



# Keystone Inspection Agency

248 N. Main Street, Suite 1, Pleasant Gap, PA, 16823  
Office: 814-359-3333 Fax: 814-359-3332

Please fill in the Township or Borough in which the project is being completed:

\_\_\_\_\_ (TWP/BORO) **APPLICATION FOR BUILDING PERMIT #**

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**Application Requirements:** The following documents to be submitted with the application:

- **New Single-Family Homes:** Zoning, Water, & Sewer Permits, and TWO sets of plans
  - **Renovations/Additions:** Zoning Permit, and TWO sets of plans \*may also need water/sewer permits
  - **New Commercial Structures:** Zoning, Water, & Sewer Permits, and TWO sets of sealed plans
  - **Commercial Renovations/ Additions:** Zoning Permit, and TWO sets of plans
  - **All Health Care Structures:** Pennsylvania Department of Health Approval.
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**Location of Proposed Project:**

Municipality: \_\_\_\_\_ Tax Parcel# \_\_\_\_\_

Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Sewage:**  Public / Private Co.  
 Private (septic tank)

**Type of Water:**  Public / Private Co.  
 Private (Well)

Please check only one:

**Type of Work:**  New Construction  Addition  Alteration  Repair  Demolition  
 Relocation  Change of Use  Plumbing  Mechanical  Electrical  
 Sprinkler System  Swimming Pool  Foundation only

**Declared Cost of Project:** \$ \_\_\_\_\_ omit cents

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The applicant verifies that all the information on this application is correct and the work shall be completed with the Approved construction documents, the PA-ACT45 (Uniform Construction Code) and any additional approved building code requirements adopted by the municipality.

The property owner and applicant assume the responsibility of locating all property right-of-way's, 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 verifies the he/she understands all the applicable codes, ordinances, and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or an agent of either, or by the Registered Design Professional employed in connection with the proposed project.

X

\_\_\_\_\_  
Signature of Owner or Authorized Agent

X

\_\_\_\_\_  
Print name of Owner or Authorized Agent

# Workers Compensation Insurance Coverage Information

\*\*Please Return This Form with Your Application\*\*

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## A. The Applicant is:

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

YES

NO

\*If yes, please complete section "B" only.\*

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## B. Insurance Information:

Name of Applicant: \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers compensation

*Certificate Attached*

Name of Workers' Compensation Insurer: \_\_\_\_\_

Workers' Compensation Insurance Policy No: \_\_\_\_\_

*Certificate Attached*

Policy Expiration Date: \_\_\_\_\_

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**C. Exemption** \* Only complete section C if the applicant is a contractor claiming exemption from providing workers Compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with 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 township.**

Religious exemptions under the Worker' Compensation Law.

Subscribed and sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Public Notary  
My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant  
Address \_\_\_\_\_

\_\_\_\_\_  
County of: \_\_\_\_\_  
Municipality of: \_\_\_\_\_

# Residential Sprinkler Paper

House Bill 377: PA ACT 1 of 2011

On April 25, 2011, House Bill 377, was approved and adopted. All contractors and/or homeowners who are constructing a **new one-family of two-family dwelling** must complete a sprinkler paper.

This form must be submitted with your building application.  
No permit will be issued until a sprinkler paper is signed and returned to the agency.

Please check ONE of the boxes below:

- New Construction will be equipped with an automatic fire sprinkler system.
- New Construction will NOT be equipped with an automatic fire sprinkler system.

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Contractor Signature	Business Name	Date
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Homeowner/ Buyer Signature	Date
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**RESIDENTIAL PROJECTS ONLY:**

**Contractor:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone \_\_\_\_\_

**Architect/ Engineer:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Square Footage:** Basement: \_\_\_\_\_ Garage: \_\_\_\_\_ 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_  
Crawl Space: \_\_\_\_\_ 1<sup>st</sup> FL Addition: \_\_\_\_\_ 2<sup>nd</sup> FL Addition \_\_\_\_\_

**Description of Building Use:**      One- Family Dwelling (R-3)     Two- Family Dwelling (R-3)

**Describe Proposed Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Characteristics:**

# of Residential Dwelling units: Existing \_\_\_\_\_ Proposed \_\_\_\_\_  
Mechanical Systems (heating, ventilation, air conditioning, gas, electric, oil, etc.) \_\_\_\_\_

**Does your home contain any of the following fireplaces?**

How many? Fuel type \_\_\_\_\_ Vent Type \_\_\_\_\_

**Flood Plan Area:** Owner/ Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Penna. Flood Plan Management ACT 166 of 1978: specifically, section 60.3.

