

# BUILDING PERMIT APPLICATION

Permit # \_\_\_\_\_

Municipality \_\_\_\_\_

### Applicant

Name \_\_\_\_\_  
Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Other \_\_\_\_\_

### Owner (If same as applicant check )

Name \_\_\_\_\_  
Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Other \_\_\_\_\_

### Principal Contractor (If same as applicant check )

Name \_\_\_\_\_  
Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Other \_\_\_\_\_

Workers Compensation certificate or waiver must be attached

### Architect (If Applicable)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Property located at: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Subdivision \_\_\_\_\_ Parcel \_\_\_\_\_ Zoning \_\_\_\_\_

Tax Map # \_\_\_\_\_

Size of Lot \_\_\_\_\_ Deed # \_\_\_\_\_ Owned since \_\_\_\_\_

### Type of improvement

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

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

Estimated Cost of Construction (reasonable fair market value) \$ \_\_\_\_\_

### Description of Building Use (check one)

#### RESIDENTIAL

- One-Family Dwelling  
 Two Family Dwelling  
 Accessory Structure  
 Swimming Pool  
 Other \_\_\_\_\_

#### NON-RESIDENTIAL

Specific Use: \_\_\_\_\_  
Change in Use:  YES  NO  
If YES, Indicate Former: \_\_\_\_\_  
Max. Occupancy Load: \_\_\_\_\_  
Max. Live Load: \_\_\_\_\_

Use group \_\_\_\_\_  
Construction Type \_\_\_\_\_

Water Service (Check)  Public  Private Sewer Service  Public  Private

Permit # \_\_\_\_\_

List the Energy Compliance Code the building is to be built in compliance with: \_\_\_\_\_





BUILDING CODE  
OFFICIAL  
MERLE MUSICK

OFFICE HOURS  
MONDAYS  
5-7 P.M.

CELL: (724) 422-7393  
E-MAIL:  
[mmusick.wpa.net](mailto:mmusick.wpa.net)

# **Derry Twp. Permit Application Requirements**

- (a) Applications for a permit required by the UCC shall be submitted to the Township building as per Township Ordinance Number 114. No construction shall commence until permit is issued
- (b) A permit applicant shall submit an application and attach construction documents, including plans and specifications, tax map number, workers compensation certificate or waiver and information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the building code official with the permit application. **Two sets of Construction documents are required (see attached checklist)**
- (c) A building code official may require submission of additional construction documents in special circumstances.
- (d) **Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.** Construction documents shall contain the following information:
- (1) Description of the exterior wall indicating compliance with the Uniform Construction Code.
  - (2) Energy (Insulation) details.
  - (3) Details relating to exterior covering.
  - (4) Framing details including type and species of lumber, spacing, spans, etc
  - (5) Electrical, plumbing, mechanical details, show appliance and fixture placement, type of appliances, etc.
- (h) **Construction documents shall contain a site plan that is drawn to scale.** The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:
- (1) The size and location of new construction and existing structures on the site.
  - (2) Accurate boundary lines.
  - (3) Distances from lot lines.
  - (4) The established street grades and the proposed finished grades.
  - (5) If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.
- (i) A permit applicant shall submit certifications required in the "International Building Code" for construction in a flood hazard area to the building code official.

Township Office hours are 7:00 a.m. to 3:00 p.m. Merle Musick, the Building Code Official for Derry Township will review your permit application and accompanying documents. You may contact him at 724-423-2217 with any questions. He will hold evening hours every Monday here at the Derry Township Building from 5:00 p.m. to 7:00 p.m.. Permits may be picked up at the Township Offices during normal business hours or you may pick up your permit on Mondays until 7:00 p.m. Checks must be made payable to Derry Township in the amount that appears on your permit. You will be issued an orange permit placard that you must post so that it is visible from the road.

# Derry Township

## \*\*\* Notice \*\*\*

1. Permit applications received by this office will be processed in accordance with the time specified by the Uniform Construction Code. For residential applications, this may be within 15 working days. Commercial applications may take up to 30 working days. Applications that are incomplete, substandard or lack the required materials will be rejected within the times specified above. Applicants who have had their applications rejected will be contacted by mail, fax or e mail. *(Note: Applications must be legible and completely filled out. If an item is not applicable, indicate with N/A.) Plans must be legible and must accurately describe the project*
2. No work shall begin on any project until the application is approved and permit is issued and paid for. Work started prior may result in the doubling of the building permit fee.
3. All inspections must be scheduled on the required Inspection Request Form.
4. The Uniform Construction Code can be found on the Department of Labor and Industry's website. The 2009 International Building Codes are available from the International Code Council. All structures must be constructed in accordance with these codes. In order to assure that your application is not returned, please design your building in accordance with these codes.
5. Any failed inspection may be assessed a \$50 reinspection fee. If an inspection results in a failure, a Stop Work Order will be issued. No work with the exception of making the required changes can be done until a new inspection has been completed. Any reinspection will need to be scheduled by the builder on the required form.
6. Occupancy Permits will only be issued for structures that have **PASSED** all of the required inspections. To obtain an Occupancy Permit, applicants must submit the required form to the Township after the final inspection has been completed. Please be advised that it may take up to five business days for issuance.
7. It is the responsibility of the applicant to submit any LERTA or tax abatement forms. Tax abatement forms must be submitted with the building permit application.
8. If you have any questions please contact me at 724-423-2217 office. You may also call my cell phone at 724-422-7393. I can also be e mailed at [mmusick@wpa.net](mailto:mmusick@wpa.net).

