer Authority.**

Yes  No Sewage Permit Number: \_\_\_\_\_

**E.5 Will land be subdivided and/or transferred for this project?**

Yes  No If Yes: Name of Subdivision & Lot #

\_\_\_\_\_

**E.6 Will the proposed construction require new access (driveway(s) to a State or Township road? If "Yes", check appropriate item/box and include a copy of a Road Occupancy Permit.**

Yes       No      PennDOT Letter Attached: Yes      N/A

Access to Project       State Highway Route # \_\_\_\_\_  
Location will be by:       Township Road # \_\_\_\_\_

**E.7 Estimated square footage of ground disturbance to take place during construction? This includes total combined surface area disturbed for construction of structures, driveways, lawn, utilities, lot clearing and septic system construction.**

\_\_\_\_\_ Sq Ft.      Please note: If this project disturbs more than 1-acre of soil, the Applicant is required to obtain Erosion & Sedimentation & NPDES permits for earth disturbance activities **prior to** Building Permit approval. If more than 5000- sq. ft. of soil is expected to be disturbed, the applicant must contact the County Conservation District for E&S Permit information.

**E.8 Once construction is completed, estimate the square footage of NEW impervious surface area. Impervious surface areas include roof tops, driveways, sidewalks, patios, pools and other surface areas that water cannot easily move through.**

\_\_\_\_\_ Sq Ft.      Note: When calculating square footage of a building roof top, include only the area of ground covered by the roof; not the area of the roof itself. If more than 2500 sq ft of impervious area will be created, Stormwater Permits and BMP's may be necessary.

**E.9 Will your project involve the demolition of any existing building(s) or structure(s) currently located on the property? If "Yes", indicate the size of the structure(s) to be demolished.**

Yes       No      Size:

**E.10 Will this project involve new or additional electrical work?** If YES, a layout / diagram of the proposed electrical work must be included.

Yes       No

**E-11 Will your project involve new or additional plumbing work?** If YES, a layout / diagram of the proposed plumbing work must be included.

Yes       No

**F. PLOT PLAN:**

**Include a drawing of your property (a plot plan) on a separate sheet of paper, at a sufficiently large scale to show the construction / development area and adjacent areas so that the plotted items can be easily identified. NOTE: Failure to provide an acceptable Plot Plan will add timely delays and costs to your Application. The Plot Plan must include:**

- Lot lines and lot sizes.
- Existing and proposed streets, roadways, access roads, existing and proposed rights-of-way etc
- Existing and proposed drinking water supplies (water wells & springs)
- **Existing or proposed location of dwellings and the location of ALL other buildings on the site.**
- **Dimensions (length & width) of proposed construction: including buildings, driveways, sidewalks, patios and other out buildings...**
- Floodplain and floodways (Federal Flood Insurance Mapping).
- Surface waters, including streams, wetlands, ponds and drainage ditches
- Location of septic system or sewer taps.
- Location of underground utilities.
- Areas of potential ground disturbance from lot clearing, grubbing, or other earth disturbance activities.

**G. TYPE OF CONSTRUCTION:**

All residential construction Applications, including those for out-buildings buildings over 1000 Sq. Ft., must be accompanied by a set of construction drawings, drawn to scale (1/4" per foot), indicating the nature and extent of the work proposed. The drawings shall also show, in detail, that the proposed construction will conform to the provisions of the Pennsylvania Uniform Construction Code. At a minimum, the drawings must show:

**Footer / Foundation**

- Footer/foundation details (including depth, width & thickness)
- Type of insulation, including R-value
- Isolated piers - size and thickness
- Reinforcement - size and location of rods (if used)
- Foundation Wall- size, height of backfill, method of damp/water proofing, type of mortar and type of reinforcement to be used
- Foundation Drains - type and location
- Sill Plate/Anchor Bolts - size and location
- Basement/Garage Slabs - thickness of concrete 6-mil vapor barrier, and 4" stone base

