



## BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

### MANUFACTURED AND INDUSTRIALIZED HOUSING

- Please read all of the following information.
- The following is a checklist. You must have a “checkmark” in all of the sections listed prior to submitting your application.

\_\_\_\_\_ “Affidavit of Exemption” (See attached form) – If you are hiring a contractor to install your manufactured home, and they have workmen’s compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workmen’s compensation is installing your manufactured home, the attached form must be completed and notarized.

\_\_\_\_\_ A site plan showing the proposed dwelling, the outside dimensions of the structures, distances in feet to the front, side and rear property lines and the height of floor surface above grade at highest point on deck or landing on exterior of main exit door..

\_\_\_\_\_ Septic permit, if applicable.

\_\_\_\_\_ Sewer permit, if applicable

\_\_\_\_\_ For new homes, a copy of “Manufacturer Home Installer’s” DCED certification must be included. Please note that a “Certificate of Compliance” will be required from this individual before issuance of a certificate of occupancy will be considered.

\_\_\_\_\_ Two (2) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information.

- \_\_\_\_\_ Footing detail. Thickness and depth below frost line.
- \_\_\_\_\_ Size of masonry units for foundation (piers or full foundations).
- \_\_\_\_\_ Type and size of anchorage for the structure to the foundation.
- \_\_\_\_\_ A copy of the manufacturer’s specifications and installation instructions.
- \_\_\_\_\_ Electrical.
- \_\_\_\_\_ Plumbing.
- \_\_\_\_\_ Mechanical, if applicable.
- \_\_\_\_\_ Main exit door – 36” x 36” landing on exterior (required).
- \_\_\_\_\_ Floor joist size, species and grade of wood.
- \_\_\_\_\_ Floor joist spacing (16” on center, 24” on center, etc).
- \_\_\_\_\_ Span of floor joist (clear distance between supports).
- \_\_\_\_\_ Depth of post footing below finished grade.
- \_\_\_\_\_ Guardrail height from floor or deck, and/or stairs.
- \_\_\_\_\_ Spacing of balusters.
- \_\_\_\_\_ Stairs – Riser height and tread depth (riser 8 ¼” max tread 9” min).
- \_\_\_\_\_ Stairs – Handrail height (from nose of tread).
- \_\_\_\_\_ Handrail grip size – must have a circular cross section of 1 ¼” minimum to 2 5/8” maximum.
- \_\_\_\_\_ Width of stairs (36” min).

\_\_\_\_\_ Location of on lot sump, if applicable.

\_\_\_\_\_ Completed township driveway permit application (attached) or State Highway Occupancy Permit.\*

\_\_\_\_\_ Completed Uniform Construction permit application (attached).

If the minimum submittal requirements are not met, we will ask the applicant to supply information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

\*State Highway Occupancy Permit required for drives entering Routes 8, 38, 308 and South Benbrook Road. Private lanes do not require a driveway permit.

## Manufactured and Industrialized Housing

No building or structure shall be used or occupied until the Building Code Official has issued a certificate of occupancy.

A certificate of occupancy will not be issued until all utilities are connected and approved.

Also, decks and stairs that are required to be installed at egress (exit) doors shall be installed and approved prior to a certificate of occupancy being issued.

## INSPECTION PROCEDURES

### MANUFACTURED AND INDUSTRIALIZED HOUSING

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times, for inspection. These are the plans that were submitted with your application and were marked "Approved" by the building code official.
- The permit applicant is responsible for scheduling all inspections. If you're using a General Contractor, then he/she should take care of scheduling all the necessary inspections.
- **DO NOT schedule an inspection if the work is not ready!!!!**

### 24 HOUR NOTICE REQUIRED TO THE CENTER TOWNSHIP OFFICE AT 724-287-1945

1. Footing inspection – To be done after trenching or forming and prior to placing of concrete.  
**Inspector: Rich Round**
2. Foundation inspection – French drain and waterproofing, if full foundation is installed.  
**Inspector: Rich Round**
3. On lot sump inspection – Roof and driveway drains, prior to covering.  
**Inspector: Olsen Engineering** **Phone: 724-282-4786**
4. Anchoring of structure to foundation.  
**Inspector: Rich Round**
5. Electrical inspection – installation of service from supplier to home.  
**Inspector: Rich Round**
6. Plumbing connections.  
**Inspector: Rich Round**
7. Final inspection – when job is completely finished, prior to occupancy permit and after all other required inspections have been done and approved. Inspections #4, #5, #6 and #7 may be done at the same time.  
**Inspector: Rich Round**

THIS FORM REQUIRES A NOTARY SEAL

**AFFIDAVIT OF EXEMPTION**

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

\_\_\_\_\_ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Home owner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_ Contractor has 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 municipality.

