



DUBLIN BOROUGH

119 Maple Avenue
Dublin, PA 18917
www.dublinborough.org

BUILDING PERMIT PROCEDURES

BUILDING PERMIT PROCEDURE: Complete all applicable permit applications and submit one (1) copy and one (1) digital copy of building plans with specifications. All plans must be provided with an architect seal. The Borough reserves the right to waive this requirement. A non-refundable application fee of **\$100** must accompany the building permit application.

NOTE: If Zoning Approval is required, that must be obtained prior to submitting a building permit application.

BUILDING PERMIT PLANS AND SPECIFICATIONS:

- **DIMENSIONS:** Show ALL dimensions of ALL proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- **FOUNDATION & FOOTINGS:** Give ALL foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 8"). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and PSI (pounds per square inch) of concrete and/or other sub-materials.
- **MAIN BEAMS:** Give size and description of materials of beam and column supports. Spans between columns must be indicated. **If using Manufactured Beams, structural plans must be sealed by Engineer or Architect.**
- **FLOORS:** Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. **If using Manufactured Floor Trusses, structural plans must be sealed by Engineer or Architect.**
- **WALL:** Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the use of wall insulation, its thickness and R factor. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.
- **CEILING & ROOF FRAMING:** Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness, and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. **If using Manufactured Roof Trusses, structural plan must be sealed by Engineer or Architect.**
- **ATTACHING TO EXISTING STRUCTURE:** Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- **INTERIOR:** Indicate type and thickness of materials to be used on interior walls and ceilings.

NOTE FOR POOLS: Temporary fencing (such as snow fencing) must be provided around excavation during construction. Details of permanent pool fencing showing compliance with Borough Codes must be shown on plot plan. **Permanent fencing must be in place before pool is filled.**

PERMIT GRANTED: Work may not start until a permit has been approved and granted. The permit card(s) are to be displayed so as to be visible from the street.

INSURANCE REQUIREMENTS: ALL CONTRACTORS MUST provide a Certificate of Insurance verifying valid Worker's Compensations coverage. In addition, each contractor must show proof that you are registered as a home improvement contractor with the State of Pennsylvania.



DUBLIN BOROUGH
119 Maple Avenue, Dublin PA 18917
Telephone: 215-249-3310 · Fax: 215-249-9875
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Permit # _____

CONSTRUCTION WORK APPLICATION

Is Owner
Applicant?

☐ Yes

☐ No

PERMIT TYPE: ☐ Building ☐ Electrical/Alarm ☐ Plumbing ☐ HVAC/Mechanical/Sprinkler ☐ Other

Description: _____

PROPERTY INFORMATION (Site address where work is to be performed)

Street Address	City/State/Zip
Tenant / Business Name (Non-Residential Only)	

PROPERTY OWNER INFORMATION

Name	Daytime Phone #
Email Address	Cell Phone #
Street Address	City/State/Zip

CONTRACTOR INFORMATION (ALL CONTRACTORS MUST BE PROPERLY REGISTERED BEFORE PERMIT IS ISSUED)

CONTRACTOR	TWP REG NUMBER	NAME	ADDRESS	DAYTIME PHONE #	Estimated VALUE \$
GENERAL					
ELECTRICAL					
ALARM					
PLUMBING					
HVAC/MECH					
SPRINKLER					
ROOFING					
FOUNDATION					
CARPENTERS					
OTHER					

COMPLETE FOR NEW CONSTRUCTION ONLY

	NO.		SQ. FT. OF
Stories		Basement Area	
Bedrooms		1 st Floor	
Full Baths		2 nd Floor	
Partial Baths		3 rd Floor	
Garage (bays)		Garage Area	
Height Above Grade		Attic	
Fireplaces (Custom)		Deck/Patio	
Fireplace (Factory)		Rear Porch/Sunroom/Breakfast Nook	
TOTAL CONTRACT VALUE \$		TOTAL SQ. FT.	

BUILDING PERMIT

PROPOSED GENERAL CONSTRUCTION WORK

☐ ADDITION	☐ GENERATOR	☐ ROOF OVER FRONT PORCH
☐ BASEMENT RENOVATION (Bedroom requires 2 nd means of egress)		☐ SHED
☐ BATHROOM RENOVATION	☐ INTERIOR ALTERATION	☐ SOLAR
☐ DECK	☐ KITCHEN RENOVATION	☐ SUNROOM / ENCLOSED REAR PORCH
☐ DECK WITH ROOF	☐ NEW CONSTRUCTION	☐ TENANT FIT-OUT
☐ FENCE	☐ PATIO	☐ WALKWAY
☐ FENCE CROSSING EASEMENT	☐ PATIO WITH ROOF	☐ OTHER
NOTE: Manual J Heat Load Calculations - required for all new construction or new living space if using existing heat system		
FRAMING: _____ Steel _____ Masonry _____ Concrete _____ Wood _____ Other _____		
DETAILED DESCRIPTION OF WORK:		
Construction Type: ☐ NonResidential ☐ Residential	CONTRACT VALUE FOR GENERAL CONSTRUCTION (EXCLUDING: ELEC, PLUMB, HVAC/SPR) \$	Sq. Ft. of Total Project

