

## INSTRUCTIONS AND RESIDENTIAL GUIDE LINES

1. Zoning Compliance is required for ALL homes, additions, decks, exterior renovations, fences, sheds, garages (attached or detached), swimming pools or any other structures.
2. Use "Deck Guide" forms for all decks and roofs over decks.
3. Use "Cross Section Details" for additions.
4. New homes shall have complete drawings.
5. Add any other necessary details to these forms.
6. Foundation and structural framing details must be submitted for all decks, additions, renovations, and new homes.
7. Applications must include an overhead (footprint) view of property, showing dimensions from property boundaries to addition, or proposed home or structure. This must also include dimensions between other buildings on lot.
8. All residential construction shall conform to the 2009 International Residential Building Code.
9. More information can be found at: <http://www.awc.org/>
10. PA Labor and Industry website: [http://www.portal.state.pa.us/portal/server.pt/community/uniform\\_construction\\_code/10524](http://www.portal.state.pa.us/portal/server.pt/community/uniform_construction_code/10524)
11. Applicant or contractor must contact Mark Grassi at 814-598-0740 for all required inspections or any questions during normal business hours.



# UNIFORM CONSTRUCTION PERMIT APPLICATION



Commonwealth of Pennsylvania

DCED-CLGS 01/02

**KELMAR SERVICES, LLC**

814 Interstate Pkwy.

Bradford, PA 16701

(814) 598-0740

No. \_\_\_\_\_

## LOCATION OF PROPOSED WORK OR IMPROVEMENT

Municipality: \_\_\_\_\_

Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

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

Architect: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## TYPE OF WORK OR IMPROVEMENT (Check One)

- New Building     Addition     Alteration     Repair     Demolition     Relocation  
 Foundation Only     Change of Use     Plumbing     Mechanical     Electrical

Describe the proposed work: \_\_\_\_\_

**\*\*\*\*PLEASE INCLUDE FOUNDATION AND STRUCTURAL DRAWINGS\*\*\*\***

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ \_\_\_\_\_

## DESCRIPTION OF BUILDING USE (Check One)

### RESIDENTIAL

- One-Family Dwelling (R-3)  
 Two-Family Dwelling (R-3)  
 Multi-Family (R-2)  
 Hotels (R-1)

### NON-RESIDENTIAL

Specific Use: \_\_\_\_\_

Use Group: \_\_\_\_\_

Change in Use:  YES  NO

If YES, Indicate Former: \_\_\_\_\_

Maximum Occupancy Load: \_\_\_\_\_

Maximum Live Load: \_\_\_\_\_

## BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: \_\_\_\_\_ Existing, \_\_\_\_\_ Proposed

Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (i.e., electric, gas, oil, etc.) \_\_\_\_\_

Water Service: (Check)  Public  Private

Sewer Service: (Check)  Public  Private (Septic Permit # \_\_\_\_\_)

## Does or will your building contain any of the following:

Fireplace(s): Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ BTU's \_\_\_\_\_ Type Vent \_\_\_\_\_

Elevator/Escalators/Lifts/Moving walks: (Check)  YES  NO

Sprinkler System:  YES  NO

Pressure Vessels:  YES  NO

Refrigeration Systems:  YES  NO

**BUILDING DIMENSIONS**

Existing Building Area: \_\_\_\_\_ sq. ft.  
Proposed Building Area: \_\_\_\_\_ sq. ft.  
Total Building Area: \_\_\_\_\_ sq. ft.

Number Of Stories: \_\_\_\_\_  
Height of Structure Above Grade: \_\_\_\_\_ ft.  
Area of the Largest Floor: \_\_\_\_\_ sq. ft.

**FLOODPLAIN**

Is the site located within an identified flood prone area? (*Check One*)     YES     NO  
Will any portion of the flood prone area be developed? (*Check One*)     YES     NO     N/A

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3 (d)*.

**HISTORIC DISTRICT**

Is the site located within a Historic District?     YES     NO  
If any construction is within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of way, 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 certifies 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 *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

