

NEW CUMBERLAND BOROUGH BUILDING PERMIT APPLICATION

NOTE (1) This application must be completed neatly, in ink or typewritten.

NOTE (2) Please consult with the Borough Code Official prior to applying for a Temporary Use Permit.

NOTE (3) All work shall comply with the 2015 International Building Codes.

Application Type:

- | | | |
|--|---|---|
| ☐ New Building | ☐ Addition | ☐ Alteration or Renovation |
| ☐ New Accessory Structure | ☐ Revision of Approved Plan | |
| ☐ Sign | ☐ Temporary Structure / Use under Intl. Fire Code / NEC 2008 | |
| ☐ Other (describe) | | |

Project Address _____ Parcel # _____

Owner Name _____ Street Address _____

City _____ State _____ Zip _____ Ph. # _____

Contractor _____ Ph. # _____ Fax # _____

Mailing Address _____

Design Professional _____ Ph. # _____ Fax # _____

Mailing Address _____

Third Party Agency: Approved Code Services Ph. # (717) 506-0464

Mailing Address: 5060 Ritter Road, Suite A2, Mechanicsburg, PA 17055

Email: admin@approvedcode.com **(Additional Third Party Fees Will Apply)**

Project Data:

Detailed description of existing use(s) _____

Detailed description of proposed construction and use(s): _____

Estimated Construction Cost Including Labor (Contract copy submittals may be required) \$ _____

Market Value of the structure (required for properties in the Floodplain) \$ _____

Use / Occupancy Classification (Check all that apply)

- | | | | | | | |
|---|---|---|------------------------------|------------------------------|------------------------------|------------------------------|
| ☐ A-1 | ☐ A-2 | ☐ A-3 | ☐ A-4 | ☐ A-5 | ☐ B | ☐ E |
| ☐ F-1 | ☐ F-2 | ☐ H-1 | ☐ H-2 | ☐ H-3 | ☐ H-4 | ☐ H-5 |
| ☐ I-1 | ☐ I-2 | ☐ I-3 | ☐ I-4 | ☐ M | ☐ R-1 | ☐ R-2 |
| ☐ R-3 Adult Care | ☐ R-3 Child Care | ☐ R-3 | ☐ R-4 | ☐ S-1 | | |
| ☐ S-2 | ☐ U | ☐ Temporary Use under Intl. Fire Code / NEC 2008 | | | | |

Square Footage:

Existing: _____ Proposed: _____ Total: _____

Stories Above Grade: Existing: _____ Proposed: _____ Number of Dwelling Units: _____

Commercial General Information:

Occupancy: (Maximum # of persons that may be inside the building / structure at one time)

Total Occupancy Loads (Maximum) Existing: _____Persons Proposed: _____Persons

Total Number of Employees (Maximum) Existing: _____Persons Proposed: _____Persons

Type (s) of construction per IBC 2015Chapter 6 (check all that apply)

☐ IA ☐ IB ☐ IIA ☐ IIB ☐ IIIA ☐ IIIB ☐ IV ☐ VA ☐ VB

Commercial Fire Suppression:

☐ Full ☐ Partial ☐ None

Submittals required for all Permit Applications:

- ☐ 1. (1 ea.) completed **Workers' Compensation Insurance form(s)**, and applicable supplemental insurance certificate documents identifying the Borough as a Certificate Holder. (***Not Liability***)
- ☐ 2. (4 ea.) sets of Building Plan Drawings and calculation sheets.
- ☐ 3. As applicable, (4 ea.) sets of *signed and sealed* "*Special Inspections and Observations Statement*" as required by 2015 IBC Section 1704 and / or Section 1709.
- ☐ 4. As applicable, (4 ea.) *signed and sealed* statement document identifying proposed *alternative construction material and / or method* meet requirements of 34 PA Code Section 403.44.
- ☐ 5. A letter requesting deferred submittals listing all requested deferrals. (i.e., Truss Layout and Design, Fire Alarm System, Sprinkler Plans and Calculations, etc.)
- ☐ 6. As applicable, (4 ea.) sets of *signed and sealed* Flood Elevation and Flood Proofing Certificates for proposed flood plain improvements.