\_\_\_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letters for all employees).

\_\_\_\_\_  
Signature of Applicant

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

WITNESS MY HAND AND NOTARIAL SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SEAL

\_\_\_\_\_  
Notary Public

My Commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**§15-206.1 Portable Chemical Toilets Required for Construction Sites**

No residential or nonresidential building construction shall be started without the developer, builder or owner providing an on-site portable chemical toilet facility for use by the builder’s employees, contractors, subcontractors and their employees. The portable chemical toilet facility shall be maintained at all times in a sanitary and good working order. The portable chemical toilet facility shall remain on-site until construction is either completed or until indoor plumbing facilities are constructed and made available to the builder’s employees, contractors, subcontractors and their employees. Failure to provide a portable chemical toilet shall result in revocation of the building permit and subject the builder to the penalties set forth in §15-209 below. In addition, failure to maintain the portable chemical toilet in a sanitary and good working order shall result in revocation of the building permit and subject the builder to the penalties set forth in §15-209 below.

**§15-209 Violations and Penalties**

Any person violating the provisions of this Article shall be liable upon conviction thereof before a District Magistrate and be fined a sum not to exceed three hundred dollars (\$300.00) for each and every offense, or in default of the payment of the fine and costs, such person willfully in default, shall be committed to the Butler County Prison for a period not to exceed thirty (30) days. Each and every day that any violation of the provisions hereof exist or continue shall constitute a separate and distinct offense and shall be subject to separate and distinct penalties hereunder.

**W A I V E R**

I, \_\_\_\_\_ permit the contractors to enter my  
Print Name of Property Owner

premises to use the indoor facilities until construction is completed.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

C. **Building Permit and Discarding of Waste:** The Applicant for a building permit agrees to be responsible for disposing of waste materials such as papers, cartons and similar refuse from the construction site. The Applicant further agrees to prevent the same from being deposited and then thrown or blown upon land adjacent to or within the vicinity of the construction, and the Applicant further agrees to assume all responsibility for the discarding of waste on behalf of its subcontractors and material suppliers. For this purpose, Applicant shall maintain a dumpster on the site until completion of the improvements. Applicant, may burn non-toxic waste materials on the construction site subject to the provisions of the Township Fire Prevention/Protection Chapter 6 Article I. Failure to provide a dumpster shall result in revocation of the building permit and subject the applicant to the penalties set forth in §16-103, below.

**§16-103 Violations and Penalties**

- A. Any person, firm, or corporation causing accumulations of refuse and garbage as aforesaid shall upon written notice to do so sent by the Secretary of the Township Supervisors, forthwith remove any garbage or refuse accumulated as aforesaid and upon failure to do so the Township Supervisors may remove the same and collect the costs of such removal together with a penalty of fifty (\$50.00) dollars from the person, firm or corporation involved.
- B. The cost of removal together with the penalty may be collected by summary proceedings before a District Magistrate within Butler County or the Township Supervisors may proceed by proper proceedings to enjoin and restrain the violation of this Article said remedies to be concurrent and neither to exclude the other. Said penalty to be collected as often as this Article may be violated.

**W A I V E R**

I, \_\_\_\_\_ authorize the contractor to use my trash  
Print Property Owner Name  
contractor to dispose of construction waste.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**UNIFORM CONSTRUCTION PERMIT APPLICATION**

Commonwealth of Pennsylvania  
DCED-CLGS 01/02

**LOCATION OF PROPOSED WORK OR IMPROVEMENT**

County: \_\_\_\_\_ Municipality: \_\_\_\_\_

Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_ Lot # \_\_\_\_\_

Lot Size \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TYPE OF WORK OR IMPROVEMENT (Check One)**

- New Building       Addition       Alteration       Repair       Demolition       Relocation
- Foundation Only       Change of Use       Plumbing       Mechanical       Electrical

Describe the proposed work: \_\_\_\_\_

\_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION** (Reasonable fair market value)      \$ \_\_\_\_\_