Is it within identified Flood Hazard Area?  Yes  No

Will any portion of the flood zone be developed?  Yes  No

**Historical District:** Is the site with in a Historical Districts?  Yes  No

If the construction is proposed within a Historical District a certificate of appropriateness may be required from the municipality before this permit can be processed.

## **RESIDENTIAL PROJECTS ONLY**

*Please complete the questionnaire and return with your application.*

**\*If the following information is on the (2) sets of plans submitted this questionnaire does NOT need completed. \***

Please review the following notes before beginning the questionnaire.

- Minimum footer depth is 36" below grade, this includes pole buildings and decks.
- Sill plate is required to be pressure treated with anchor bolts at 12" from each corner; 6' on center and with 12" of each splice.
- ALL trusses must have tie downs on each end or other approved method for anchoring.
- If rafters or trusses are spaced at 24" on center sheathing must have "H" clips installed in the center between each truss or rafter spacing.
- Minimum required "R" value for the insulation are the following: Foundation R10, Exterior Walls R21, Attic R49, and may require R30 in ceilings between the basement area and first floor.
- Electrical Systems must meet 2014 NEC or IRC 2015 and utility Rules & Regulations.

### **Questionnaire:**

1. What size are the footers? Width \_\_\_\_\_ Thickness \_\_\_\_\_
2. What type of foundation?  Concrete  Block  Pre-Cast  Slab on Grade
3. What size foundation wall?  8"  10"  12"
4. What size are the wall studs?  2x4  2x6
5. What is the spacing of the studs?  16" o/c  19.5" o/c  24" o/c
6. What type of floor joist?  TJI  SPF  OTHER \_\_\_\_\_
7. What size floor joist?  2x6  2x8  2x10  2x12
8. What is the spacing of the floor joist?  12" o/c  16" o/c  19.5" o/c  24" o/c
9. If two story, are you using the same floor joist and spacing?  Yes  No: If not, what size and spacing will you be using? \_\_\_\_\_
10. What type of subfloor and thickness will be used? \_\_\_\_\_
11. Is the roof system going to be pre-engineered:  Trusses  Rafters
12. If rafters what size?  2x6  2x8  2x10  2x12
13. What is the spacing of the trusses/rafters?  16" o/c  19.5" o/c  24" o/c  48" o/c
14. What type of roof sheathing?  Plywood  OSB What thickness? \_\_\_\_\_
15. List type of attic ventilation.  Ridge vent  Soffit Vent  Other: \_\_\_\_\_
16. What type of roof finish?  Shingle  Metal  Other: \_\_\_\_\_
17. What type of finish for exterior walls? \_\_\_\_\_
18. List R values to be used: Found. \_\_\_\_\_ 1" FL. \_\_\_\_\_  
2" FL. \_\_\_\_\_ Attic \_\_\_\_\_ Ext. Walls \_\_\_\_\_
19. What materials are being used on the interior walls? (drywall etc.) \_\_\_\_\_
20. What type of flooring cover?  Carpet  Wood  Vinyl  Tile  Other \_\_\_\_\_

21. What type of Heat/ A/C will be used? \_\_\_\_\_
22. What type of fuel is being used?  Oil  Gas  Wood  Electric
23. Specify all header sizes for the doors and window openings:  
\_\_\_\_\_
24. Specify type of sizing for all support beams, spacing of support columns:  
\_\_\_\_\_
25. Specify what type and size of windows in bedrooms:  
\_\_\_\_\_

Please list below any additional information you feel is needed to help speed the permit process for your project:

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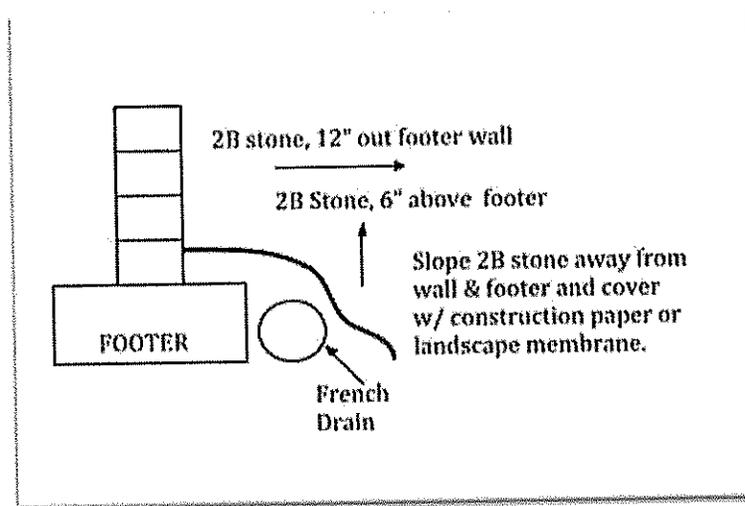


