



Non-Residential / Commercial Pre-Permit Meeting Application

This pre-permit meeting application is to establish communication with the Building Code Official and set a meeting to go over required information for a non-residential building permit to be issued.

This application requires a fee of \$100 be paid at or before the scheduled meeting. This payment is to be made to Harshman CE Group, LLC. This fee will be applied toward the total permit application fee or permit fee.

Please contact our office upon completion of this application.

Applicant Name _____ email _____

Address _____ City _____ Zip _____

Phone _____

Site address _____ City _____ Zip _____

Municipality _____ Tax Parcel ID _____ - - - - -

General Contractor _____ Contact _____

Address _____ City _____ Zip _____

Phone _____

☐ New Structure ☐ Alteration or Renovation ☐ Addition ☐ Phased Approval

☐ Swimming Pool ☐ Other _____

Number of Stories Above Grade _____

Existing Gross Square Footage _____

New Construction Square footage _____

Total Gross Square Footage _____

Estimated construction cost (Labor and Materials) \$ _____



Brief project narrative:

Owner Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Applicant Signature _____ Date _____

Municipal Permits including, but not limited to, zoning, driveway, land development, sewage and utility may be required prior to the issuance of a building permit. Please contact the Municipal Zoning Officer or Building Code Official with questions.

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Plan Review Checklist

- ☐ Site Plan - showing distances to property lines and existing structures on site
- ☐ Floor Plan - Showing names and sizes of all rooms
- ☐ Footing detail - must include depth below frost line, thickness, width and rebar
- ☐ Foundation - type of wall, waterproofing, footer drain, and anchorage of sill plate
- ☐ Roof Construction – rafters, ceiling joist size and spacing, truss location and spacing, sheathing thickness, roof covering, and underlayment
- ☐ Wall section details from footer to the roof
- ☐ Location sizes of all support beams
- ☐ Floor Joist size and spacing
- ☐ Sizes and locations of all doors and windows
- ☐ Locations of all smoke alarms
- ☐ Insulation values for all walls, ceilings, floors, and basement walls
(Minimums: R20 walls, R38 ceiling, R30 floors, R10 basement walls)
- ☐ Stair Details
(Stair riser 8 $\frac{1}{4}$ " max / tread 9" min / guards 34" min / handrail 34" – 38")
- ☐ Electrical Plans - must include complete electrical floor plans for each floor, must show size and location of the main electrical service equipment and all sub-panels with wire sizes, location of all outlets, switches, light fixtures, smoke detectors, and special outlets. All required GFCI and AFCI devices must be marked. Detail all aspects of grounding, including ground rod, water line ground, etc.
- ☐ Plumbing plans – must include complete plumbing floor plans for each floor, must show all sizes and locations of piping and materials being used for sanitary, domestic water, and all gas piping. Show all points of connection to water, sewer and gas lines, identify each plumbing fixture and provide details of water heaters and expansion protection.
- ☐ HVAC plans – complete mechanical floor plan for each floor showing duct layout, and sizes with required insulation R-Values, location of mechanical units, specifications on all equipment to be installed.

Engineering & Surveying

100 Courson Hill Road
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Office@HarshmanLLC.com

Codes & Zoning

2455 Park Ave
Washington, PA 15301
T: 724-993-4505

Permits@HarshmanLLC.com

For Mobile / Modular Home Installation, in addition to site plan:

- ☐ Pier Prints – a copy of the required positioning and sizes for piers
- ☐ Installation instructions – Two (2) copies of complete manufacturers installation instructions. One is to be submitted with application and one to be kept on site until Certificate of Occupancy is issued.

*A registered and licensed installer must be used.

All manufactured structures need to be anchored to manufacturers specifications before Certificate of Occupancy will be issued

The following inspections will be required:

- Footer
- Foundation
- Framing and Masonry
- Wallboard
- Electrical
- HVAC
- Plumbing

Please call 724-993-4505 X 225 to schedule inspections. All inspections will be scheduled within 2 business days.

For Home Deck Construction, in addition to site plan:

*For construction of any deck 30" or more above grade, a building permit is required.

- ☐ Drawings must show all deck construction including materials, beams, and planking.
- ☐ Footer or pillar specifications must be shown.
- ☐ Railing height and spindles must be shown.
- ☐ Any steps and railings must be shown.

A minimum of 2 inspections will be required.

- Footer / Pillars
- Final inspection

Please call 724-993-4505 x 225 to schedule inspections. All inspections will be scheduled within 2 business days.