**Wall Cross Section**

- Floor Joist - size, spacing, span, and type of lumber
- Floor Sheathing - thickness and type
- Wall Framing - size and spacing
- Exterior Wall Covering and Insulation
- Corner Bracing
- Headers and lintels -size- drawings of design and spans to be used
- Interior Finish on Wall and Ceiling
- Roof Ventilation
- Roof Pitch
- Rafters and/or Roof Trusses ( if used, require shop drawings meeting TPI requirements)
- size, spacing, span, bracing, and collar ties
- Roof Sheathing - thickness, type, and edge blocking
- Roof Covering
- Girders/Beams - size, span, and type
- Girder/Beam Support - size, and type
- All Stairways - width, rise and run of stairs, headroom, and height of handrail
- Guardrails - height and spacing
- Crawl Spaces - Height of framing members above exposed earth, vapor barrier, ventilation, and access hole (18"x24" minimum required)
- Ceiling Heights
- Secondary egress/rescue opening for basements (both finished and unfinished)

**Interior Floor Plans of All Areas Indicating:**

- Use or identification of each area, i.e.; kitchen, bedroom, etc.
- Dimensions of all areas including hallways and doors
- Smoke Detectors - Location on each floor (including basement), in bedrooms and interconnection
- Bathroom ventilation
- Attic Access (22"x30" minimum required)
- Windows - size and type

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.)

- Fire separation between garage and residence
- Glazing - hazardous locations (large picture windows, special glass applications, skylights)

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

- Generic compliance sheet showing values for windows, doors, skylights, walls, roof, ceiling, etc.

**Electrical**

- Service size, power company providing power, power company job number
- General details, GFI & AFI locations, dedicated circuits
- Appliance loads of major appliances

**Mechanical**

- Service type (electric, gas, oil?)
- General details of distribution system including type, and insulation values.

**Plumbing**

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

**Sprinkler System**

- Plans for all new residential dwellings must include a sprinkler design prepared by a design professional.

**H. FINANCIAL & INSURANCE COMPANY INFORMATION**

In an effort to provide your Lender and Homeowners Insurance companies with up-to-date information and inspection reports, please provide the following information:

**NAME OF BANK OR OTHER LENDING INSTITUTION:**

**Loan Number:**

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**NAME OF HOMEOWNERS INSURANCE CARRIER:**

**Policy Number:**

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**I. SIGNATURE – CERTIFICATION OF OATH**

**OWNER SECTION:** (To be completed only by the property owner)

1. I hereby certify that I am the owner of the property listed on Section "B" of this Application. I understand that submission of this form grants authorized representatives from Highland Township access to this property to inspect and conduct tests of the structure(s) under construction.
2. I further certify that the information presented on applicable application(s), form(s), all specifications, and/or drawing(s) are accurate and true to my belief and knowledge.
3. I attest that all work will conform to all rules and regulations as adopted by the Highland Township Board of Supervisors.

X

Owner Name (Print) \_\_\_\_\_ Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**AGENT SECTION:** (To be completed only in the absence of the property owner)

1. I hereby certify that the work is authorized by the owner of record for the property indicated in Section "B"
2. I further certify that the owner has authorized me to create and file this *Application* as his agent, and that I will present a true and correct copy of this certification to the Owner.
3.  Evidence of valid Workers Compensation Insurance Provided (check if yes)

X

Agent Name (Print) \_\_\_\_\_ Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**CHECKLIST**

Prior to submitting this Application, please be sure all of the following have been included with the Application package.

- Attached Plan Review Fees
- Plot Plan with ALL required information shown
- Complete Set of Construction Drawings (include two (2) sets, one of which will be returned to the Applicant)
- Copy of Zoning Permit (if required)
- Copy of E&S and/or Stormwater Permits (if required)
- Copy of Sewer Approvals or Sewage Permit (if required)
- Copy of any Assessment Permits required by the Municipality
- Copy of PennDOT or Township Road Occupancy Permit (if required)