Building Permit Information Sheet/Checklist

1. Zoning permit application submitted and approved (if required)
2. Tax parcel # must be included on building permit application (page 1).
This is a Cumberland County requirement. The tax parcel # can be found on the County website at ccpa.net/PropertyMapper.
3. Property owner's signature required (building permit application, page 5).
4. Third-party inspection agency selected (building permit application, page 1).
5. Contractor contact information provided (building permit application, page 1).
6. Fill out page 2 of the building permit application as thoroughly as possible.
7. Four (4) sets of construction plans must accompany a permit application. Plans must be in detail. The UCC requires some construction plans to be signed and sealed by a licensed architect or engineer.
8. Payment must accompany application.
9. Application must be submitted to the Borough Office. One (1) copy of the application and one (1) copy of the plans shall be left with the Borough, remaining three (3) plans must be delivered to third party agency selected by owner.
10. After plans are reviewed by third party agency, they must deliver one (1) copy of plans to the Borough and a permit will be issued. Plans must include a signed permit card.
11. Construction plans/documents not approved by the third-party inspection agency will not receive an official building permit.
12. Work may **not** start until an official building permit has been issued by the New Cumberland Borough.
13. The property owner is responsible for making access available for the building code official to conduct a final inspection, prior to the issuance of a Certificate of Use and Occupancy.
14. A Certificate of Use and Occupancy will only be issued upon successful completion of all work and approval has been granted from the Borough. A **completed building permit card** must be filed with the Borough before the Certificate of Occupancy can be issued.

FEE SCHEDULE:

Boroughs initial filing and application fee: \$25.00 (includes \$4.50 PA UCC fee) Check must be made Payable to New Cumberland Borough

Rescission of "STOP WORK" notice or letter: \$50.00

Building code appeal fee (WSCOG Joint Building Code Appeal Board): Actual expenses of Board

All applicants shall pay all building code compliance and construction review fees directly to the Third party Agency.

REQUIRED DESIGN PROFESSIONAL INFORMATION FOR COMMERCIAL CONSTRUCTION:

For all building projects other than "signs" and Temporary Use Permits under the 2009 IFC and the 2008 NEC, the following information must be provided:

Name _____

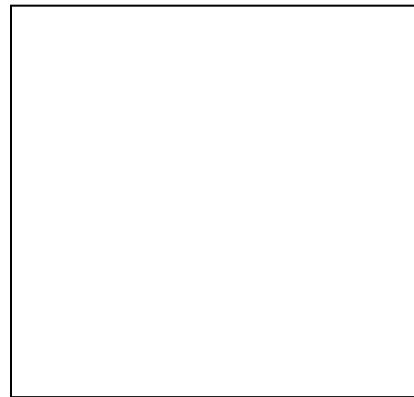
PA License Number _____

Street Address _____

City _____ State _____ Zip _____

Ph# _____ Fax# _____

(Affix seal to the right of name and address)



Applicant's Certification

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

1. The description of use, estimated construction cost and all other information provided as part of this application for a Building Permit is correct.
2. The building or structure described in this application will not be occupied or used in any manner until all known code violations are corrected and a Certificate of Occupancy has been issued.
3. This project will be constructed in accordance with the approved drawings and specifications (including any non-design changes) and the PA State Uniform Construction Code standards.
4. Any revised documents or specifications will be approved as required prior to implementation.
5. If the Design Professional in Responsible Charge of this project should change, written notice will be provided to the Borough in a timely manner.
6. No error or omission in either (a) the drawings or specifications; or (b) application information, whether approved or not, shall permit or relieve me from completing the project in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf. I will be acting on behalf of the owner as:

☐ ARCHITECT

☐ ENGINEER

☐ CONTRACTOR

☐ AGENT / OTHER



2023 | SERVICE FEES

THIRD-PARTY FEES

RESIDENTIAL

Residential Plan Review	\$105.00/hr
Residential Inspection	\$105.00/hr
Residential Electrical Inspection	\$105.00/hr
Residential Inspection Electrical Service cut in up to 200 Amps	\$120.00/hr
Hearings, Appeals and Township Mtgs, prep & appearance	\$100.00/hr
Zoning Investigation	\$90.00/hr
PA Certified Building Code Official (<i>Administrative or Enforcement Actions</i>)	\$100.00/hr
Clerical Services	\$60.00/hr
Mileage (<i>N/C for work in the township</i>)	IRS Rate