**I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

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

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

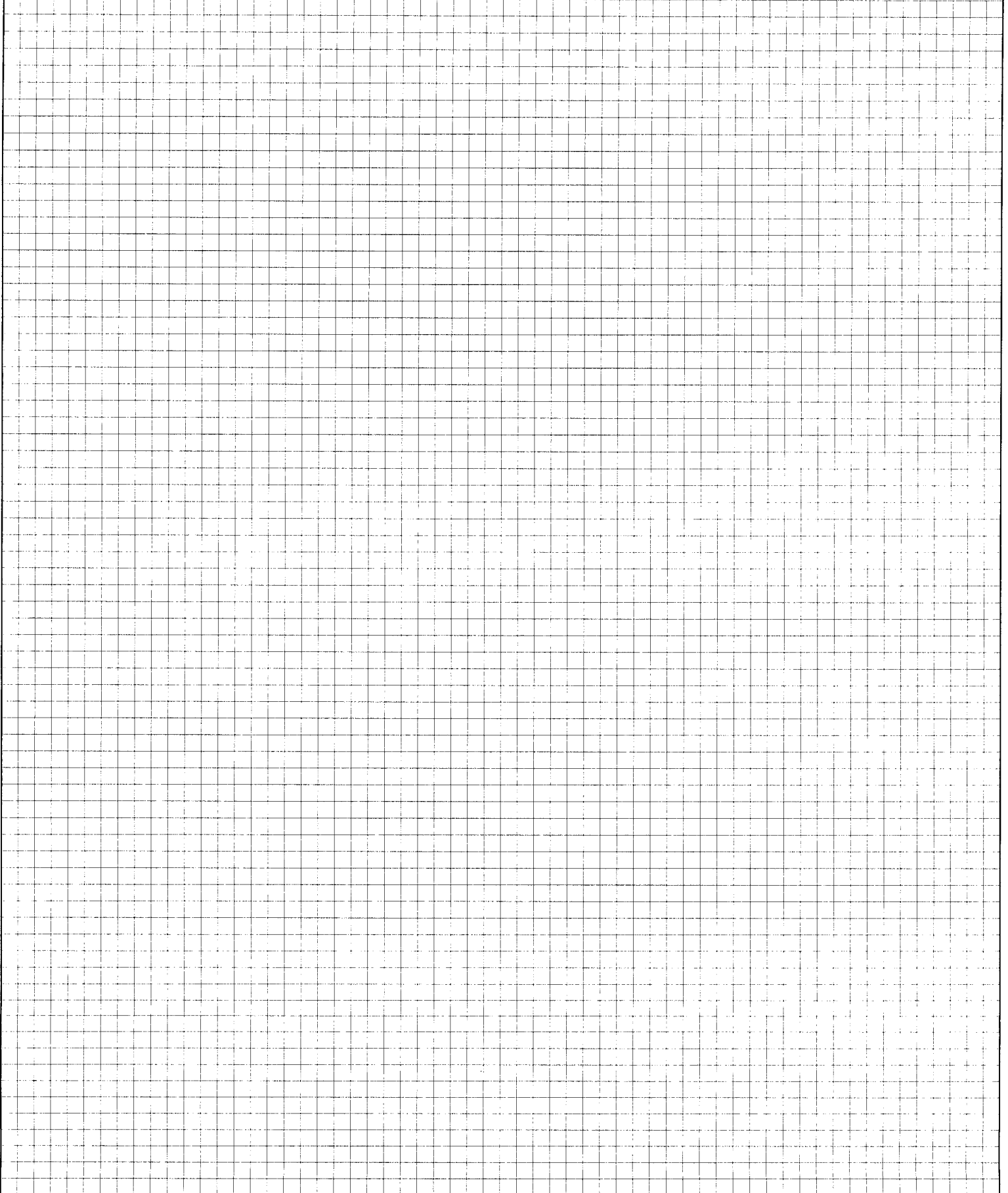
\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Directions to Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE OR PLOT PLAN**

