

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

RESIDENTIAL ADDITIONS

(Bedroom - Family Room – Kitchen – Attached Garage - Etc)

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior to submitting your application.

_____ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your addition, and they have workers’ 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 workers’ compensation is constructing the addition, the attached form must be completed and notarized.

_____ A site plan showing the proposed addition, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.

_____ Three (3) sets of complete construction documents that show in detail code compliance for all of the work proposed to include but not limited to the following information;

- _____ Floor plan showing size of all rooms.
- _____ Footing detail including depth below frost line, thickness, width, and rebar.
- _____ Type of foundation, showing type of masonry, waterproofing and anchorage of addition to foundation.
- _____ Roof rafter size – species and grade of wood.
- _____ Rafter spacing (16” on center, 24” on center, etc).
- _____ Thickness and type of roof sheathing.
- _____ Ceiling joist 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 and carbon monoxide alarms - number and placement.
- _____ Insulation – U - Values for windows, R – Values for exterior walls, attic and foundation.
- _____ Heating if applicable.
- _____ Plumbing (if any).
- _____ Electrical.
- _____ Stairs (riser height maximum 8 ¼” tread depth minimum 9”)
- _____ Stairs – handrail (height from nose of thread min 34” max 38”)
- _____ Guardrail (34” minimum measured vertically from nose of thread)
- _____ Width of stairs (36” minimum)
- _____ Location and size of basement emergency escape opening if addition has basement area.
- _____ Wall bracing detail (material, length and fastening).

_____ Completed building permit application.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide workers 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. Homeowner 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 letter for all employees).

Signature of Applicant

County of _____

Municipality of _____

Subscribed, sworn to and acknowledged
before me by the above _____
this _____ Day of _____
20 _____.

SEAL

Notary Public

**OHIOVILLE BOROUGH / BEAVER COUNTY, PENNSYLVANIA
APPLICATION FOR BUILDING PERMIT
(ORDINANCE NO. 8 ENACTED AND ORDAINED FEBRUARY 7,1963)**

Permit No. _____

Date of Application: _____

Home No. (____) _____

Name of Property Owner: _____

Work No. (____) _____

Cell No. (____) _____

Property Owners Address: _____

Location of Property: _____

Parcel No. _____

Name of Subdivision / Plan: _____

Lot No. _____

Name of Contractor: _____

Contractor's

Address of Contractor: _____

Phone No: (____) _____

Total Size / Acreage of Tract _____

Setbacks: Front _____ Left Side _____

Size Yard: Front _____ RSide _____

Right Side _____ Rear _____

LSide _____ Rear _____

Drawing of Lot/Property: List neighbors on all sides, roads boarding property/lot, all buildings and or structures on lot. (include sheds ,swimming pools etc. approximate locations)

State all deed restrictions and covenants, if any, governing construction on the property to be built upon:

Type of Improvement or Construction: (must be submitted in detail) Residential / Commercial (Circle One)

IE: New Construction, Addition, Alteration/Improvement,

Type of Building: IE: Dwelling, Mobile Home, Modular Home, Garage, Pole Barn, Deck, Deck/Roof, Swimming Pool, Pool/Deck, Other _____

Having dimensions of: _____ No.of stories _____

Decks only: _____ inches above grade of deck floor

Pools only: Size _____ Refer to Ordinance No. 123 for details.

List type of materials to be used: IE - Wood, Brick, Concrete Block, Vinyl Siding, Etc.

Estimated Cost of Construction/Improvement: _____ Estimated length of time for project _____

Type of Water Supply: ___ City, ___ Drilled Well, ___ Dug Well, ___ Cistern, ___ Spring

Type of Sewage Disposal System: ___ Septic Tank, ___ Sand Mound, ___ City, ___ Other _____

(If applicable) Has application / permit been made to install a Sanitary Sewage System? Yes ___ No ___
If yes give Permit No. _____

Property owner is responsible for submitting all plans and proposed work as requested when making application. Missing and or incomplete information may delay issuance of permit.

BUILDING PERMIT FEES ARE DUE AT THE TIME APPLICATION IS MADE AND ARE NON-REFUNDABLE

Thank you.

Date: _____ Signature of Applicant: _____
Home Owner _____ Other _____

Borough Use Only

Date application received: _____

Is UCC inspection required: Yes _____ No _____

Affidavit _____ and or Insurance Information on file _____ (check one)

Amount of Fees received: Borough _____ L&I _____ MDIA _____

Date of Issuance of Permit: _____

Permit No. _____

If permit is refused ,give reason: _____

Borough of Ohioville

Signed: Person Issuing Permit _____
Title _____