ELECTRICAL - Provide a digital copy and (1 PLAN SET) and/or FIRE / SPRINKLER ALARM (1 PLAN SET)

Total Service _____ Amps	No. of Circuits ____ 2-Wire ____ 3-Wire ____ 4-Wire	No. of Services Outlets _____ 110V _____ 220V
New Service _____ Amps	Upgrade Service _____ Amps	
DESCRIPTION OF WORK:		
TOTAL ELECTRIC CONTRACT VALUE \$		
TOTAL ALARM CONTRACT VALUE \$		

HVAC / MECHANICAL WORK - Digital copy and (1-PLAN SET) and/or SPRINKLER (1-PLAN SET)

Residential System (check one): ☐ New ☐ Replace ☐ Removal		Commercial System (check one): ☐ New ☐ Replace ☐ Removal	
PROPOSED WORK			
☐ Above ground Tank _____ gallons	☐ Coil Unit	☐ Sprinkler System – Alteration	
☐ AC Compressor	☐ Electric Furnace	☐ Sprinkler System – New	
☐ Air Cleaner	☐ Exhaust Hood	☐ Stand Pipe	
☐ Air Handling	☐ Extension of existing supply/return ducts only	☐ Stove – Wood/Coal/Pellet	
☐ Alarm System – Alteration	☐ Indoor/Outdoor Fireplace or insert	☐ Underground Tank _____ gallons	
☐ Alarm System – New	☐ Forced Air Unit	☐ Underground Tank Removal _____ gal	
☐ Ansul System	Gas/Oil Conversion Unit	Emergency Generators	
☐ Boiler	Roof Top Unit	☐	
DESCRIPTION OF WORK:			
TOTAL HVAC / MECHANICAL CONTRACT VALUE \$			
TOTAL SPRINKLER CONTRACT VALUE \$		#SPRINKLER HEADS:	

PLUMBING WORK

ENTER THE NUMBER OF FIXTURES BEING INSTALLED OR REPLACED

PROVIDE RISER DIAGRAM ON BACK OR SEPARATE SHEET

FIXTURES:	QUANTITIES:				
	Bsmt	1 st flr	2 nd flr	3 rd flr	4 th OR ABOVE
Bath / Tubs / Showers					
Dishwashers					
Drinking fountains					
Ejector pumps					
Floor drains / Floor sinks					
Garbage Disposal / Grease trap / Interceptors					
Irrigation System					
Water heaters (expansion tank required)					
Washing Machine/ Hose Bib					
Sinks / Mop Sinks					
Urinals / Water Closets					
Water Service Line - Interior Water-Sewer Line					
Water Softener					
Other:					
TOTAL PLUMBING CONTRACT VALUE \$			TOTAL # FIXTURES:		

NOTE: PERMIT SUBMISSION DOES NOT GRANT "APPROVAL" TO START WORK.

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit. I understand that the issuance of the permit creates no legal liability, express or implied, on Dublin Borough; and certify that all the above information is accurate. A permit issued is subject to Section 105.4 of the IRC and the IBC, as amended. Permit expires if work is not started in 6 months, not completed in 12 months, or if work is discontinued for 6 months in the judgment of the Borough. The Building Inspector, or the Inspector's authorized agent, is authorized to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the proposed work. Failure to comply with the above will result in a STOP WORK order. The Borough reserves the right to request a copy of all contracts for work performed.

Owner/Authorized Agent Signature

Date

***BUILDING PERMIT REMINDER:** Complete all applicable permit applications and submit two (2) copies and one (1) digital copy of building plans with specifications. All plans must be provided with an architect seal. The Borough reserves the right to waive this requirement.

TO BE COMPLETED BY BOROUGH STAFF

Building Code Official: _____ Date: _____

Approved ☐

Denied ☐

BUILDING PERMIT

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WORKERS COMPENSATION INSURANCE COVERAGE INFORMATION

A. The applicant is _____

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

☐ Yes

☐ No

If the answer is "yes," complete section B and C below as appropriate.

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 _____

C. Exemption

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's 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 Borough.**

☐ Religious exemption under the Workers' Compensation Law. **(MUST BE NOTARIZED)**

Signature of Applicant

Date