



***Pittsburgh *Washington, PA *State College *Hempfield *Philadelphia**

CODE ENFORCEMENT ASSOCIATES

PO Box 103 Elizabeth, PA 15037

1-866-410-4952

Residential Building Permit Procedures:

Note: All applications must be approved by Municipal Zoning, Code Enforcement & Municipal Authority prior to CEA Building Permit Application.

1. Provide a Plan for Review of the scope of work.
 - A) Submit (2) copies of Plan
 - B) Plan must contain information for necessary Permits:
 - Building Permit
 - Electrical Permit
 - Plumbing / Mechanical Permit
 - Energy Compliance- RESCHECK
2. Fill out a Building Permit application and if applicable, Electrical Permit Application at the Municipal Offices and submit to Municipal Building Department.
3. Applicable fees and costs associated with ALL Permits must be paid in full to the Municipality.
4. CEA performs the Plan Reviews of project:
 - a) CEA may require additional information for minimum Code Compliance
 - b) CEA signs and seals Plan Review (move to permitting)
5. Residential Building Permit issued by CEA.
6. Residential Electrical Permit issued by CEA
7. All inspections are conducted according to timeline in construction:
**Footing, Foundation, Framing, Rough In- (Electric, Plumbing, Mechanical)
Insulation, Wallboard, Finals (Electrical, Plumbing, Mechanical). Occupancy**
8. Final Inspection is requested by Contractor
9. Final Inspection / Occupancy Inspection provided by Building Code Official & CEA
10. Occupancy Permit or Certificate of Occupancy is issued by Municipality.

**** Failed inspections & Electrical are invoiced separately from permitting process**



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Applicant for Residential Plan Review

RE: Plan Review for Compliance with the PA Uniform Construction Code
Per 2009 ICC Residential Code

The following are the minimum details required on the drawings for a permit.

- * Site plan showing location of all proposed new and existing construction and distances from lot lines.
- * Footings and foundation size, depth, drainage, and insulation.
- * Framing with member sizes, spacing, and attachment.
- * Wall and roof sheathing. Flashing details at windows, door, and roof intersections.
- * Exterior wall and roof, insulation and finish.
- * Location of all electrical devices. Location of smoke detectors.
- * Location of any plumbing fixtures.
- * Location of heating and air conditioning supply and returns.
- * An Energy Code compliance report is required. (See www.energycodes.gov for the on line "ResCheck" compliance program or Chapter 11 of the ICC Residential Code or www.engr.psu.edu/phrc for the PA alternative.)
- * Any Truss style designs (roof), must be stamped by a registered Architect or Engineer.

Two sets of construction documents are required. One set of construction documents is for the municipal office file. One set is for the job site. If you the applicant want a set of approved documents for yourself, provide three sets.

The review report will be completed within fifteen (15) working days as required by the PA UCC.

**** The Building Code Official or Plans Examiner shall have the right to request ANY additional information necessary for completion of review. Applicant must complete all information requested by the Building Code Official or Plans Examiner.**

****Proof of applicable Workman's Compensation or a waiver of Workman's Compensation for applicant performing services without any employees is required prior to permitting.**

**** ALL submitted drawings and written information must be legible and complete prior to plans examination and permitting. The Building Code Official shall have the right to refuse any document or design which cannot be interpreted.**

**** Contractor or General Contractor contact information & proof of W/C.**