

## A STEP BY STEP GUIDE TO THE BUILDING PERMIT PROCESS

### Step 1

Visit your local municipal zoning official to see what, if any, prior approvals and local permits are required before construction can begin.

### Step 2

Fill out the construction permits and jacket. The Workers' Compensation Insurance Coverage Information form is also required to be submitted.

### Step 3

After the construction permit jacket has been approved and signed by the local officials, return the construction jacket and permits, along with 2 sets of construction drawings to the construction office with your **tax parcel ID number**.

### Step 4

The code official and inspectors will review the application and drawings for code compliance. Residential reviews may take 3-5 days; Commercial reviews may require 5-10 days. If any more information is required, the construction office will contact you.

### Step 5

The construction office will contact you when the application is approved and ready to be picked up. All permit fees are due at this time.

### Step 6

You are now ready to start construction.

### Step 7

**Please request inspections 24 to 48 hours in advance.** Inspection requests can either be phoned or faxed into the office. At each inspection, the inspector will leave an inspection sticker notifying you of the result of the inspection. Once an inspection has been approved, you may move onto the next phase.

### Step 8

When all final inspections have been approved, a certificate of occupancy will be sent to your municipal zoning official.

### Step 9

The municipal zoning official will sign and issue the certificate of occupancy if all prior approvals have been satisfied. Your project is now complete.

### WORK REQUIRING PERMITS

Building permits are required for the construction, enlargement, movement, change of egress, demolition or the change of occupancy of a residential building.

Permits are also required for the erection, installation of an electrical, gas, mechanical or plumbing system regulated by the Uniform Construction Code.

Please contact your local Building Department or Building Code Official for help in determining if a permit is required before undertaking any home improvement projects since various exceptions may apply.

### PERMIT EXPIRATION

Permits are valid for no more than 5 years.

Construction work must begin within 180 days of permit issuance and may not be suspended or abandoned for more than 180 days after its start date.

**Please contact our office should you have a question regarding your project.**



BUILDING INSPECTION UNDERWRITERS

## A GUIDE TO RESIDENTIAL PERMIT APPLICATIONS AND THE INSPECTION PROCESS

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**Building Inspection Underwriters of Pennsylvania, Inc.**

25 East McClure Street  
New Bloomfield, PA 17068  
717-582-4483 or  
717-582-2842  
Toll free: 877-453-4321  
Fax: 717-582-4431

[www.biupa.com](http://www.biupa.com)

Mailing address  
P.O. Box 89  
New Bloomfield, PA 17068

## RESIDENTIAL PERMITS

### A permit is **REQUIRED** for:

- New buildings and additions
- Utility and miscellaneous use structures that are attached to one and two family structures
- Alterations that make structural or egress changes to the structure
- Swimming pools and spas

The Uniform Construction Code does not apply to the following structures unless modified by your municipality:

- New building or renovations to existing buildings which applied for a permit or were under contract prior to April 9, 2004.
- The structures listed below if the structure has a building area of less than 1,000 square feet and is an accessory to a detached single family dwelling:
  - 1) Carports
  - 2) Detached private garages
  - 3) Greenhouses
  - 4) Sheds

A permit is **NOT** required for the following items as long as the work does not violate a law or ordinance:

- Uncovered decks not more than 30" above finished grade
- Fences that are not over 6' high
- Retaining walls not over 4' high
- Sidewalks or driveways not over 30" above grade
- Prefab swimming pools less than 24" deep
- Window/door replacement without any structural change
- Portable appliances
- Replacement of existing siding
- Replacement/repair of existing roof
- Replacement of kitchen appliances
- Replacement of toilets or sinks
- Replacement of a switch, receptacle or light fixture rated 20 amps & 120 volts or less except GFCI protected devices
- Alterations and repairs with exceptions

## PLAN REVIEW REQUIREMENTS

Residential plans may be drawn by the homeowner, contractor or a licensed design professional. Two sets of plans with the following information shall be submitted:

### Building plan review requirements

- Front, rear and side elevations
- Footing/foundation drawing
- Floor plan
- Framing plan showing floor, ceiling, roof details
- Window and door schedule
- Location of all smoke detectors
- "R" value of wall and ceiling insulation

### Plumbing plan review requirements

- Diagram of water system with pipe sizes
- Diagram of drainage and venting system with pipe sizes
- Plumbing fixture types and locations

### Mechanical plan review requirements

- Location and size of equipment
- Diagram of air distribution and return air system
- Ventilation and exhaust schedules
- Combustion air requirements for all new appliances
- BTU ratings of new gas fired appliances
- Diagram of gas piping including pipe sizes

### Electrical plan review requirements

- Location of new electrical devices: receptacles, lights, switches, appliances, panels, subpanels and disconnects
- Wiring diagram indicating size and type of wire
- Panel and sub panel schedules

### General requirements

- Ground Snow Load — 30 PSF
- Wind — 90 MPH (Wind Zone 5)
- Frost Depth— 36 inches
- Stairs: 8 1/4" Max. Rise  
9" Min. Tread

## RESIDENTIAL INSPECTIONS

The following inspections are required under the Uniform Construction Code:

### **SUPERIOR WALL SYSTEM:**

- Footing: Prior to installing stone bed and setting walls
- Foundation: Before framing work begins or backfill is installed

### **CONCRETE/MASONRY SYSTEM:**

- Footing: Prior to pouring concrete
- Foundation: After 1st floor joist and deck are set, prior to backfilling

### **PLUMBING ROUGH-IN:** Below ground and above ground. Both prior to covering.

Drainage & water line test required.

### **ELECTRICAL ROUGH-IN:** Prior to covering, all wiring & boxes shall be installed. All grounds shall be made for this inspection.

### **MECHANICAL ROUGH-IN:** Prior to covering. Gas piping test is required.

### **FRAMING:** Prior to insulation or covering

### **INSULATION:** Prior to drywall

### **DRYWALL:** Prior to finishing

**ELECTRICAL FINAL:** All equipment, fixtures, & devices shall be functional.

**MECHANICAL FINAL:** All equipment shall be set & functional.

**PLUMBING FINAL:** All equipment & fixtures shall be set & functional.

### **FINAL:** Prior to any use or occupancy

Please check with the local inspectors to see which of these inspections will be required for your project.

Before requesting inspections, please ensure the work to be inspected is completed.

**All inspections must be called in at least 24 to 48 hours in advance.**

The field copy of the plans must be available to the inspector at the work site for review during inspections.