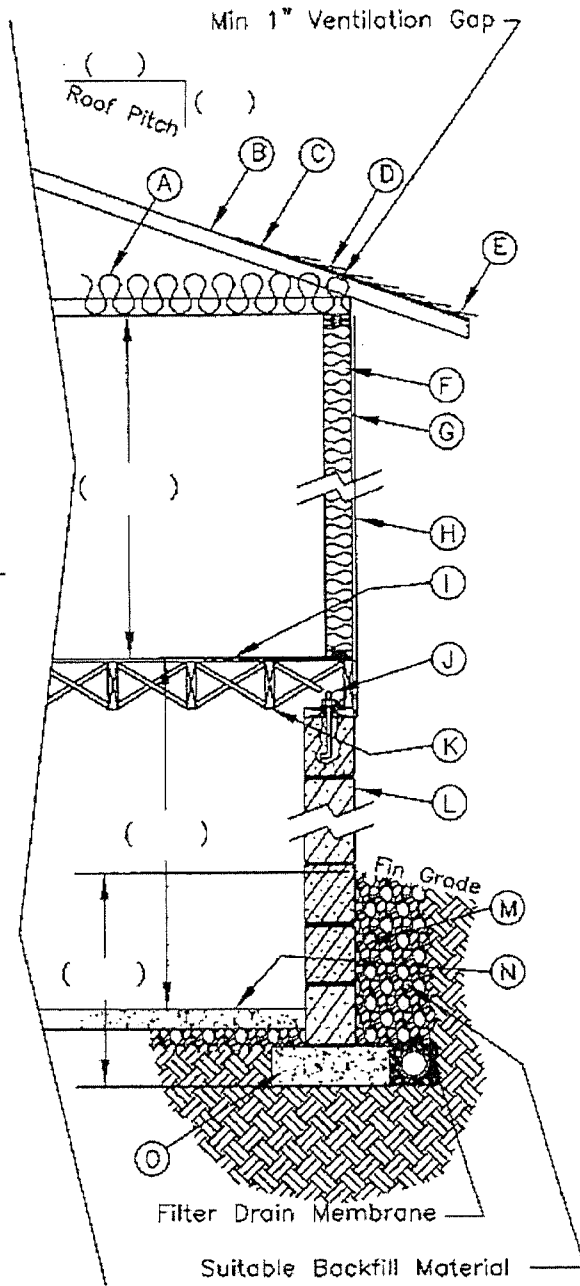
Sketch map showing the exact size and location of the proposed construction as well as any existing buildings or structures. Attach additional sheets if needed.





# CROSS SECTION SUBMITTAL

- (A) Ceiling Insulation:  
Type \_\_\_\_\_ R value \_\_\_\_\_
- (B) Rafters/Trusses  
Type \_\_\_\_\_ Span \_\_\_\_\_  
Spacing \_\_\_\_\_
- (C) Roof Sheathing  
Type \_\_\_\_\_ Thickness \_\_\_\_\_
- (D) Roof Underlayment  
Type \_\_\_\_\_
- (E) Roof Covering  
Type \_\_\_\_\_
- (F) Wall Insulation  
Type \_\_\_\_\_ R value \_\_\_\_\_
- (G) Wall Framing  
Stud Size \_\_\_\_\_ Spacing \_\_\_\_\_  
Type \_\_\_\_\_
- (H) Wall Sheathing  
Type \_\_\_\_\_ Thickness \_\_\_\_\_
- (J) Sill Plate Anchor  
Type \_\_\_\_\_ Spacing \_\_\_\_\_
- (I) Sub-Floor Sheathing  
Type \_\_\_\_\_ Thickness \_\_\_\_\_
- (K) Floor Joist/Truss  
Type \_\_\_\_\_ Span \_\_\_\_\_  
Spacing \_\_\_\_\_
- (L) Foundation  
Type \_\_\_\_\_ Thickness \_\_\_\_\_
- (M) Foundation Waterproofing system  
Type \_\_\_\_\_
- (N) Floor  
Type \_\_\_\_\_ Thickness \_\_\_\_\_
- (O) Footer  
Type \_\_\_\_\_ Thickness \_\_\_\_\_  
Width \_\_\_\_\_



Provided by: RUSSELL GRAPHICS

## Deck Plan w/ Roof Submittal

- Provide Plans for Roof (looking down from above) and Plan of Deck, indicate Existing Structure, and New Construction. All drawings must include types, sizes and spans of all materials used such as Posts, Beams, Joists, Trusses and Rafters.
- See Drawings and Details Figures 1.1, 1.2 and 1.3 for Item locations and additional information.

### Roof Type:

- Select one: Shed \_\_\_ Gable \_\_\_ Hip \_\_\_ Other \_\_\_

### Roof Size (overall dimensions):

- Length: \_\_\_\_\_ Width: \_\_\_\_\_

### ① Roof Covering:

- Type: \_\_\_\_\_

### ② Roof Sheathing:

- Type: \_\_\_\_\_ Thickness: \_\_\_\_\_

### ③ Rafters or Trusses: (circle one)

- Type: \_\_\_\_\_ Pitch: \_\_\_\_\_
- Span: \_\_\_\_\_ Spacing: \_\_\_\_\_

### ④ Carrier Beam (roof):

- Material: \_\_\_\_\_
- Size (nominal): \_\_\_\_\_ X \_\_\_\_\_
- Spacing Center to Center: \_\_\_\_\_
- Clear span distance: \_\_\_\_\_

### ⑤ Support Post (roof):

(n/a If post runs thru to footer)

- Material: \_\_\_\_\_
- Size (nominal): \_\_\_\_\_ X \_\_\_\_\_
- Post Length: \_\_\_\_\_

### ⑥ Guardrail:

- Required if floor is 30" or more above ground.
- Constructed so no opening will allow 4" sphere to pass thru.
- ✳ See note

### Stairs (where applicable):

- No. of Treads (9" min.): \_\_\_\_\_
- No. Risers (8 1/4" max.): \_\_\_\_\_
- Min. 4" high toe Kick.

