

SUBMITTAL REQUIREMENTS FOR **RESIDENTIAL** PROJECTS

When submitting your application for Residential projects please include the following:

1. Completed Building Permit Application.
2. Two (2) sets of drawings for your building project
3. One (1) site plan on 8 ½” x 11” paper.
4. Your contractor’s Workers Compensation and Liability Insurance. If you are not using a contractor or your contractor does not have Workers Compensation Insurance, please complete a Workers Compensation exemption form and have it notarized. This form is available in the Code Department.
5. \$25.00 non-refundable application fee.
6. \$25.00 non-refundable minimum zoning review fee if applicable. If required, additional zoning fees will be included with cost of permit.
7. Please make checks payable to ***Borough of Indiana.***

Borough of Indiana

Departments of Planning, Code and Zoning
80 North 8th Street
Indiana, PA 15701

Office (724) 465-6543 * Fax (724) 463-4177

FOR OFFICE USE ONLY
Permit # _____
Date: _____

Residential

Building Permit Application Deck Porch with Roof Roof Only

Site Address _____

City _____ Indiana _____ State PA _____ Zip _____ 15701 _____

Estimated cost of the project: \$ _____

THE OFFICE CAN ADVISE IF PARCEL NUMBER IS NOT KNOWN FOR THE ABOVE ADDRESS	→	Tax Parcel # _____
---	---	---------------------------

Owner's Name: _____

Current Mailing Address (If different from site address) _____

City _____ State _____ Zip _____

Phone Number _____ Cell Phone _____

E-mail Address: _____

Contractor: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

Signature

Date

Building Type:

Single-Family Dwelling Duplex Townhouse

Total square feet of finished living space _____

Sprinkler system to be installed: (Check one) Yes No

Building Dimensions

Existing Building Area _____ sq. ft. Number of Stories _____ sq. ft.

Proposed Building Area _____ sq. ft. Height Above Grade _____ sq. ft.

Total Building Area _____ sq. ft. Area of Largest Floor _____ sq. ft.

Floodplain Information

Is this site located within an identified flood plan area? (Check one) Yes No

Note: All proposed development shall be in accordance with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act.

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 PA Act 45 – Uniform Construction Code and any additional approved building code requirements adopted by the Borough of Indiana. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easement, right of ways, 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 of the Municipality or any other governing body. The applicant hereby certifies he/she understands all applicable codes, ordinances and regulations.

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

I certify that 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 applicable codes to such permit.

Signature of Owner or Authorized Agent Date

Print Name of Owner or Authorized Agent Date

OFFICE USE ONLY below

Permit Fee \$ _____

Plan Review Approval Date: _____

Municipal Approval Checklist

Name of Applicant _____

Address of Project _____ Parcel# _____

To be completed by the Authorized Municipal Representative

Is this project site located in a Flood Area? (Check one) Yes No

Description of work: _____

Zoning or Land Use Permit	Approved <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Stormwater Management	Approved <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Street Cut/Driveway	Approved <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Sewage/On-lot Permit	Approved <input type="checkbox"/>	Not applicable <input type="checkbox"/>
PennDot Highway Occupancy	Approved <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Floodplain Permit	Approved <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Other _____	Approved <input type="checkbox"/>	Not applicable <input type="checkbox"/>

I certify that all required Municipal Codes, Ordinances and Regulations have been met and approval thereby is granted to issue the requested permit.