New Single-Family Dwelling - Plan Review	
up to 3,000 s.f.	\$335.00/ea
over 3,000 s.f.	\$480.00/ea
over 6,000 s.f. (<i>Same as Commercial</i>)	\$500.00/ea

Note: 10 required inspections at \$105 each, 1 Service Cut-in at \$120 each for new single-family

Multiple Duplexes & Townhouses Plan Review of similar design	\$215.00/unit
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COMMERCIAL

Commercial Plan Review	\$135.00/hr
Commercial Inspection	\$135.00/hr
Commercial Electrical Inspection	\$140.00/hr
Commercial Electrical Service cut-in Inspection	
up to 400 Amps	\$155.00/hr
up to 800 Amps	\$190.00/hr
up to 1200 Amps	\$270.00/hr
over 1200 Amps	RFQ

Expedite Plan Review Fee:	RFQ
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*Approved Code Services offers guaranteed expedited Plan Reviews.
Call our office for a quote on your specific expedited review needs
(Expedited Services are not available December 15th through January 5th).*

**All Inspections are allotted up to 1-hour. Inspections taking longer than 1 hour will be charged additional hours for any part thereof.*

OWNER MUST COMPLETE THIS SECTION BELOW

Owner (REQUIRED)

Print Name

Phone Number

Mailing Address

Signature

Date

Applicant

Print Name

Phone Number

Mailing Address

Signature

Date

(Borough use only)

Permit () Approved - Bldg. Permit Issuance Fee \$_____ (includes \$4.50 UCC fee)

Permit () Denied due to: _____

Borough Representative and date _____/_____

Zoning District _____ Special flood hazard area _____

Flood elevation certificate required Y/N _____

Flood plain administrator;

Preliminary plan approval _____ Date: _____

Flood plain Elevation Certificate provided ☐

WORKERS' COMPENSATION INSURANCE EXEMPTION

Applicant: _____

Permit _____

The applicant is 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 PA Workers' Compensation Law for one of the following reasons as indicated:

_____ Owner Self-Performing Work

The property owner is performing the work on a property or structure for which he/she is property owner of record.

_____ Contractor with No Employees

Contractor prohibited by law from employing any individuals to perform work pursuant to this application unless contractor provides proof of insurance to the Borough.

_____ Religious exemption under Workers' Compensation Law

Where a contractor is required to provide Workers' Compensation Insurance under the provisions of the PA Workers' Compensation Law, a copy of a current Certificate of Insurance shall be provided.

NOTARY

Sworn to and subscribed before me this

_____ Day of _____, 20__

(Signature of Notary)

My commission expires: _____

(SEAL)

Signature of Applicant

Print Name Here

Address

City State Zip

It shall be unlawful for any person to construct any building and/or structure within the limits of New Cumberland Borough, Cumberland County, Pennsylvania, without first obtaining a building permit to do so hereinafter provided.

No building permit shall be issued unless an application is made to the Building Code Official of New Cumberland Borough, signed by the owner and a duly authorized agent or contractor, if any. The application shall contain such information as is required by the Building Permit.

It will be the duty of the permittee to see that the permit is posted in a conspicuous place where the work is being performed and that it is maintained thereon until a completion certificate has been filed.

Any permit issued shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing of work. All work must be completed within twelve (12) months of issuance of permit.