### ⑦ Handrail:

- Constructed so no opening will allow 4" sphere to pass thru.
- See Figure 1.2 for Acceptable Handrail Details
- ✳ See note

### Deck Size (overall dimensions):

- All Fasteners MUST be exterior grade.
- Length: \_\_\_\_\_ Width: \_\_\_\_\_

### ⑧ Flooring:

- Material: \_\_\_\_\_
- Size (nominal): \_\_\_\_\_ X \_\_\_\_\_

### ⑨ Floor Joists:

- Material: \_\_\_\_\_
- Size (nominal): \_\_\_\_\_ X \_\_\_\_\_
- Spacing Center to Center: \_\_\_\_\_
- Clear span distance: \_\_\_\_\_

### ⑩ Carrier Beam (floor):

- Material: \_\_\_\_\_
- Size (nominal): \_\_\_\_\_ X \_\_\_\_\_
- Spacing Center to Center: \_\_\_\_\_
- Clear span distance: \_\_\_\_\_

### ⑪ Support Post (deck):

- Material: \_\_\_\_\_
- Size (nominal): \_\_\_\_\_ X \_\_\_\_\_
- Post Length: \_\_\_\_\_

### Footer:

(Select one or provide drawing if other)

- Type 'A': \_\_\_\_\_
- Type 'B': \_\_\_\_\_

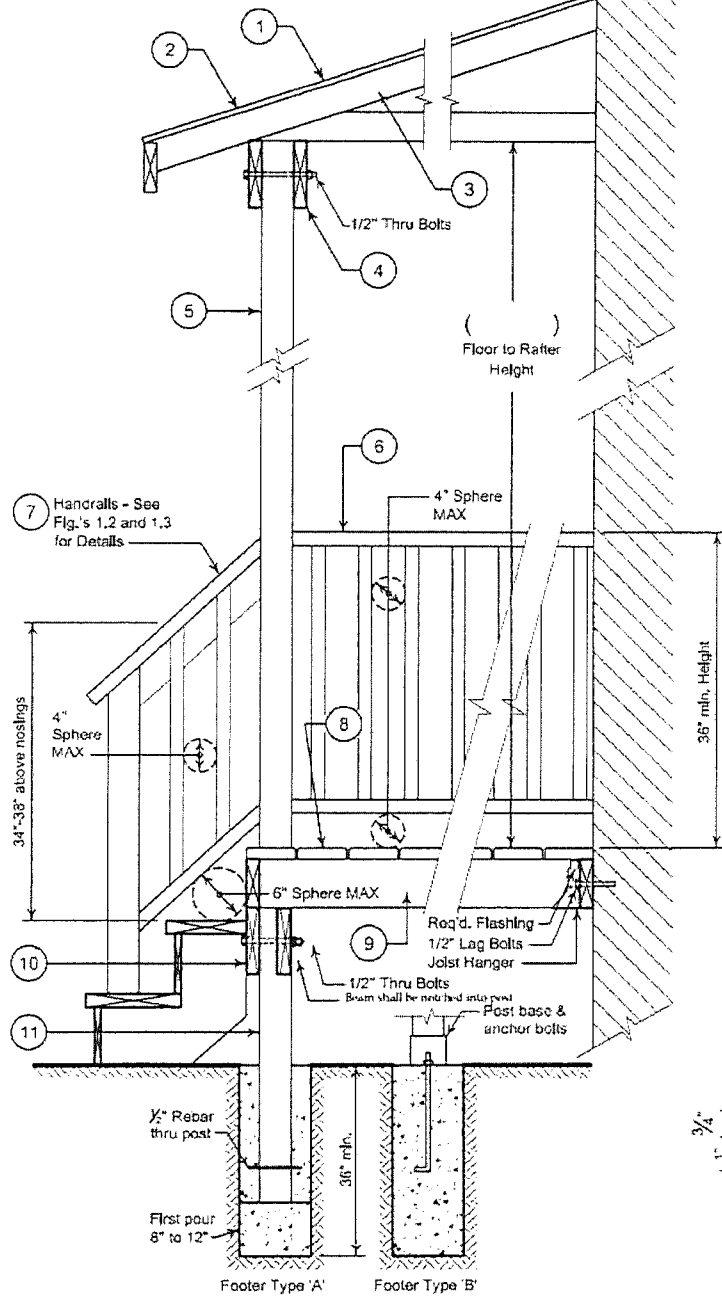
### ✳ Note:

- Handrail assemblies and guards shall be able to resist a single concentrated load of 200lbs. applied in any direction at any point along the top.