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**GENERAL NOTE:** concerning foundation and French Drain requirements: Any basement area and/ or habitable space below finish grade requires a Foundation/ French Drain to be installed per drawing below:



**COMMERCIAL PROJECTS ONLY:**

**Contractor:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**Architect/ Engineer:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**Commercial Building Dimensions:**

Existing Area Sq. Ft \_\_\_\_\_ #of Stories \_\_\_\_\_  
Height above Grade \_\_\_\_\_ ft. \_\_\_\_\_ in.  
Proposed Building Area SQ.FT. \_\_\_\_\_  
Area of Largest Floor SQ.FT. \_\_\_\_\_  
Total Building Area SQ. FT. \_\_\_\_\_

**Description of Building Use:** Construction Type: \_\_\_\_\_ Use Group: \_\_\_\_\_  
Change in Use:  Yes  No If yes, indicate former use: \_\_\_\_\_  
Max. Occupancy Load: \_\_\_\_\_ Max. Live Load: \_\_\_\_\_

**Describe Proposed Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Characteristics:**

# of Residential Dwelling units: Existing \_\_\_\_\_ Proposed \_\_\_\_\_  
Mechanical Systems (heating, ventilation, air conditioning, gas, electric, oil, etc.)  
\_\_\_\_\_

**Do any units contain fireplaces?** **How many?** \_\_\_\_\_  
Fuel type \_\_\_\_\_ Vent Type \_\_\_\_\_

**Flood Plan Area:** Owner/ Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Penna. Flood Plan Management ACT 166 of 1978; specifically, section 60.3.

Is it within identified Flood Hazard Area?  Yes  No  
Will any portion of the flood zone be developed?  Yes  No

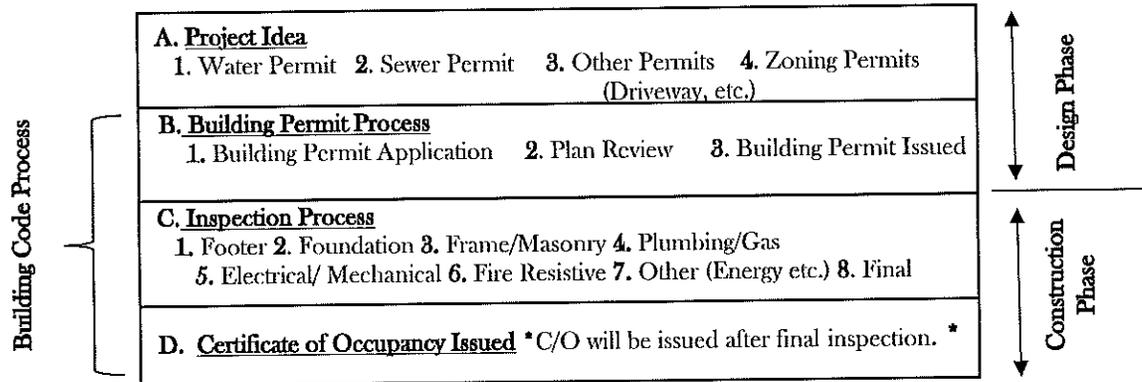
**Historical District:** Is the site with in a Historical Districts?  Yes  No  
(If the construction is proposed within a Historical District a certificate of appropriateness may be required from the municipality before this permit can be processed.)