RESIDENTIAL PERMIT REQUIREMENTS AND EXEMPTIONS

- A. A residential permit is required to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential building; or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system.
- B. **EMERGENCY REPAIRS** or replacement of equipment may be made without first applying for a permit if a permit application is submitted within 3 business days of the repair or replacement.
- C. A permit is **NOT** required for the following **BUILDING WORK**.
 - a. Fences not over 6 feet in height from grade.
 - b. Retaining walls not over 4 feet in height measured from the lowest grade, unless it is supporting a surcharge.
 - c. Water tanks supported directly upon grade not to exceed 5,000 gallons or height to diameter ratio of 2 to 1.
 - d. Sidewalks and driveways not more than 30 inches above grade, not located over a basement or story below grade and which are not part of an accessible route.
 - e. Painting, wallpapering, tiling, carpeting, cabinets, counter tops.
 - f. Prefabricated swimming pools that are less than 24 inches deep.
 - g. Swings and other playground equipment.
 - h. Window awnings supported by an exterior wall and do not project more than 54 inches from the wall and do not require additional support.
 - i. Replacement of glass in any window or door. The replacement glass shall comply with the minimum requirements of the International Residential Code.
 - j. Installation and replacement of a window, door, garage door, storm window and storm door in the same opening if the dimensions or framing of the original opening are not altered. The installation of means of egress and emergency escape windows may be made in the same opening, without altering the dimensions or framing of the original opening if the required height, width or net clear opening of the previous window or door assembly is not reduced.
 - k. Replacement of existing roof material that does not exceed 25% of the total roof area performed within any 12-month period.
 - l. Replacement of existing siding.
 - m. Repair or replacement of any part of a porch or stoop which does not structurally support a roof located above the porch or stoop.
 - n. Installation of additional roll or batt insulation.
 - o. Replacement of exterior rain water gutters and leaders.
 - p. Installation of an **UNCOVERED** deck where the floor of the deck is no more than 30 inches above grade at any point.
- D. A permit is **NOT** required for the following **ELECTRICAL WORK**.
 - a. Minor repair and maintenance work, includes lamp replacement, connection of portable electrical equipment to permanent receptacles.
 - b. Replacement of a receptacle, switch or lighting fixture rated 20 amps or less and operating at less than 150 volts to ground with a like or similar item. This does not include replacement of receptacles in locations where ground-fault circuit interrupter protection is required.
 - c. Replacement of installed electrically operated equipment such as doorbells, communication systems or any motor operated device.
 - d. Installation, alteration or rearrangement of communications wiring.
 - e. Replacement of dishwashers.
 - f. Replacement of kitchen range hoods.
 - g. Installation of battery powered smoke detectors.
- E. A permit is **NOT** required for the following **GAS WORK**.
 - a. Portable heating, cooking or clothes drying appliances.
 - b. Replacement of a minor part that does not alter approval of equipment or make this equipment unsafe.
- F. A permit is **NOT** required for the following **MECHANICAL WORK**.
 - a. A portable heating appliance.
 - b. Portable ventilation appliances.
 - c. Portable cooling unit.

RESIDENTIAL PERMIT REQUIREMENTS AND EXEMPTIONS

- d. Steam, hot or chilled water piping within any heating or cooling equipment.
 - e. Replacement of a minor part that does not alter approval of equipment or make this equipment unsafe.
 - f. A self-contained refrigeration system containing 10 pounds or less of refrigerant and placed into action by motors that are not more than 1 horsepower.
 - g. Portable evaporative cooler.
 - h. Portable fuel cell appliance that is not connected to a fixed piping system and is not interconnected to a power grid.
 - i. Replacement of motors, pumps, and fans of the same capacity.
 - j. Repair and replacement of heating, supply and return piping and radiation elements which do not require rearrangement of the piping system.
 - k. Repair and replacement of duct work.
 - l. Repair and replacement of air conditioning equipment and systems.
 - m. Repair and replacement of control devices for heating and air conditioning equipment.
 - n. Replacement of kitchen range hoods.
 - o. Replacement of clothes dryers if there is no change in fuel type, location or electrical requirements.
 - p. Replacement of stoves and ovens if there is no change in fuel type, location or electrical characteristics.
- G. A permit is **NOT** required for the following **PLUMBING WORK**.
- a. Replacement of bib valves if the replacement hose bib valves are provided with an approved atmospheric vacuum breaker.
 - b. Refinishing of existing fixtures.
 - c. Replacement of ball cocks.
 - d. Repair of leaks.
 - e. Clearance of stoppages.
 - f. Replacement of faucets or working parts of faucets.
 - g. Replacement of valves other than shower or combination shower/bath valves.
 - h. Replacement of traps.
 - i. Replacement of a water closet, lavatory, or kitchen sink.
 - j. Replacement of domestic clothes washers and dishwashers.
- H. Ordinary repairs do not require a permit; the following are **NOT** ordinary repairs.
- a. Cutting away a wall, partition or portion of a wall.
 - b. Removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirement.
 - c. Removal or cutting of any structural beam or load-bearing wall.
 - d. Addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical.
- I. A permit is **NOT** required for the installation, alteration or repair of generation, transmission, distribution, metering or other related equipment that is, by established right, under the ownership and control of a public utility.
- J. Flood plain information:
- a. All work to be performed in areas subject to flooding must have a flood elevation certificate done by an engineer. The certificate must accompany the building permit application.
 - b. All building areas below the base flood elevation must be permanently open and can only be used for parking and storage.
 - c. All utilities, electric service, furnace, water heater HVAC equipment, and ductwork must be elevated.
 - d. Any renovation work in excess of 50% of the market value of the property is subject to the above requirements. A market evaluation may be required.

