

Borough of Penbrook



150 South 28th Street Penbrook, Pennsylvania 17103 - 1996
Telephone 717.232.3733 FAX 717.233.8589

Uniform Construction Code

Building Permit Application

The Completed application and required documents may be submitted to the address below.

**Penbrook Borough
150 S. 28th St.
Harrisburg, PA 17103
Attn: Building Codes**

**Phone: (717) 232-3733
Fax: (717) 233-8589**

Questions?

**Phone: (717) 232-3733
E-mail: codes@penbrook.org
Additional Information Available at our website:
www.penbrook.org**

Climatic and Geographical Design Criteria

Penbrook Borough

The following climatic and geographic design criteria applies in Penbrook Borough:

Ground Snow Load	Wind Speed (mph)	Seismic Design Category	Concrete Weathering	Frost Line Depth	Termite	Decay
30 psf	115	B	Severe	40"	Moderate To Heavy	Slight To Moderate

Winter Design Temp.	Ice Shield Underlayment Required	Flood Hazards	Climate Zone	Radon Potential	Air Freezing Index	Mean Annual Temp
0° F	Yes	No	13	High	1000	55° F

Note: Use Soil Load-bearing value of 15,00 psf for footing design unless a formal Geo-Technical Report indicates otherwise.

INSTRUCTIONS FOR COMPLETING UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

Use the **Small Projects application** – pages 11 & 12 (pools, hot tubs, porches, decks)

Use the **Standard Application**-pages 9 & 10 (All other construction)

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Site Location – Provide the physical address of the location where the permitted activities will occur. Provide the address, tax parcel and lot number (if applicable).

Directions to Site Location – Provide the street name and house number. Include landmarks and approximate distances from the nearest intersection road, house color, which side of road, etc.

TYPE OF WORK OR IMPROVEMENT

Check the appropriate box for all types of work to be done. Describe in detail what work will be done on provided space. Describe where in the structure (if not a new construction) work will be completed and estimated time until completion.

ESTIMATED VALUE OF CONSTRUCTION

List the fair market value of construction. If project utilizes a contractor, please provide contractor's written estimate.

DESCRIPTION OF BUILDING USE

Residential: Choose Single-Family home, Two Family Home or Townhouses

Non-Residential: List the use of new construction (i.e. restaurant, warehouse, school, etc.). List the use group (see Chapter 3 of the International Building Code).

BUILDING / SITE CHARACTERISTICS

List the number of dwelling units that exist or are proposed on the property. List the primary method chosen to calculate the energy rating of the building envelope. Calculations indicating energy compliance must be provided with application submission (for both residential and commercial projects).

Check the appropriate box if the structure will have water, sewer, fireplace, elevator/etc., sprinkler system, pressure vessels for a water heater, or refrigeration system for air conditioning. Elevators, lifts & escalators require L&I approval and inspections.

BUILDING DIMENSIONS

List the gross square footage of the structure that will be constructed, or the square footage to be remodeled under the permit.

List the number of stories, height of structure above the ground surface (grade) and the largest open floor space within the structure.

FLOODPLAIN

Check the appropriate box if the site is located in the floodplain or if any portion of the site in the floodplain will be developed. Floodplain maps are available at Federal Emergency Management Agency's (FEMA) website.

CONSTRUCTION PLANS AND SPECIFICATIONS / SITE PLAN

Submit two (2) complete sets of drawings and plans that contain the information listed below.

Drawings and plans must be submitted on minimum 18"x24", or maximum 30"x42" paper. All sheets are to be the same size and sequentially labeled.

Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media.

Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

Please Note: A separate submittal of plans is required for each building or structure.

Floor plans with:

- A. Location and size of walls, windows, doors and stairs.
- B. Beams and headers, with supports and attachments.
- C. Ceiling joist directions, size and spacing.
- D. Electrical receptacles, switches, lights and smoke detectors.
- E. Plumbing fixture details including but not limited to sprinkler details.

