

Residential Building Permit Application Requirements

Construction drawings are necessary to obtain a building permit for most structures. Only complete applications that include construction drawings and other required documents, as described below will, be accepted for review.

Once plans are submitted, any revision to the project that alters the original description must be approved.

This checklist is provided to insure you have all materials necessary to submit for your project. This checklist will be used to review your application submittal for acceptance. **Plans will not be accepted if the checklist is not followed.**

An unlicensed person may prepare plans for one and two story wood-framed single family dwellings, accessory structures, and decks in conformance with conventional construction provisions; however, the Building Code Official may require some structural plans and specifications by a licensed engineer or architect. An architect or engineer, registered in the State of Pennsylvania, must prepare calculations, plans, and specifications for any other project.

QUESTIONS OR TO SCHEDULE AN APPOINTMENT CONTACT THE BUILDING
DEPARTMENT.

Don Hindman, Building Inspector, 724-745-8880

GENERAL REQUIREMENTS FOR SUBMITTAL *(As applicable)*

- Completed Permit Application.
- Signed and Sealed survey.
- Proof of property ownership. *(Deed)*
- Contractors Certificate of Workers Compensation, listing the Township as the certificate holder, or waiver.
- Completed Residential Sprinkler Supplemental.
- Energy compliance documentation.
- Proof of accepted means of sewage disposal, septic / municipal.
- PA DOT Highway Occupancy Permit, if accessing a state highway.
- All documents which are prepared by state licensed professional(s) shall be stamped and wet signed (including revisions) before issuance of permits.
- 3 complete sets of architectural / structural drawings in sufficient detail to review for code compliance.
- For townhomes / duplexes; provide a **separate application** and address or designation for each unit, building, or structure.

**No Use & Occupancy will be issued until a final inspection is completed
by Peters Creek Sanitary Authority.
724-348-6860**

Nottingham Township

909 Sugar Run Road
 Eighty Four PA 15330
 (724) 348-5622 • Fax (724) 348-8822

Permit No. _____

Residential Building Permit Application

A. Applicant: Applicant is: Owner Authorized agent of owner

Name / Co.			Phone	
			Email	
Street address	Suite	City	State	Zip

B. Owner (if different from applicant)

Name / Co.			Phone	
			Email	
Street address	Suite	City	State	Zip

C. Property information:

Street address		Parcel ID.		Lot No.
City	State	Zip	Plan Name	

D. Purpose of application:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition to	<input type="checkbox"/> Alteration / repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other
Contractor			Phone	
			Email	
Description of proposed work				
Area of work (sq.ft.)	No. stories or levels	Project value est. \$		

E. Declaration of applicant

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED ABOVE ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT AND HEREBY APPLY FOR A BUILDING PERMIT TO PERFORM THE WORK ON THE PREMISES AS DESCRIBED ABOVE. I FURTHER UNDERSTAND THAT I MUST COMPLY WITH THE PROVISIONS OF ALL LAWS AND ORDINANCES AS ADOPTED BY THE TOWNSHIP AND THE UNIFIED CONSTRUCTION CODE OF PENNSYLVANIA.

_____ Date

Signature of applicant

Date Received	Occupancy Classification	Type Construction	Building Code Version
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Permit Fee \$	Elec. Fee \$	Admin Fee \$	State Fee \$4.50	Total \$
Zoning Officer			Date	
Building Code Official			Date	

SEALED SURVEY WAIVER

(NOT TO BE USED FOR NEW SINGLE FAMILY DWELLINGS)

The Township, at its sole discretion, reserves the right to require a sealed survey prior to the issuance of any construction, grading alteration, demolition or other permit.

NOT TO BE USED FOR NEW RESIDENTIAL HOMES or COMMERCIAL BUILDINGS

Parcel Id. No. _____

I, _____, certify that the information shown
(PRINT NAME)
on the accompanying drawing is representation of my existing home and property lines. All information is correct and true and all easements, right-of-ways, buildings, property lines, setbacks and any other recorded requirements are shown on the drawing.

I further understand that I am solely responsible for showing all recorded information and agree that Donegal Township is neither responsible for providing nor keeping records of deeds and recordings of properties within the Township and that the Township is not responsible for the removal, demolition or damages incurred by the property owner should this structure encroach on or into any unidentified easement or other as above mentioned.

Signature: _____ Date: _____

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Workers' Compensation Insurance Coverage Information (Attach to building permit application)

- A. The applicant is a contractor within the meaning of the Pennsylvania Workers' Compensation Law Yes No

If "Yes", Complete sections B and C below as appropriate

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for workers' compensation. Certificate Attached.