COMMERICAL PERMIT REQUIREMENTS AND EXEMPTIONS

- A. A commercial permit is required to construct, enlarge, alter, repair, move, demolish or change the occupancy of a commercial building; or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system.
- B. **EMERGENCY REPAIRS** or replacement of equipment may be made without first applying for a permit if a permit application is submitted within 3 business days of the repair or replacement.
- C. A permit is **NOT** required for the following **BUILDING WORK**.
 - a. Fences not over 6 feet in height from grade.
 - b. Oil derricks.
 - c. Retaining walls not over 4 feet in height measured from the lowest grade, unless it is supporting a surcharge or impounding Class I, II, or III-A liquids.
 - d. Water tanks supported directly upon grade not to exceed 5,000 gallons or height to diameter ratio of 2 to 1.
 - e. Sidewalks and driveways not more than 30 inches above grade, not located over a basement or story below grade and which are not part of an accessible route.
 - f. Painting, wallpapering, tiling, carpeting, cabinets, counter tops.
 - g. Temporary motion picture, television, and theater stage sets and scenery.
 - h. Prefabricated swimming pools accessory to a Residence which are **LESS** than 24 inches deep, **DO NOT EXCEED 5,000** gallons and are entirely above ground.
 - i. Shade cloth structures for nursery or agricultural purposes.
 - j. Swings and other playground equipment accessory to 1 and 2 Family dwellings.
 - k. Window awnings supported by an exterior wall and do not project more than 54 inches from the wall and do not require additional support.
 - l. Moveable cases, counters, and partitions that are not over 5 feet 9 inches.
 - m. Window replacement without structural change.
- D. A permit is **NOT** required for the following **ELECTRICAL WORK**.
 - a. Minor repair and maintenance work, includes lamp replacement, connection of portable electrical equipment to permanent receptacles.
 - b. Electrical equipment used for radio and television transmission.
 - c. Installation of a Temporary System for the testing or servicing of electrical equipment or apparatus.
- E. A permit is **NOT** required for the following **GAS WORK**.
 - a. A portable heating appliance.
 - b. Replacement of a minor part that does not alter approval of equipment or make equipment unsafe.
- F. A permit is **NOT** required for the following **MECHANICAL WORK**.
 - a. A portable heating appliance.
 - b. Portable ventilation equipment.
 - c. Portable cooling unit.
 - d. Steam, hot or chilled water piping within any heating or cooling equipment.
 - e. Replacement of any part that does not alter its approval or make it unsafe.
 - f. Portable evaporative cooler.
 - g. A self-contained refrigeration system containing 10 pounds or less of refrigerant and placed into action by motors that are not more than 1 horsepower.
- G. A permit is **NOT** required for the following **PLUMBING WORK**.
 - a. Stopping leaks in a drain and water, soil, waste or vent pipe. If a **CONCEALED** trap, drainpipe, waste, soil, waste or vent pipe becomes defective and is removed and replaced with new material a permit is required.
 - b. Clearing stoppages or repairing leaks in pipes, valves or fixtures, and the removal and installation of water closets, faucets and lavatories if the valves or pipes are not replaced or rearranged.
- H. Ordinary repairs do not require a permit; the following are **NOT** ordinary repairs.
 - a. Cutting away a wall, partition or portion of a wall.
 - b. Removal or cutting of any structural beam or load-bearing wall.
 - c. Removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirement.
 - d. Addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical.
- I. A permit is **NOT** required for the installation, alteration or repair of generation, transmission, distribution, metering or other related equipment that is, by established right, under the ownership and control of a public utility.