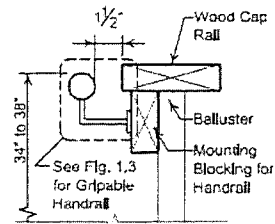


# Deck Plan w/ Roof Submittal

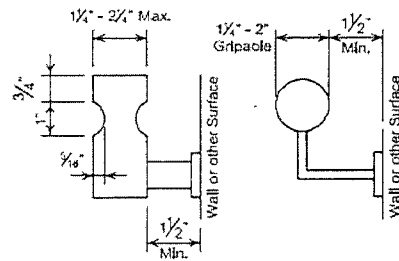
Drawings and Details



Typical Section  
Figure 1.1



Handrail Details  
Figure 1.2



Acceptable Handrail Grips  
Figure 1.3



## KELMAR SERVICES, LLC

814 Interstate Parkway - Bradford, PA 16701

phone (814) 598-0740

MARK GRASSI – inspector

### RESIDENTIAL INSPECTION FEES:

Stick Framed	\$234.00 plus \$.35 per square ft.*
Additions / Alterations	\$234.00 plus \$.35 per square ft.*
Modular Home	\$234.00 plus \$.23 per square ft.*
Non-living spaces attached to home (Attached garages, decks, porches, basements, etc.)	\$0.12 per sq. ft. (added to above)

above fees cover footing, foundation, framing, plumbing, electrical, mechanical, energy and final inspections

>>>> Additional visits may be billed separately at not less than \$55.00 per visit <<<<

Mobile home w / out basement	\$320.00*
Decks that are not included in other permits	\$114.00 plus \$.06 per square ft.*
Decks with roof	add 30% to above fee
Detached garages	\$119.00 plus \$.12 per square ft.*
Demolition	\$79.00*

>>>> Additional visits may be billed separately at not less than \$55.00 per visit <<<<

Small scale and other projects will be evaluated on an individual basis

\*\*\*\*WORK STARTED WITHOUT PERMITS IS SUBJECT TO ADDITIONAL FEES\*\*\*\*

\*PA state permit fee included

**NEW COMMERCIAL:**

**PLAN REVIEW:**

Construction value up to \$1.25 M	=	C.V. x .0015 (\$150 minimum)
Construction value \$1.25 M to \$5 M	=	\$1875 + [.0005 x (C.V. - \$1.25M)]
Construction value over \$5 M	=	\$3750 + [.0004 x (C.V. - \$5M)]

**Mechanical, plumbing, electrical and fire protection plan reviews:**

These fees are each calculated at 25% of the building plan review fee.

**INSPECTION FEES:**

C.V. construction value fee = (modifier) X (C.V multiplier) + (project length X cost factor)

\$0 to 2 M	>>	.002 X (C.V.) + (no. of weeks X \$50)
\$2 M to \$6 M	>>	\$4000 + [.0009 X (C.V. - \$2 M) + (no. of weeks X \$50)
\$6 M to \$10 M	>>	\$7600 + [.0008 X (C.V. - \$6 M) + (no. of weeks X \$40)
\$10 M to \$30 M	>>	\$10800 + [.00075 X (C.V. - \$10 M) + (no. of weeks X \$40)
\$30 M to \$50 M	>>	\$25800 + [.0007 X (C.V. - \$30 M) + (no. of weeks X \$40)
\$50 M to \$100 M	>>	\$39800 + [.00065 X (C.V. - \$50 M) + (no. of weeks X \$40)

**Mechanical, plumbing and fire protection inspection fees:**

These fees are each calculated at 25% of the building inspection fee.  
Electrical fees are calculated at 35% of the building inspection fees.

**MISC. INSPECTION FEES:**

Commercial renovation / addition	\$100.00 + (\$14.00 per \$1000 const. Cost) Minimum \$290.00*
Signs: wall	\$79.00*
ground sign w/footing	\$129.00*
Residential day care	\$100.00
Commercial day care	\$150.00
Above ground pools & spas	\$129.00*
In ground pools	\$234.00*
Tri-annual Dept. of Health	
Public pool electrical inspection	\$300.00

>>>> Additional visits may be billed separately at not less than \$55.00 per visit <<<<

\*\*\*\*\*WORK STARTED WITHOUT PERMITS IS SUBJECT TO ADDITIONAL FEES\*\*\*\*\*

**\*PA state permit fee included**