

# PENN TOWNSHIP PLANNING & ZONING

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Dear Applicant:

Attached please find the following items:

1. **Building Permit Application** - This is the application form that must be used. All items must be completed on this application form. Incomplete applications will not be accepted. If there are any items that are not applicable to your specific project please indicate this on the form.
2. **Inspection Request** - This form is to be returned to us a minimum of 24 hours in advance of a requested inspection. It may be returned to this office in person, fax, email or regular mail. All contact information is listed above. **This form is the only means of scheduling any inspection.**
3. **Plan Review** - This form is presented for your convenience. If you reference this form while preparing your plans you will most likely avoid delays in the processing of your application.
4. **Grading Permit Application** - This form is to accompany any application where excavation is required.

**IMPORTANT:** Do not use any old applications that you may have downloaded or received. Only use this version of the Township's building permit form.

Should you have any questions or require additional information please contact the Community Development Department at (724)744-2171 (see extensions above.)

Thank you,

The Community Development Department the Township of Penn



**PROJECT DESCRIPTION**

**RESIDENTIAL**

- 01 HOUSE
- 02 ADDITION
- 03 REMODELING
- 04 GARAGE
- 05 PORCH, PATIO, DECK
- 06 SWIMMING POOL
- 07 SHED OR STORAGE

**COMMERICAL (BUSINESS)**

- 10 BUILDING
- 11 ADDITION
- 12 REMODLING

**(INDUSTRIAL)**

- 20 BUILDING
- 21 ADDITION
- 22 REMODELING

**OTHER**

- 60 CELL TOWER
- 60 TANK
- 60 MISC. (DESCRIBE) \_\_\_\_\_
- 60 EXEMPT BUILDING \_\_\_\_\_
- 70 DEMOLITION

**COST OF IMPROVEMENT** \_\_\_\_\_

**BUILDING MEASUREMENTS**

Length \_\_\_\_\_  
 Width \_\_\_\_\_  
 Height \_\_\_\_\_

**SQUARE FOOTAGE OF PROPOSED STRUCTURE**

BASEMENT \_\_\_\_\_  
 1<sup>ST</sup> FLOOR \_\_\_\_\_  
 2<sup>ND</sup> FLOOR \_\_\_\_\_  
 DECK \_\_\_\_\_  
 GARAGE \_\_\_\_\_  
 OTHER ENCLOSED AREAS \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**IN ADDITION TO THIS APPLICATION THE FOLLOWING IS REQUIRED**

- \_\_\_\_\_ PLOT PLAN (must match building plans for proposed structure)
- \_\_\_\_\_ Two complete sets of building plans
- \_\_\_\_\_ Copy of Deed for property
- \_\_\_\_\_ Copy of Workers Compensation Insurance (If applicable)
- \_\_\_\_\_ Completed excavation permit application (If applicable)
- \_\_\_\_\_ Impact fee calculation and participation agreement (If applicable)
- \_\_\_\_\_ PA ONE CALL serial # \_\_\_\_\_  
(1-800-242-1776)

*Building permit fee is to be paid when permit is issued*

**Applications that are incomplete or that do not contain all the requested information will be rejected until the requested information or documentation is received. All building permits require a FIFTEEN DAY (15) review time from the date that the application is complete.**

Please note!

*Construction hours in Penn Township are from 7:00 AM to 9:00 PM.  
 The burning of construction materials is prohibited in Penn Township.*

DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of Person Completing This Form \_\_\_\_\_

# PENN TWP. INSPECTION REQUEST

When scheduling any inspections we now require that this form be faxed to our office at 724-744-7579 (24) twenty-four hours in advance. We will no longer schedule inspections in any other way.

Permit Holders Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

Contractors Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

Building Permit # \_\_\_\_\_ Date of issue \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ PA, Zip Code \_\_\_\_\_

The following inspection is requested:

Date and time requested

- |                                     |                  |
|-------------------------------------|------------------|
| <input type="checkbox"/> Footer     | _____ TIME _____ |
| <input type="checkbox"/> Foundation | _____ TIME _____ |
| <input type="checkbox"/> Framing    | _____ TIME _____ |
| <input type="checkbox"/> Mechanical | _____ TIME _____ |

**Final inspection is requested to be conducted on:**

NEW OWNER \_\_\_\_\_

(certification of final electrical inspection required)

\_\_\_\_\_ TIME \_\_\_\_\_

Final sewage inspection must be completed, please contact Penn Township Sewer Authority to Schedule 724-744-4333

### OFFICE USE

SEWAGE INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_  PASS  FAIL

BUILDING INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_  PASS  FAIL

Occupancy permit will only be issued if all inspections are successfully completed. A \$ 50.00 fee will be assessed for any failed inspection as per Township Resolution # 76 of 2001