PA UCC ONE AND TWO FAMILY DWELLING PERMIT APPLICATION SUBMISSION INFORMATION

Three (3) complete sets of building plans must be drawn to scale (not less than 1/8" equals one foot). Building plans, specifications, and documents should include:

1. Site Plan

- ☐ Lot dimensions;
- ☐ Streets-pavement and right-of-way;
- ☐ Existing structures (all): size / location building dimensions and area (square feet);
- ☐ Proposed structures (all): size / location building dimensions and area (square feet);
- ☐ Distances: project to each lot line;
- ☐ Property lines, easements, rights-of-way, storm drains;
- ☐ Driveway-type, size, location;
- ☐ Utilities (overhead and underground): types and locations

2. Footing Details (including basements / crawl spaces / decks / etc.)

- ☐ Concrete: width, thickness, reinforcing, strength (PSI);
- ☐ Reinforcement: size and number of bars, if applicable;
- ☐ Depth below grade: finished grade to bottom of footing;
- ☐ Details: such as, steps or changes in elevation

3. Foundation Wall (including basements / crawl spaces / decks / etc.)

- ☐ Block: size, # of courses, grouting, if applicable;
- ☐ Poured concrete: thickness, height, reinforcing;
- ☐ ICF: thickness, height, reinforcing, manufacturer's specifications and installation instructions;
- ☐ Utility pipe sleeves - size, location;
- ☐ Dampproofing/waterproofing: materials, method(s), specifications;
- ☐ Fill height: dimension(s) from top of basement floor to final grade;
- ☐ Foundation drainage: method, materials, discharge point;
- ☐ Anchor bolts: length, diameter, embedment depth, spacing center to center, spacing from corners, spacing from sill plate splices;
- ☐ Alternate to anchor bolts: manufacturer's specifications and installation instructions;
- ☐ Sill plate: type of lumber, nominal lumber size(s), lumber length(s), type of material (species or treatment type);
- ☐ Dimensions: if applicable, dimensions of **all** rooms, corridors, and spaces with complete structural details of wall(s), floor system(s), etc;
- ☐ Smoke detector(s): Location(s), power source, interconnection;
- ☐ Emergency escape: Location(s), opening dimensions, details

PA UCC ONE AND TWO FAMILY DWELLING PERMIT APPLICATION SUBMISSION INFORMATION

4. Floor Plan / Framing Plan

- ☐ Dimensions and use: each room (both existing and / or proposed);
- ☐ Windows: locations & dimensions - rough openings / glass / ventilation / emergency escape / sill height above the floor;
- ☐ Safety glazing: Where applicable, indicate the type of safety glass;
- ☐ Doors: locations, direction of swing & dimensions - actual width / rough openings;
- ☐ Smoke detector(s): Location(s), power source, interconnection;
- ☐ Floor joists: nominal size(s), spans, grade, species, spacing, direction;
- ☐ Joist supports: bearing walls, beams, girders, columns – material, dimensions, spans, grade, species, locations;
- ☐ Floor sheathing: thickness and APA span rating;
- ☐ Engineered products, such as LVL, I-joist, etc. – manufacturer's specifications and installation instructions. If designed, include signed and sealed framing plans and details, such as required blocking / stiffening, etc.;
- ☐ Attic access type, size and location

5. Wall Construction

- ☐ Show typical wall section(s) and necessary details of the wall construction;
- ☐ Stud size(s) and spacing;
- ☐ Wall height(s);
- ☐ Exterior sheathing type, thickness, covering, locations;
- ☐ Interior wall covering(s) – material(s), thickness;
- ☐ Window & door header - material, dimensions, spans, grade, species, locations;
- ☐ Wall bracing (wind bracing) – interior and exterior: locations, lengths, type of material, fastener method and spacing

6. Typical Wall Section

- ☐ Details: footing to roof covering;
- ☐ Total height: finished grade to highest point;
- ☐ Attachment methods: Floor to foundation wall;
- ☐ Floor to framed wall(s);
- ☐ Rafters / truss to wall(s)

7. Stairs

- ☐ Dimensions: rise, run, headroom;
- ☐ Landing(s): location(s), dimensions;
- ☐ Handrail: location(s);
- ☐ Guards (railing): location(s), materials, dimensions – height, openings (i.e. picket spacing)

