

# BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS



## **SWIMMING POOLS (IN-GROUND OR ABOVE GROUND), SPAS AND HOT TUBS (CONTAINING WATER OVER 24 INCHES DEEP)**

- 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 pool, spa or hot tub, 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 pool, spa or hot tub, the attached form must be completed and notarized.

\_\_\_\_\_ A plot plan showing the proposed pool, spa or hot tub location including the distances in feet to the front, side and rear property lines.

\_\_\_\_\_ Two (2) sets of complete construction drawings that show in detail code compliance for all of the work proposed to include but limited to the following information.

\_\_\_\_\_ Safety barrier – show type for your specific pool installation, (fence, walls, etc), including height. (Barrier requirements see Appendix G, page 567-569, 2003 International Residential Code).

\_\_\_\_\_ If installing deck at pool – take submittal requirements for deck, also.

\_\_\_\_\_ Electrical service (pump, filter, receptacles, etc) show location and type of wiring method.

\_\_\_\_\_ Completed building permit application

**SAFETY BARRIER REQUIREMENTS ARE LOCATED IN THE TOWNSHIP OFFICE FOR REVIEW.**

# INSPECTION PROCEDURES

## SWIMMING POOLS, SPAS AND HOT TUBS

- Building permit must be posted on the site of the work until completion of the project.
- Your approved plans must be available at time of the inspection. These are the plans that were submitted with your application and were stamped "Approved" by the building inspection agency.
- Note: Electrician must contact inspector prior to starting work on pool.

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

### ABOVE GROUND POOL:

1. Safety barrier inspection – Done prior to filling pool with water.  
**Inspector: Rich Round**
2. If deck is constructed – Use inspection procedure for decks.  
**Inspector: Rich Round**
3. Electrical inspection – Done after wiring is installed and prior to anyone using pool.  
**Inspector: Rich Round**

### IN GROUND POOL:

1. Electrical inspection – Also covers bonding of metal parts (rebar in concrete, ladder, etc) near pool. This inspections MUST be done prior to placing concrete or covering any bonding.  
**Inspector: Rich Round**
2. Safety barrier inspection – Done prior to filling pool with water.  
**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 this \_\_\_\_\_ 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