Authorized Municipal Representative Signature

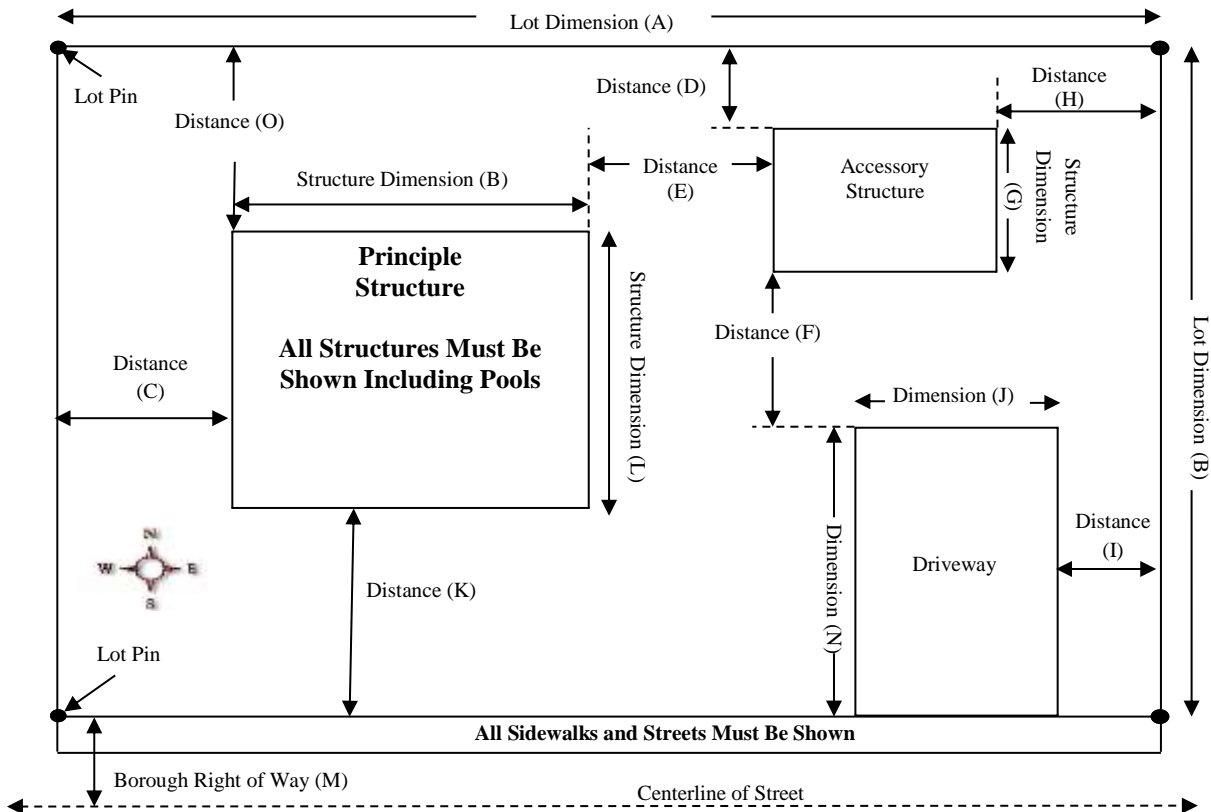
Date

SITE PLAN REQUIREMENTS FOR RESIDENTIAL PROJECTS

The Site Plan drawings must be on 8 1/2" x 11" paper and shall include:

- Distance from property lines and roadway and any adjacent structures (setbacks).
- Show the outside dimensions of the proposed dwelling.
- All utility layouts (including sewage, electric and water).
- Show all existing and proposed driveway layouts and specifics.
- If this is for a proposed demolition of a structure show the outside dimensions of the structure.
- If this is for a proposed fence, show the height and length of the fence.
- If this is for a proposed deck/porch, show the width and length of the deck, and where it will be placed on the existing structure along with its dimensions.
- If this is for a proposed swimming pool, show the proposed decks width and length, and where it will be placed on the swimming pool.

**EXAMPLE DRAWING ONLY.
PLEASE SUBMIT ON 8 1/2" X 11" SEPARATE SHEET
(CAN BE HAND WRITTEN)**



PENNSAFE BUILDING INSPECTION SERVICES LLC

RESIDENTIAL DECK AND PORCH ROOF PROJECT SUBMITTAL HANDOUT

Every item below must be checked as completed (if applicable), or marked n/a (if not applicable), for your project. This form must be completed in its entirety then returned with attached drawings.

- Application
- Site Plan showing setbacks
- Two full sets of plans. (All dimensions must be indicated, be in ink and drawn to scale)

**** The following items are required to be included on the Building Plans ****

- Floorplan drawing looking down at deck/porch.
- Provide locations of all posts and beam locations and indicate spans.
- Top, front and side views of deck.
- Complete cross-section (provided)
- Size, thickness and depth (below grade) of footings.
- Size, type and spacing of support columns.
- Type of wood to be used. (Specify species and grade)
- Size of floor joist, span and distance between joists.
- Size, type and span of all girder beams.
- Height of wood joist, girder and floor above finish grade.
- Type and thickness of floor sheathing. (Decking)
- Stair riser height and depth/width of tread.
- Handrail height and ballister spacing.
- Guardrail height and ballister spacing.
- Ledger fastening method, i.e. – bolt spacing.
- Deck flashing method
- Roof construction details (see cross section)

**** THIS COMPLETED FORM MUST BE SUBMITTED WITH PROJECT PLANS ****

PENNSAFE BUILDING INSPECTION SERVICES LLC

Deck and Roof Cross Section Submittal

Roof Size: Width: _____ Length: _____

Roof Type: Gable: _____ Hip: _____ Shed: _____

Roof Pitch: _____

(check one) Trusses: _____ Rafters: _____

Spacing of Trusses or Rafters: _____

Rafter Size and Span: _____

Ridge Beam: Size: _____ Span: _____

Roof Sheathing: _____

Roof Covering: _____

Roof Header Beam: Size: _____ Span: _____

Deck Size: Width: _____ Length: _____

Footer Size: Width: _____ Length: _____

Carrier Beam: Size: _____ Span: _____

Type of Floor Joist: _____

Floor Joist: Size: _____ Span: _____

Decking Material: _____

Number of Steps: _____

Riser Height: _____

Tread Depth: _____