PA UCC ONE AND TWO FAMILY DWELLING PERMIT APPLICATION SUBMISSION INFORMATION

8. Roof Construction

- ☐ Rafters: size(s), species, grade, spans, spacing;
- ☐ Roof pitch & covering;
- ☐ Roof truss manufacturer's drawings and specifications (signed and sealed);
- ☐ Roof sheathing: thickness & APA span rating and type of treatment (i.e. FRT), if applicable;
- ☐ Attic access: type, size and location;
- ☐ Attic ventilation: locations, methods
- ☐ Attic mounted HVAC equipment: type(s), locations, dimensions;
- ☐ Attic lights / electrical convenience outlets

9. Exterior deck or patio

- ☐ Materials: dimensions, sizes of all lumber, etc.
- ☐ Foundation: (see above)

10. HVAC

- ☐ Fuel: type(s);
- ☐ Equipment: layout showing unit location(s), supply and return duct locations; types and sizes;
- ☐ Location of supply and exhaust air for direct vent units.
- ☐ Specifications: equipment manufacturer's specifications

11. Electrical

- ☐ Plans: (including basements, crawl spaces, attics, garages, etc.): showing locations of outlets (label GFCI receptacles); switch locations; electrical service location, service size (amperage), lighting fixture locations, fixture types (i.e. incandescent / florescent) and smoke detector locations.
- ☐ Circuits: label GFCI circuits, Arc-Fault circuits, dedicated circuits;
- ☐ Grounding: size of grounding conductor(s) (wire size), size and location(s) of ground rods, copper water service piping and connection to concrete reinforcing bar, if applicable;
- ☐ Plans: vertical dimension(s) from water surface of pools / tubs / spas to electrical fixtures such as lights or fans above.
- ☐ Plans: horizontal dimension(s) from pools / tubs / spas to electrical devises such as light switches or receptacles

12. Plumbing

- ☐ Plans: layout and schematic drawing showing fixture locations; dimensions from fixtures to edge or centerline of adjacent fixtures and or walls;
- ☐ Plans: floor to ceiling headroom at / above fixtures;
- ☐ Plans: location of water service, water meter, sewer, sump pumps, sewerage pits and pumps

PA UCC ONE AND TWO FAMILY DWELLING PERMIT APPLICATION SUBMISSION INFORMATION

13. Energy Conservation

- ☐ Design compliance path (applicant's choice of codes; more than one code path could possibly be utilized for a specific project) should be specified: (i. e. PA Alternative Residential Energy Provisions, Chapter 11 of the International Residential Code, Chapter 4 of the International Energy Conservation Code or "REScheck" - software);
- ☐ Specify **one** method on application, specifications and / or plans;
- ☐ Door and Window: rough opening size(s), solar heat gain coefficient(s) (SHGC) and "U" value(s) for each window, door, skylight, etc;
- ☐ Door and Window: air infiltration rate(s) (CFM per square foot) for each proposed window, door, skylight, etc;
- ☐ Door and Window: Ratio of window and glazed door (rough opening) areas to exterior wall areas (in percentage), **if needed** to verify the applicable compliance path;
- ☐ Caulking and Sealing: method and specifications for caulking and sealing openings, construction joints and penetrations in the building envelope;
- ☐ Slab on Grade: floor slab / foundation wall perimeter insulation "R"-value, insulation thickness and insulation depth;
- ☐ Floor: dimensions, insulation type(s), insulation thickness and insulation "R"-value(s);
- ☐ Ceiling / Roof: dimensions, insulation type(s), insulation thickness and insulation "R"-value(s);
- ☐ Exterior Wall: dimensions, insulation type(s), insulation thickness and insulation "R"-value(s);
- ☐ Skylight Shaft: wall assembly dimensions, insulation type(s), insulation thickness and insulation "R"-value(s);
- ☐ HVAC Equipment / Water Heating: equipment manufacturer's specifications and energy efficiency ratings;
- ☐ Moisture Control (vapor barrier): locations, types and specifications;
- ☐ Recessed Lighting: types and specifications of fixtures, if located within the building envelope;
- ☐ Piping Insulation: hot water piping and HVAC water piping insulation thickness, and insulation "k" values;
- ☐ HVAC Refrigerant: piping insulation thickness, and insulation "k" values;
- ☐ Duct and Plenum: construction specifications, duct locations, joint sealing methods, duct and plenum insulation thickness and insulation "R" values;
- ☐ Heating and Cooling: load calculations

14. Pools

- ☐ Plans: include complete site plans, pool plans, pool manufacturer's specifications, electrical plans and dimensions from water to electrical outlets, overhead electrical conductors (wires) and electrical devices or equipment;
- ☐ Barrier: fence location, specifications and dimensions, gate location, specifications and dimensions;
- ☐ Alarm: Location(s) of all doors entering the pool enclosure with specifications for the door alarm devices

This is only to be used as a guide. Review the Pennsylvania Uniform Construction Code regulations and applicable referenced codes prior to submitting an application.