**PENN TOWNSHIP  
MINOR EXCAVATION PERMIT  
APPLICATION**

**25 CU. YARDS TO 16,000 CU. YARDS**

<b>APPLICANT</b>		
NAME _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE (    ) _____		
ALTERNATE PHONE (    ) _____	CELL PHONE (    ) _____	
FAX (    ) _____	PAGER (    ) _____	

<b>OWNER (IF SAME AS APPLICANT CHECK <input type="checkbox"/>)</b>		
NAME _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE (    ) _____		
ALTERNATE PHONE (    ) _____	CELL PHONE (    ) _____	
FAX (    ) _____	PAGER (    ) _____	

<b>CONTRACTOR (IF SAME AS APPLICANT CHECK <input type="checkbox"/>)</b>		
NAME _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE (    ) _____		
ALTERNATE PHONE (    ) _____	CELL PHONE (    ) _____	
FAX (    ) _____	PAGER (    ) _____	

<b>LOCATION</b>
PROPERTY LOCATED AT _____
DESCRIPTION OF EXCAVATION _____
_____
_____
_____
DATE WORK TO START _____

**APPLICATION MUST INCLUDE SITE PLAN SHOWING SOIL AND EROSION CONTROLS**

# PLAN REVIEW

## PENN TOWNSHIP

Westmoreland County

This form is prepared to assist you in making application for a new residential home or addition in Penn Township. The following is a list of items that we review when processing building plans. By using this checklist you may avoid delays in the processing of your building permit application (please note the code reference sections are cited to the right of the description).

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed for Property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Plans (2 Copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plot Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers Compensation Insurance

### SANITATION (R306 & R307)

- Water Closet
- Lavatory
- Tub or Shower
- Kitchen area with sink
- Sanitary Sewer

### GLAZING (R308)

- Identification (R308.1)
- Human impact loads/hazardous locations (R308.3/R308.4)

### GARAGES AND CARPORTS (R309)

- No opening between garage and sleeping room
- Other openings (garage to residence; 1 3/8" solid wood doors or 20 min. fire-rated doors)
- Garage-dwelling separation 1/2" gypsum board on garage side (R-309.2)

### EGRESS (R310-R316)

- Basement with habitable space and sleeping room window for emergency escape opening 5.7 s.f. (grade floor 5 s.f.) 24" net clear height 20" net clear width maximum sill height 44" (R 310.1)
- Window Wells (R 310.2)

- Exit door  $\geq$  (3'0" x 6'8") (R 311.4)
- Landings; minimum 36" (312.2)
- Ramp slope (1:8 maximum) (R3131)
- Ramp handrails; one required if slope > 1:12 (R313.2)
- Stairways; minimum width = 3.0"; maximum stair rise = 7 3/4"; minimum tread = 10" with 3/4" - 1 1/4 nosing; minimum headroom = 6' 8" (R314)
- Handrails; required on one side of stair; handrail height = 34" to 38"; grip size 1 1/4" to 2' 5/8"
- Guardrails: required for porches, balconies open sides of stairs; or raised floor surfaces > 30" above floor; 34"-36" minimum guardrail height (R 316.1)

### SMOKE ALARMS (R-137)

- Location and interconnection (R 317.1)
- Power source (R317.2)

### FOOTINGS

- Footing width (R 403.1)
- Footing edge thickness = 6" minimum; footing projection = 2" minimum, but  $\leq$  footing thickness (R 403.1.1)
- Depth (below frost line)
- Reinforcement \_\_\_\_\_ size

### FOUNDATIONS (R404)

- Wall Height \_\_\_\_\_
- Unbalanced fill height \_\_\_\_\_
- Nominal wall thickness \_\_\_\_\_
- Height above finished grade \_\_\_\_\_
- Sill Plate size \_\_\_\_\_
- Sill Plate anchoring (1/2" diameter bolts at 6' on center and within 12" from corner, 7" embedment (R404.3) or equivalent type \_\_\_\_\_
- Dampproofing below grade basements (R406) Type \_\_\_\_\_

### UNDERFLOOR SPACE (R408)

- Ventilation (R 408.1 & R 408.2)
- Access (18' x 24") (R 408.3)

### FLOORS (WOOD) (R 502)

- Lumber Species \_\_\_\_\_ Grade \_\_\_\_\_
- Spacing \_\_\_\_\_" O/C.
- Girder \_\_\_\_\_
- Span \_\_\_\_\_

### FLOORS (CONCRETE) (R506)

- Thickness \_\_\_\_\_ 3 1/2" Minimum
- Support - - 8" sand or gravel 24"
- Base 4" graded with 2" maximum aggregate (R 5062.2)
- \_\_\_\_\_ Vapor retarder

### WALL CONSTRUCTION (R 601)

- Stud size, species & grade (exterior) (R 602.2)
- Stud spacing (exterior) (R602.3.1)
- Stud size, species & Grade (Interior) (R 602.4)
- Stud & spacing (Interior) 2" x3" @ 24" on center or 2" x 4" @ 16" on center (R 602.5)