



BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

RESIDENTIAL ADDITIONS

(Bedrooms – Family Room – Kitchen – Etc)

- 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 construct your residential addition, 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 constructing your residential addition, the attached form must be completed and notarized.

_____ A plot plan showing the outside dimensions of the proposed residential addition, the outside dimensions of the addition and the distances in feet to the front, side and rear property lines.

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

- _____ Footing detail including depth below frost line, thickness, width and rebar
- _____ Type of foundation, showing type of masonry, waterproofing and anchorage of home to foundation
- _____ Roof rafter size (2x6, 2x8, 2x10, etc)
- _____ Rafter spacing (16” on center, 24” on center, etc)
- _____ Thickness and type of roof sheathing
- _____ Ceiling joists size and spacing
- _____ Floor joist size and spacing
- _____ Wall sections showing top and bottom plates and headers
- _____ Location and size of all beams
- _____ Sizes of all doors
- _____ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress)

- _____ Smoke alarms – number and placement
- _____ Insulation – U-values for windows, R-values for exterior walls, attic and foundation
- _____ Heating
- _____ Plumbing (if any)
- _____ Type and location of electric equipment and wiring to be installed, if any (receptacles, lighting, etc)
- _____ Location of on lot sump
- _____ Completed building permit application

INSPECTION PROCEDURES

RESIDENTIAL ADDITIONS

- 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.

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

1. Footing inspection – To be done after forming and prior to placing of concrete
Inspector: Rich Round
2. Foundation inspection – French drain and water
Inspector: Rich Round
3. Electrical inspection – Rough in to be done prior to insulating
Inspector: Rich Round
4. On lot sump inspection – Roof and driveway drains, prior to covering.
Inspector: Olsen Engineering Phone: 724-282-4786.
5. Plumbing inspection – Rough in to be done prior to insulating.
Inspector: Rich Round
6. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed in and approved.
Inspector: Rich Round
7. Energy efficiency inspection – To be done after insulating but before drywall.
Inspector: Rich Round
8. Final inspection – when job is completely finished, prior to occupancy permit and after final plumbing and electrical inspection.
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

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft.
Proposed Building Area: _____ sq. ft.
Total Building Area: _____ sq. ft.

Number Of Stories: _____
Height of Structure Above Grade: _____ ft.
Area of Largest Floor: _____ sq. ft.

FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One) YES NO
Will any portion of the flood hazard area be developed? (Check One) YES NO N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3*

Lowest Floor Level: _____

HISTORIC DISTRICT

Is the site located within a Historic District? YES NO
If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and the PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances or the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

I certify the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site: _____