Foundation/first floor framing plan with:

- A. Specific wall footing width and depth.
- B. Foundation wall size and construction type.
- C. Floor slab details.
- D. Pier and footing sizes with dimensions for their location and spacing.
- E. Girder sizes and locations, floor joist direction, size, spacing and species.
- F. Crawlspace venting calculations, access door size and location.
- G. Anchor bolts location and spacing.

Roof framing showing:

- A. Direction, size and spacing of rafters as well as special ridges or support for caults, cathedral areas and valleys.
- B. Roof cent calculations and roof coverings.

Elevation Views

- A. Show grade elevations relative to building foundation.
- B. Show exterior decks, porches, and steps.

Building Cross-section

- A. Representative cross section with framing members and insulation called out.

Miscellaneous information:

- A. Insulation values for floors, walls and ceilings.
- B. Attic access, elevations, and calculated areas for finished floor spaces and garage.
- C. Species and grade of framing members.

NOTE: All structural information must comply with Pennsylvania UCC – International Residential Code, 2015 Edition. Structural elements not found in the IRC must either be sealed by a professional engineer or architect, registered with the State of Pennsylvania or comply with other professionally recognized evaluation services such as NES.

SITE PLAN:

The scale of the plot plan should be sufficient to show the development and adjacent areas and allow for the easy identification of required information.

- A. North arrow, date, lot number and plat, address and street name fronting proposed structure.
- B. Lot lines and size of lots in acres.
- C. Existing streets, roads, access roads, highways, etc. which are in or adjacent to the project site.
- D. Building setback requirements.
- E. Location of proposed structure(s) and any existing structure(s) on the site clearly dimensioned in relation to lot lines, corners.
- F. The location and dimensions of any existing utility easements (sewer, water, etc).
- G. Show the location of all proposed underground utilities, including water, sewer, gas and electrical.
- H. Any surface water (ponds, detention facilities, lakes, streams) on the property or within 50 feet of the proposed building.

SIGNATURE PAGE

This page must be signed and submitted with the completed application.

WORKER'S COMPENSATION INSURANCE COVERAGE

Applicants must submit a Worker's Compensation Insurance Coverage worksheet as evidence that coverage exists (if no hired workers work on the structure, fill in Section C. Exemption). Include this completed worksheet with the permit application submittal package.

UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION
PLEASE PRINT LEGIBLY

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Tax Parcel #: _____ Site Address: _____

City & Zip: _____ Subdivision/Land Development _____

Lot # _____

Directions to Work

Site: _____

Owner: _____ Area Code & Phone # _____ Cell # _____

Complete Mailing Address: _____

Email _____

Principal Contractor: _____ Area Code & Phone # _____

Mailing Address: _____ Cell # _____

Email: _____

Architect/Designer/Engineer _____

Area Code & Phone # _____ Fax # _____

Mailing Address: _____

Email: _____

The Building Permit and Occupancy Permit should be sent to..... _____ Owner _____ Contractor

TYPE OF WORK OR IMPROVEMENT

___ New Building ___ Addition ___ Alteration ___ Change of Use ___ Relocation ___ Repair ___

Describe the proposed work: _____

TOTAL COST OF IMPROVEMENT/CONSTRUCTION \$ _____

DESCRIPTION OF BUILDING USE

Residential

Non-Residential (commercial only)

___ One-Family Dwelling

Specific Use: _____

___ Two-Family Dwelling

Use Group: _____

___ Townhouse

Change in Use: ___ Yes ___ No

If yes, indicate former: _____

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing _____ Proposed _____

Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (gas, oil, etc.) _____

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____

Energy: Indicate method chosen to confirm energy code compliance.

___ Design by Total Building Envelope (RESCheck / COMCheck or equal)

___ Design by PA Alternative Res. Energy Provisions

___ Other (specify) _____

Does or will your building contain any of the following:

Water Service: ___ Public ___ Private

Sewer Service: ___ Public ___ Private

Elevator/Escalators/Lifts/Moving Walks: ___ Yes ___ No

Sprinkler System: ___ Yes ___ No

Pressure Vessels (water heater): ___ Yes ___ No

Refrigeration Systems (air conditioning): ___ Yes ___ No

BUILDING DIMENSIONS

Existing Building Area: _____ sq.ft.