Name of Workers' Compensation Insurer _____

Workers' Compensation Policy No. _____

Policy Expiration Date _____

C. Exemptions

Complete section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons as indicated:

- Contractor with no employees. **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township**
- Religious exemption under the Workers' Compensation Law

Subscribed and sworn to before me this

____ Day of _____ 20 ____

(Signature of Notary Public)

My commission expires: _____

(SEAL)

Signature of applicant: _____

Address: _____

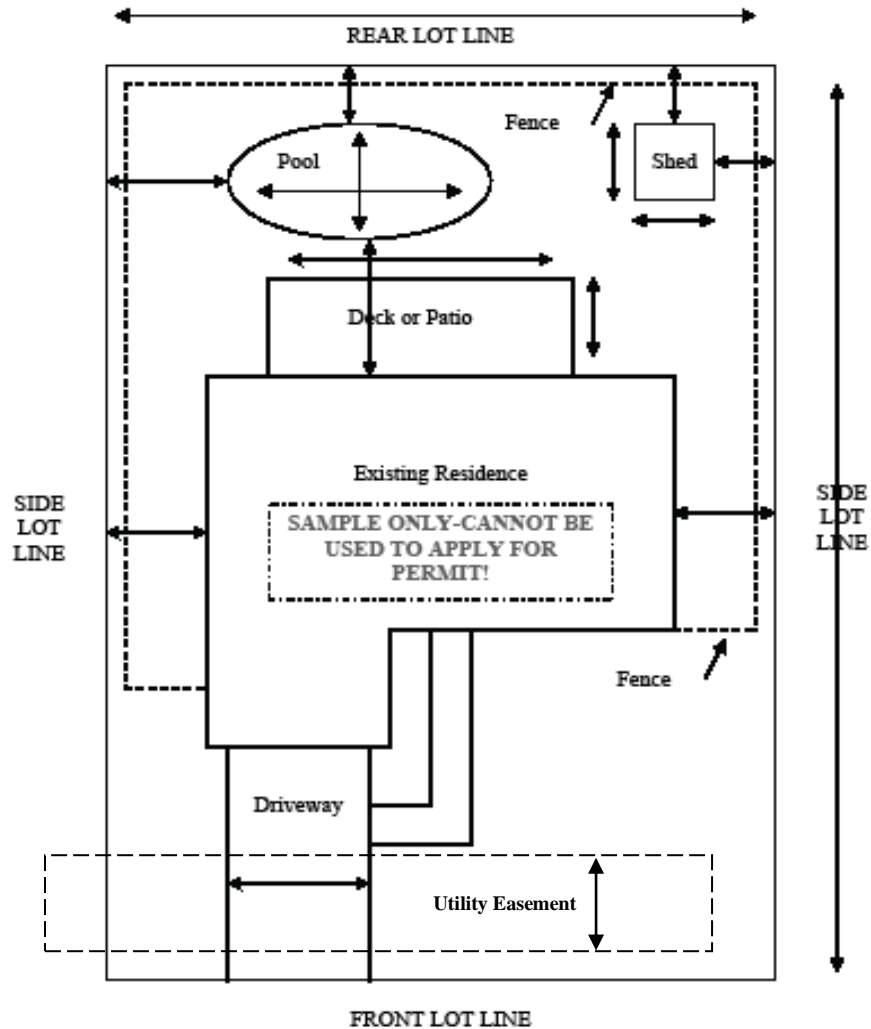
County of: _____


Municipality of: _____

TYPICAL SITE PLAN (EXAMPLE ONLY)

All existing structures & proposed structures applied for under permit **must be drawn** on copy of survey/site plan.

Copy of completed survey **must be submitted** with permit application.



Include all dimensions where  lines are shown.

Example:  25'6"

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RESIDENTIAL SPRINKLER SUPPLEMENTAL (FOR NEW SINGLE and TWO FAMILY HOMES ONLY INCLUDING FACTORY BUILT)

In 2011, House Bill 377 became law requiring "All newly constructed Single Family homes shall be equipped throughout with a code compliant fire sprinkler system, unless prior to entering into contract, the builder and home buyer agree as follows."

- The option install an automatic sprinkler system is provided.
- Information explaining the initial and ongoing cost of installing a residential fire sprinkler system is provided.
- Information, as made available buy the PA State Fire Commissioners Office, on the possible benefits of installing a sprinkler system is provided.

In addition to the above it also became mandatory that in the event it is decided not to install an Automatic Fire Sprinkler System, any ceiling / floor assembly, not fire rated, (unfinished ceilings in areas with living space above, NORMALLY the basement with exposed floor joist) shall be protected by sprinklers, covered, with a minimum 1/2-Inch gypsum wall board, covered with 5/8-inch wood structural panel (plywood) or covered with equivalent approved material.

- Exceptions:
 - The unprotected level is located over a crawlspace not intended for storage.
 - The space does not exceed 80 sq.ft. is properly fire blocked or is constructed of dimensional or composite lumber equal to or greater than 2-inch by 10-inch nominal dimension lumber.

I HEREBY CERTIFY THAT I HAVE READ THE STATEMENTS CONTAINED ABOVE AND THE INFORMATION REGARDING RESIDENTIAL SPRINKLER SYSTEMS AS PROVIDED BY BUILDER, THE PA FIRE COMMISSIONERS OFFICE AND OR LOCAL FIRE DEPARTMENT. I UNDERSTAND THE RISKS AND REQUIREMENTS OF NOT HAVING A FIRE SPRINKLER SYSTEM INSTALLED IN MY HOME. I AM THEREFORE APPLING FOR A BUILDING PERMIT TO PERFORM THE WORK ON THE PREMISES AS DESCRIBED, IN THE ATTACHED DOCUMENTATION IN ACCORDANCE WITH THE LAWS AND REGULATIONS OF THE STATE OF PENNSYLVANIA AND THE TOWNSHIP OF DONEGAL.

Applicant: _____ Date: _____