NEW CUMBERLAND BOROUGH OBSERVATION CHECKLIST

INSPECTION	DESCRIPTION
Setback/ Stake Out	No excavation shall have taken place. All lot corners and setback stakes must be visible , dwelling/pool stakes must be placed showing location of exterior corners nearest the setbacks.
Footing	Footings shall be dug, and forms should be set. All lot corners and setback stakes must be visible , the building permit must be posted, but <u>NO CONCRETE POURED</u> . Footings on fill or questionable sub-grade must be tested for load bearing capacity by a soils engineer.
Foundation	No backfill shall be placed against any part of foundation. All lot corners and setback stakes must be visible . Foundation damp proofing/water proofing must be complete. If <u>CLEAR COATING (DECO)</u> is used a certificate of installation from installer <u>must be provided at the time of inspection</u> . The certificate must include the Date of Installation, weather conditions, temperature, and the amount of clear coating applied. Do not backfill until first floor is set.
Soil Test	The footing sub-grade must be tested by a soil engineer prior to the footing inspection. A copy of the soil test report must be submitted to New Cumberland Borough. The report must state pounds per square foot.
Underslab Plumbing	All piping under ground or under concrete shall be inspected and either air or water tested or a minimum of fifteen (15) minutes prior to covering or backfilling.
Concrete Vapor Barrier	Prior to pouring basement, garage, or other interior concrete slabs a vapor barrier is required to be placed.
Drain, Water Line Test	All above slab waste and vent lines must be air or water tested for fifteen (15) minutes. service distribution lines must be tested at operating water pressure or fifty (50) psi.
Rough Electrical	Rough wiring to boxes, no receptacles connected service panel inspection complete.
Framing & Mechanical	All framing must be completed. All electrical wiring, plumbing, HVAC ducts & equipment and other items that will be concealed by floors, walls, or ceilings should be installed and <u>Firestopped</u> . The rough-in electrical inspection must be completed and approved. <u>NO INSULATION INSTALLED!</u>
Energy	All windows, doors, HVAC equipment shall be installed and wall, ceiling, and floor assemblies shall be insulated. All items must be labeled. Vapor barriers must be intact and no drywall or coverings installed.
Drywall	All sheeting must be installed but not taped or spackled. All fastener locations must be visible. ROCK SPLICERS ARE NOT PERMITTED.

Fire Service	Written confirmation shall be submitted for the flushing and testing (test certificate) of the fire service piping or witnessed by a Borough Representative.
Elevation	A copy of an "Elevation Certificate" must be forwarded to the Borough prior to occupancy.
Floodplain Information	The storage of any material in excess of two hundred gallons that may be injurious or hazardous to human health must also be stored above the base flood elevation. See the Borough of New Cumberland Flood Ordinance for additional information.
Sprinkler	The following tests must be completed per NFPA-13: hydrostatic pressure test (minimum of 200 PSI), main drain test, and water flow alarm test(s). A copy of the "Contractors Material and Test Certificate must be submitted at or before the Final Inspection.
Accessibility	All furnishings, plumbing fixtures, building elements, parking lines and signs must be in completed.
Final Electrical	All wiring complete, breakers connected and labeled, receptacles placed and covered.
Final Framing, Plumbing, Mechanical & Energy	Insulation, windows, doors, weather-stripping, and any other weatherization must be installed and completed. The building or structure should be completed and ready for use or occupancy. The electrical work must be approved by a third party inspection agency. All smoke detectors and alarms must be operational and tested. The final site grading must be completed.
Highway	A Highway Occupancy permit is required pursuant to section 420 of the act of June 1, 1945 (P. L. 1242, No. 428) known as the "State Highway Law", before driveway access to a State Highway is permitted.
Other	

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.

Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly called storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called **storm water runoff**.



Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, “clean out” frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and “good housekeeping measures” to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source’s contact with rainwater by covering it, maintaining a “clean site” by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>