Sincerely,

Merle Musick  
Building Code Official

## Required Building Permit Attachments

### Residential:

- |                                  |   |
|----------------------------------|---|
| <b>New Home Construction</b>     | - 2 Copies of Building Plans<br>- Copy of Sewage or Septic Permit<br>- Survey (Professional or Hand Drawn – Has to be Scale)<br>- PennDOT Highway Occupancy Permit (If Applicable)                |
| <b>Additions</b>                 | - 2 Copies of Building Plans (Can be Hand Drawn)<br>- Survey (Professional or Hand Drawn – Has to be Scale)   |
| <b>Remodeling</b>                | - 2 Copies of Building Plans (Can be Hand Drawn)  |
| <b>Garages</b>                   | - 2 Copies of Building Plans (Can be Hand Drawn)<br>- Survey (Professional or Hand Drawn – Has to be Scale)   |
| <b>Porch / Patio / Deck</b>      | - 2 Copies of Building Plans (Can be Hand Drawn)<br>- Survey (Professional or Hand Drawn – Has to be Scale)   |
| <b>Swimming Pool</b>             | - Survey (Professional or Hand Drawn – Has to be Scale)<br>- Brand of Pool<br>- Manufacturers Specs.  |
| <b>Mobile Homes</b>              | - Foundation Plans<br>- Survey (Professional or Hand Drawn – Has to be Scale)<br>- Manufacturer Specs.<br>- Copy of Sewage or Septic Permit<br>- PennDOT Highway Occupancy Permit (If Applicable) |
| <b>Sheds / Storage Buildings</b> | - 2 Copies of Building Plans (Can be Hand Drawn)<br>- Survey (Professional or Hand Drawn – Has to be Scale)   |
| <b>Demolition</b>                | - Survey (Professional or Hand Drawn – Has to be Scale)<br>- Documentation that states all utilities have been disconnected.  |

### Commercial:

Please contact Building Code Official for requirements.

The following checklist was prepared to assist you with the required documentation that is required to be submitted with every Building Permit Application. Please complete this list and submit all of the applicable items with your Building Permit Application. Applications that are not accompanied by this check list or any required item will be rejected.

All commercial plans must be prepared and stamped by a PA registered engineer or architect

**Two (2) sets of plans must be prepared and submitted showing the following:**

- Energy Calculations Type \_\_\_\_\_  
Include U factors of Windows and Doors. Type and R factor of Insulation.
- Wall Details \_\_\_\_\_  
Include framing materials (2"x4", 2"x6" etc.) type of finish of interior wall (i.e. wallboard, plaster, etc.) Exterior finish (i.e. brick, stucco, etc.)
- Depth Type of Foundation \_\_\_\_\_  
Include Thickness of Foundation, Height and Type (i.e. Block (CMU), poured, cast, etc.)
- Size of Footer \_\_\_\_\_  
Include depth and width and reinforcement
- Size of Windows \_\_\_\_\_
- Wall Bracing \_\_\_\_\_  
Type of wall bracing must be shown (i.e. T bracing, etc.)
- Truss Specifications \_\_\_\_\_  
Must be Supplied for all structures constructed using manufactured Trusses
- Smoke and Carbon Monoxide Detector Locations \_\_\_\_\_
- Electrical Details \_\_\_\_\_
- Plumbing Details \_\_\_\_\_
- Mechanical Details \_\_\_\_\_
- Fire Wall Details \_\_\_\_\_
- Optional Details Listed \_\_\_\_\_
- Stair Geometry \_\_\_\_\_
- Foundation Anchorage \_\_\_\_\_
- Crawl Space \_\_\_\_\_  
Show Vent Location and Size, Vapor Barriers, etc.
- Framing Details Needed \_\_\_\_\_
  - Size and Species of Lumber
  - Joists Spacing
  - Spans
- Chimney and Fireplace \_\_\_\_\_  
Show All Details, Including Type of Fuel, Size of Flue, etc.
- Slab Details \_\_\_\_\_

**In addition to the required two sets of plans, the following must be submitted:**

- Highway Occupancy Permit for Any New Driveway Off of a State Highway
- Septic or Sewage approval
- Plot Plan Showing Building, Property Lines, Existing Buildings, Gas Wells, etc.
- If applicable tax abatement or LERTA form

