



2 Market Plaza Way, Suite 7, Mechanicsburg, PA 17055

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Residential Building Permit Guidelines - UCC

Residential projects REQUIRING building permits

- All new residential construction (New Dwellings)
- All additions to existing residential construction (Adding stories/increasing size of a dwelling, new floor area)
- Detached structures 1000 square feet or larger that are accessory to a single-family dwelling.
- Enclosing an existing porch or patio.
- New Decks greater than 30 inches above ground level.
- New Decks with roofs or coverings.
- Installing hot tubs or spas.
- Constructing an in-ground swimming pool
- Installing any swimming pool with a water depth of 24 inches or more. (Above ground pool)
- Fences higher than 6 feet.
- Retaining walls higher than 4 feet.
- Structural alterations to an existing dwelling (altering rafters, joists, beams, load-bearing walls, etc.)
- Changes to a means of egress (altering exit doors, stairs & exterior steps, handrails, guards, ramps)
- When any portion of a residential dwelling or accessory structure will be used for commercial purposes.
- Turning a storage attic into a habitable space. (depending on floor load)
- Placement of solar panels on an existing roof.
- Emergency repair that requires a permit (work can be done if permit application is submitted within 3 days of repair or replacement).

Residential projects NOT REQUIRING building permits (unless by municipal amendments)

- Water heater replacement (if no structural work is occurring)
- Replacing of shingles only (a permit is required if replacing a substantial amount of roof sheathing)
- Heating/Air conditioning unit replacement.
- Non-structural remodeling or repairs
- Gutting a house (a permit is required if altering any structural/load-bearing members or means of egress)
- New Drywall
- New Siding
- Sidewalks & Driveways less than 30 inches above grade.
- Detached structures less than 1000 square feet and accessory to a single-family dwelling.
- Painting, carpeting, tile work, cabinetry, and countertops.
- Window replacements (a permit is required for structural changes to window header beams)
- Installing new electrical or plumbing (inspections may be required for electrical service upgrades)
- Window awnings (if projecting less than 54 inches and do not require additional support)

CONSTRUCTION PLANS SHALL CONSIST OF THE FOLLOWING

SITE PLAN
FOUNDATION PLAN
FLOOR PLANS
FRAMING PLANS
CROSS SECTION OF THE STRUCTURE
HVAC, ELECTRICAL AND PLUMBING PLANS
ELEVATION DRAWINGS – indicate heights and finished grade
ENERGY CODE COMPLIANCE INFORMATION

Plans shall be to scale and all dimensions must be noted.
Two (2) sets of complete construction plans shall be submitted unless otherwise instructed.

PLAN REQUIREMENTS

SITE PLAN

- Size and location of all new construction and all existing structures on the site
- Distances from lot lines
- Established street grades and proposed finish grades

FOUNDATION PLAN

- Soil type on construction site
- Footing size – include any interior piers or any other piers
- Footer – depth below frost line: 36-inch minimum, exterior drains
- Foundation – type, wall thickness, rebar size and spacing, wall height, height of unbalanced fill, type of coating (damp-proofing, water-proofing)
- Foundation anchoring – sill plate: type and size, anchor bolts/straps, size and spacing, joist clips
- Columns/Posts – sizes and method of anchoring
- Crawl space – for access, indicate vented or conditioned; indicate method of venting or conditioning
- Concrete slab – thickness, vapor barrier

FLOOR PLANS

- All design criteria shall be noted on the plans (code edition, energy compliance method, design loads)
- Rooms – indicate all sizes and label their use; indicate location of any fireplaces
- Windows and doors – indicate locations and sizes
- Kitchen & Bathroom and/or powder room fixture layout – to scale
- Safety glass locations – glass next to stairs, tubs/showers, doors, floors
- Fire ratings of walls and/or doors – garages and/or townhouse separations, exterior walls less than 5 feet from a property line.

- Sleeping room emergency escape compliance – type and size of window well, if applicable
- Stairs – width, landing size and location, step rise and step run, handrails, guards
- Stair lighting – over stairs or one at each landing
- Ramps – slope, landings, handrail, guards
- Smoke Alarm – type, power source, locations

FRAMING PLANS/CROSS SECTION

- Beams – types, sizes, spans, loading information; engineered beams require justification
- Floor sheathing – type and thickness
- Wall construction – stud size and spacing, sheathing type and size
- Headers – size and type of typical headers; engineered lumber requires justification
- Window sill heights – for any sill height less than 24 inches off the floor and 72 inches or more above the finished grade; the window may not open greater than 4 inches or provide fall protection
- Exterior wall coverings – size and type of all coverings; provide details for masonry installations
- Ceiling joists – size, type, spacing
- Bearing walls – all bearing walls shall be within 1 foot horizontally of the beam or bearing wall below the loads shall stack
- Roof pitches – indicate pitches of all roofs
- Roof rafters – size, type, spacing; if trusses are to be used, provide the Pennsylvania engineer sealed truss designs
- Hip and valley rafters – indicate size of all hip and valley rafters; all hip and valley rafters shall be posted down to a bearing wall or properly-sized beam where the hip or valley meets the ridge
- Rafter ties – rafter ties shall be 4 feet on center to tie the rafters together where the ceiling joists are not parallel to the rafters
- Structural ridge beam – where ceiling joists are deleted, a properly-sized ridge beam shall be designed
- Attic access – size and location of opening for all attic areas
- Roof sheathing – size, type, thickness
- Roof covering – felt paper, ice guard, type of roofing material
- Roof ventilation – method of ventilation to comply with 1/150 ratio
- Insulation/Energy – provide information on which energy path will be used, along with design, notes and/or calculations to support the path – 2015 International Residential Code, chapter 11; 2018 Pennsylvania Alternative Energy Provisions, www.dli.state.pa.us; RES, check