**DESCRIPTION OF BUILDING USE (Check One)**

RESIDENTIAL

- One-Family Dwelling      (R-3)
- Two-Family Dwelling      (R-3)

NON-RESIDENTIAL

Specific Use: \_\_\_\_\_  
 Use Group: \_\_\_\_\_  
 Change in Use:       YES       NO  
 If YES, Indicate Former: \_\_\_\_\_  
 Maximum Occupancy Load: \_\_\_\_\_  
 Maximum Live Load: \_\_\_\_\_

**BUILDING/SITE CHARACTERISTICS**

**Number of Residential Dwelling Units:** \_\_\_\_\_ Existing, \_\_\_\_\_ Proposed  
**Mechanical:** Indicate Type of Heating/Ventilating/Air Conditioning (i.e., electric, gas, oil, etc.) \_\_\_\_\_  
**Water Service:** (Check One)       Public       Private  
**Sewer Service:** (Check One)       Public       Private      (Septic Permit # \_\_\_\_\_)

**Does or will your building contain any of the following:**

- Fireplace(s):** Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ Type Vent \_\_\_\_\_
- Elevator/Escalators/Lifts/Moving walks:** (Check One)       YES       NO
- Sprinkle System:**       YES       NO
- Pressure Vessels:**       YES       NO
- Refrigeration Systems:**       YES       NO



Board of Supervisors:  
Ronald Flatt, Chairman  
Andrew Erie, Vice Chairman  
Kenneth Frenchak Jr, Supervisor  
Edward Latuska, Supervisor  
Philip Wulff, Supervisor



Michael Gallagher, Solicitor  
Olsen & Associates, Engineer  
Anthony Amendolea, Secretary/Treasurer  
Mark Lauer, Public Works Director  
Richard Round, BCO/Zoning Official

## APPLICATION FOR DRIVEWAY CONSTRUCTION REGISTRATION

Date: \_\_\_\_\_

Permit: \_\_\_\_\_

Type of Work:	<input type="checkbox"/> Install	<input type="checkbox"/> Lay	<input type="checkbox"/> Construct	<input type="checkbox"/> Pave	<input type="checkbox"/> Repave
Start Date (estimated):	_____		Completion Date (estimated):	_____	
Expiration:	_____				
	(120 days from approved date)				

Applicant: \_\_\_\_\_

Contractor: \_\_\_\_\_ Tax Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Location of Driveway: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
(if other than applicant)

The applicant agrees that all work shall be done in for compliance of with the ordinances of the Township and the laws of the Commonwealth in relation thereto. The applicant further shall well and truly, save defend, hold harmless from and indemnify the Township against any and all actions, suits, demands, payments, costs and charges for or by reason of the proposed private driveway, and all damages to persons or property resulting in any manner therefrom, or occurring in the prosecution of the work connected therewith, or from any other matter, cause or thing relating thereto.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
Property Owner (if different)

The Township Board of Supervisors may at any time revoke and annul this permit for nonperformance of or noncompliance with any of the conditions, restrictions and regulations hereof.

APPROVED \_\_\_\_\_  
Month Day Year

<b>FOR OFFICE USE ONLY</b>		
Fee: \$ _____	Date: _____	Received by: _____

\_\_\_\_\_  
(Township Signature)  
**MARK A. LAUER**  
Public Works Director

**IMPORTANT**

The terms and conditions embodied in this permit require the permittee to complete this work by the date specified in the permit. Where the permittee fails to comply with the condition as to completion of work by the specified date the following rules will govern:

- (a) Failure to start work by specified date. Permit will be canceled unless permittee desires an extension of time, in which case a supplemental permit may be issued.
- (b) Work started and not completed by specified date. Permittee will notify Township prior to expiration of allotted time of inability to complete the work on or before the specified and request an extension of time. The prescribed fee shall accompany such request.
- (c) Permittee not desirous of carrying out proposed work on account of change in conditions affecting it. Permittee will notify the Township prior to the specified for completion that work will not be carried forward, returning the permit with such notice. The fee for inspection of the will be refunded by the Township, provided that they have been notified of cancellation prior to the expiration date.

The fee, to be paid under the conditions in (a), (b) and (c), applies only to permits for which fees are collected in accordance with the fixed schedule.

All notices relative to time extensions or cancellations shall be forward to the Township, which issued the original permit.