Number of Stories: _____

Proposed Building Area: _____ sq.ft.

Height of Structure Above Grade: ___ ft.

Total Building Area: _____ sq.ft.

Area of Largest Floor: _____ sq.ft.

FLOODPLAIN

Is the site located within an identified flood hazard area? ___ Yes ___ No

Will any portion of the flood hazard area be developed? ___ Yes ___ No

If checked yes, applicant must submit certification that lowest floor elevation is at or above the design 100-year flood elevation, as required in the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3. All living spaces and mechanical equipment shall be placed above the 100-year flood elevation.

Note: The National Flood Insurance Program recommends that residential and non-residential structures be elevated 1.5' above the 100-year flood elevation.

Lowest Floor Level: _____

CONSTRUCTION PLANS AND SPECIFICATIONS

Are construction plans and/or specifications attached, illustrating elevations, floor plans, electrical, plumbing, mechanical layouts, energy code compliance data, design loads and calculations, window and door schedule, typical cross sections, typical footer and foundation details, etc.? ___ Yes ___ No

SITE PLAN

Is a site plan attached, showing the size and location of the new construction and existing structures on the site and the structure's distance from the property lines?

Yes No

DEFERRED SUBMISSIONS:

Fire Alarm System Truss Shop Drawings (certified) Sprinkler System

WORKER'S COMPENSATION INSURANCE COVERAGE

All applicants are required to submit evidence of Worker's Compensation Insurance Coverage or an exemption form as directed by PA ACT 44. Complete and attach the Worker's Compensation Insurance Coverage Worksheet.

Note: Contractor may fax or mail Workman's Compensation Insurance Coverage directly to Penbrook Borough. Be sure to include the job name on the fax. Fax # (717) 233-8589
Worker's compensation insurance Coverage Worksheet attached? Yes No

UNIFORM CONSTRUCTION CODE
“SMALL PROJECTS” BUILDING PERMIT APPLICATION

PLEASE PRINT LEGIBLY

To be completed in lieu of regular permit application – For decks, porches and pools

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Tax Parcel #: _____ Site Address: _____

City & Zip: _____ Subdivision/Land Development _____

Lot # _____

Directions to Work

Site: _____

Owner: _____ Area Code & Phone # _____ Cell # _____

Complete Mailing Address: _____

Email _____

Principal Contractor: _____ Area Code & Phone # _____

Mailing Address: _____ Cell # _____

Email: _____

TYPE OF WORK OR IMPROVEMENT

New Building Addition Alteration Change of Use Relocation Repair

Describe the proposed work: _____

CONSTRUCTION PLANS AND SPECIFICATIONS

For Above Ground Pools:

No additional documentation is necessary for an above ground pool. Only a Final inspection is required.

For In Ground Pools:

Please include a copy of the pool installer’s technical quote/spec sheet. The inspections that are required are: Footing inspection, Electrical bonding and a Final Inspection.

Are plans and/or specifications attached? Yes No

For Porches and Decks:

These do require construction documents. We need to know the overall dimensions of the porch or deck and the size and placement of the structural members. The required inspections include a Footing inspection and a Framing/Final inspection. The railings need to be in place for the Final inspections.

Are plans and/or specifications attached? Yes No

TOTAL COST OF IMPROVEMENT/CONSTRUCTION \$ _____

FLOODPLAIN

Is the site located within an identified flood hazard area? Yes No

Will any portion of the flood hazard area be developed? Yes No

If checked yes, applicant must submit certification that lowest floor elevation is at or above the design 100-year flood elevation, as required in the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3. All living spaces and mechanical equipment shall be placed above the 100-year flood elevation.

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SITE PLAN

Is a site plan attached, showing the size and location of the new construction and existing structures on the site and the structure's distance from the property lines? Yes No

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Worker's compensation insurance Coverage Worksheet attached? Yes No

CERTIFICATION AND/OR ACKNOWLEDGEMENT

Application for a permit must 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.

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 Borough.

The property owner and applicant assume 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 Borough or any governing body.

Authorized Agent Acknowledgement – I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and agree to conform to all applicable regulations set forth by PA ACT 45.

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, City, State, Zip

Date