**Other Commercial Information:**

Elevator/Escalators/Lifts/Moving Walks:  Yes  No Describe: \_\_\_\_\_  
Sprinkler System:  Yes  No  
Pressure Vesscls:  Yes  No  
Refrigerator/ Freezer System:  Yes  No

As the Applicant; please review the following:

**The Building Regulatory Process:**



(For Code Administrator Use Only:)

✓	Additional Permits/ Approvals	Notes / Approval	APPROVED DATE
	Street Cut/ Driveway		
	Cut and Fill		
	Penndot Highway Occupancy		
	DEP Floodway or Floodplain		
	Sewer Connection		
	ON- Lot Septic		
	Zoning		
	HARB		
	Other		

(For Code Administrator Use Only)

**Occupancy Information**

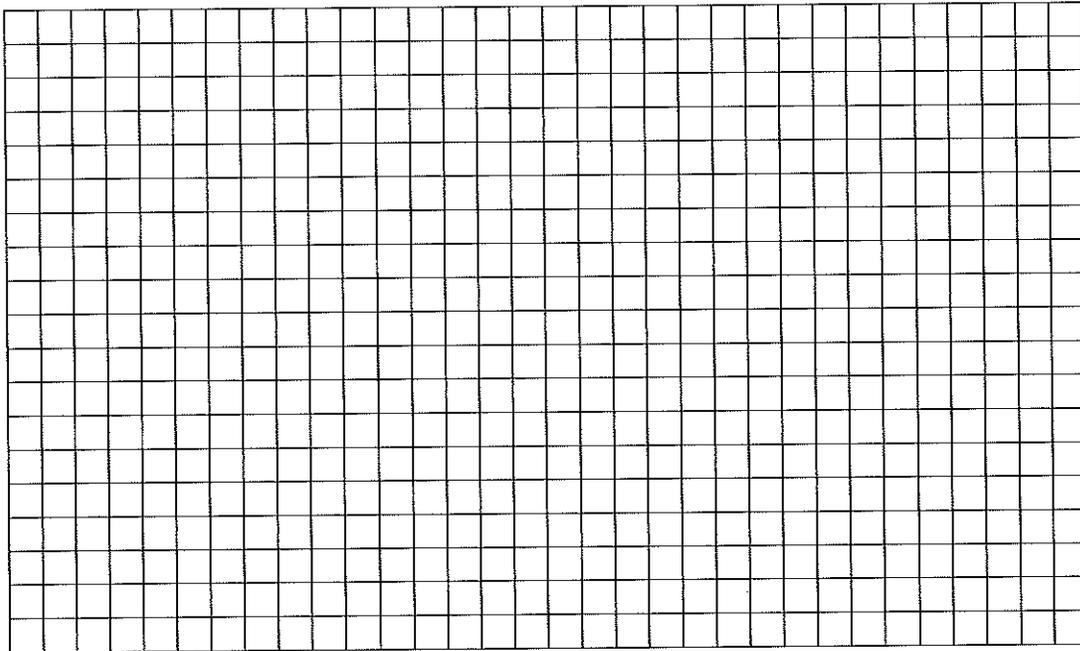
Floor Level	# of Units	Max. Occupancy	MaxLiveLoad (lbs. per sq. ft.)	Total Sq. Footage	Floor Level	# of Units	Max. Occupancy	Max.LiveLoad (lbs. per sq. ft.)	TotalSq. Footage
Basement					7 <sup>th</sup> Floor				
1 <sup>st</sup> Floor					8 <sup>th</sup> Floor				
2 <sup>nd</sup> Floor					9 <sup>th</sup> Floor				
3 <sup>rd</sup> Floor					10 <sup>th</sup> Floor				
4 <sup>th</sup> Floor					Other				
5 <sup>th</sup> Floor					Roof				
6 <sup>th</sup> Floor									

**VALIDATION BY:** \_\_\_\_\_  
 Building Permit # \_\_\_\_\_ Date Permit Issued \_\_\_\_\_  
 Permit Fee: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_

(For Code Administrator Use Only) **Project Documents (Drawing & Calculations)**

Type of Document	Submitted (Yes or No)	Signed & Sealed (Yes or No)	Date	Revision Date
Foundation Plans				
Construction Drawings				
Electrical Drawings				
Mechanical Drawings				
Plumbing Drawings				
Specifications				
Flood Hazard Area Data				
Workers Comp. Certificate				

**Site Plan** —Sketch a plan with dimensions and location of the new structure **and** all existing structures.



(The following section is for Zoning Official Use Only)

Zoning Permit # \_\_\_\_\_ Zoning Permit Fee: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_

- Zoning District: \_\_\_\_\_ Lot Sq. Ft. \_\_\_\_\_ Coverage % \_\_\_\_\_
- Date Permit Issued: \_\_\_\_\_
- Municipality: \_\_\_\_\_
- Number of off-street parking spaces: Enclosed: \_\_\_\_\_ Outdoor: \_\_\_\_\_
- Notes: \_\_\_\_\_

Set Backs	Required	Provided
Front		
Right Side		
Rear		
Left Side		