MECHANICAL/PLUMBING/ELECTRICAL PLANS

- Heating/Air Conditioning – provide heating, ventilation and air conditioning information; indicate locations equipment, supply and return ducts and registers; provide design calculations including the type of fuel and efficiencies
- Whole house ventilation details and sizing criteria
- Air leakage testing information
- Gas piping – type of piping material, appliance loads, pipe sizing
- Plumbing – type of piping and sizing for the water supply and drainage system
- Electrical – indicate locations of all switches, receptacles, lighting outlets, appliances and service panel

PLEASE NOTE A RESIDENTIAL PLAN REVIEW TYPICALLY TAKES BETWEEN 5-15 WORKING DAYS DEPENDING UPON COMPLEXITY OF PLANS AND CURRENT WORKLOAD.

Residential Plan Submittal Guide



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CODE SERVICES

**** OFFICE USE ONLY ****

Date Received: _____
 Permit No.: _____
 BIA Project No.: _____
 Total Permit Fee: _____

APPLICATION FOR PA UCC CONSTRUCTION PERMIT

I. PROPERTY INFORMATION

Municipality: _____ Development: _____ Lot: _____ Section: _____
 Proposed Work Site Address: _____ Tax Parcel ID: _____
 Property within Floodplain: Yes No *(market value can be taken from tax records or certified appraiser)*
 If yes, what is the market value of the property: _____

II. CONTACT INFORMATION

Applicant Name: _____ email: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Phone: _____ Fax: _____

Property Owner: _____ email: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Phone: _____ Fax: _____

Contractor: _____ PA License: _____ Insurance: _____
 Person in Charge of Work: _____ email: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Phone: _____ Fax: _____

Design Professional in Responsible Charge: _____ PA License: _____
 Person in Charge of Work: _____ email: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Phone: _____ Fax: _____

III. APPLICATION TYPE

Residential Non-Residential
 One-Family Change of Use Y N
 Two-Family Existing Use:
 Manufactured Proposed Use:

IV. PROPOSED CONSTRUCTION

<input type="checkbox"/> New Building	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Fire Suppression
<input type="checkbox"/> Addition	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Other
<input type="checkbox"/> Alteration	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electric Service
<input type="checkbox"/> Deck	<input type="checkbox"/> Electrical	(Complete Sec. VII)

V. CONSTRUCTION DATA

No. Stories Above Grade: _____ Basement Y N
 Construction Sq. Ft: _____ *(Copy of Signed Contract Required)*
 Total Cost of Construction: \$ _____

VII. ELECTRIC SERVICE

<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential		<input type="checkbox"/> New Service <input type="checkbox"/> Upgrade Existing <input type="checkbox"/> Other:		
<input type="checkbox"/> PPL <input type="checkbox"/> UGI <input type="checkbox"/> PECO <input type="checkbox"/> MET ED <input type="checkbox"/> Other:		Work Permit No.:		<input type="checkbox"/> Overhead
Meter No.:	Phase:	Voltage:	Amps:	<input type="checkbox"/> Underground

VIII. DESCRIPTION OF WORK

IX. APPLICANT'S CERTIFICATION

As the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The inspector is hereby granted access to observe the work in this application upon coordination with the owner or his agents.
2. The estimated construction cost and all other information provided as part of this application for a building permit is correct.
3. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from Building Code Official.
4. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
5. Any changes to the approved documents will be filed with the Building Code Official.
6. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Building Code Official.
7. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function or other approved accessibility improvements.
8. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.

Applicant Signature: _____ **Date:** _____

(2) SETS OF DETAILED CONSTRUCTION PLANS MUST BE SUBMITTED WITH ALL APPLICATIONS.
ALL COMMERCIAL CONSTRUCTION PLANS MUST BE PREPARED, SIGNED & SEALED BY A LICENSED DESIGN PROFESSIONAL
FAILURE TO FILL OUT THE PERMIT APPLICATION COMPLETELY MAY RESULT IN DELAYS OR REJECTION OF APPLICATION

**** OFFICE USE ONLY ****

PERMIT FEES
Plan Review:
Permit & Inspection:
Municipality Admin:
State:
Total Permit Fee:

PROJECT DATA
Use Group: _____ Code Edition: _____
Construction Type: _____ Fire Sprinkler: <input type="checkbox"/> Y <input type="checkbox"/> N

APPROVED PERMITS
Zoning Permit No.: _____ NPDES Permit No.: _____
Sewage Permit No.: _____ Water/Well Permit No.: _____

Permit No.: _____ Approval Date: _____
Approved by: _____