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## UCC PERMIT REQUIREMENTS

The following residential items will require a permit under the Uniform Construction Code (UCC)

1. New residential homes
2. Modular or mobile homes
3. Additions to residential homes
4. Accessory structures in excess of 1000 square feet
5. Alterations to existing homes that require a structural change or change to the means of egress
6. Pools deeper than 24" (Both above ground or in ground)
7. Decks in excess of 30" above grade (detached and attached)
8. Fences over 6' high
9. Retaining walls over 4' high
10. Demolitions

For clarification the following definitions are contained in the UCC

**Addition** – An extension or increase in floor area or height of a building or structure.

**Alteration** – Any construction or renovation to an existing structure other than repair or addition.

**Repair** – The reconstruction or renewal of any part of an existing building for the purpose of its maintenance.

**Residential Building** – Detached one-family and two-family dwellings and multiple single-family dwellings which are not more than three stories in height with a separate means of egress which includes accessory structures.

**Utility and Miscellaneous Use Structures** which include sheds, carports, detached garages that are less than 1,000 square feet. But this definition specifically excludes pools or spas.

### UCC Codes and Commercial Construction

#### § 403.42. Commercial permit requirements

(a) An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a commercial building, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the building code official and obtain the required permit .

(b) Emergency repairs or replacement of equipment may be made without first applying for a permit if a permit application is submitted to the building code official within 3 business days of the repair or replacement.

*The Uniform Construction Code mandates that:* any individual, firm or corporation that violates any provision of this act commits a summary offense and shall, upon conviction, be sentenced to pay a fine of not more than \$1,000 and costs and each day that a violation of this act continues shall be considered a separate violation.

The UCC Administration and Enforcement regulation adopts the following codes for use throughout the Commonwealth of Pennsylvania:

- International Building Code 2009 (base code for commercial construction)
- ICC Electrical Code 2009 (utilizes National Electric Code 2002 standards)
- International Energy Conservation Code 2009
- International Existing Building Code 2009
- International Fire Code 2009
- International Fuel Gas Code 2009
- International Mechanical Code 2009
- International Performance Code for Buildings and Facilities 2009 (provides alternative compliance approach)
- International Plumbing Code 2009
- International Residential Code 2009 (code for one- and two-family dwellings no more than 3 stories in height)
- International Urban-Wildland Interface Code 2009

These code books may be purchased from the International Code Council, either off their website ([www.iccsafe.org](http://www.iccsafe.org)) or by calling the ICC at 1-800-786-4452. If there are any questions about this or if a particular item requires a permit please call American Building Inspection Services, Inc at 724-423-2217.



# UCC INSPECTION PROCEDURES STATEMENT

I hereby certify that I will comply with all applicable inspection procedures specified below:

1. **FOOTING INSPECTION** is to be performed after footing is dug and ready for pour. (If rods are required, they must be in place.) The permit applicant is required to contact the Building Inspector on the required form requesting an inspection no less than five (5) working days in advance of the desired inspection date.
2. **FOUNDATION INSPECTION** is to be performed before framing work begins or backfill is installed. Grease traps (if applicable), cleanouts, foundation and building drains must be in place; foundation coating must be applied, anchor bolts and top plate shall be installed. All underground plumbing, mechanical, and electrical trenching must remain open and all piping, sleeves and/or conduit required for underground utilities shall be in place and provided with rodent-proofing. The permit applicant is required to contact the Building Inspector on the required form requesting an inspection no less than five (5) working days in advance of the desired inspection date.
3. **FRAMING/PLUMBING/MECHANICAL/ELECTRICAL INSPECTION** is to be performed as one inspection unless prior approval has been obtained from the Building Code Official. The permit applicant is required to contact the Building Inspector on the required form requesting an inspection no less than five (5) working days in advance of the desired inspection date.
  - **Framing Inspection** is to be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. *Note: The framing may not be approved until the plumbing, electrical and mechanical rough-in work has been approved by the Building Inspector.*
  - **Plumbing Inspection** is to be performed after the roof, framing, fire-blocking, fire-stopping and bracing are in place and all sanitary, storm and water distribution piping is roughed-in. This inspection is required before the installation of wall, ceiling or flooring membranes.
  - **Mechanical Inspection** is to be performed after the roof, framing, fire-blocking and bracing are in place and all ducting and other components to be concealed are complete. This inspection is required before the installation of wall, ceiling or flooring membranes.
  - **Electrical Inspection** is to be performed after the roof, framing, fire-blocking and bracing are in place and all wiring and other components to be concealed are complete. This inspection is required before the installation of wall, ceiling or flooring membranes.
4. **FIRE PROTECTION SYSTEMS** (for commercial structures) is to be performed after fire alarm systems and/or fire suppression. Systems are installed and functioning. The Building Code Official has the option to accept installation and test certificates from the installing contractor(s) in lieu of witnessing the testing of fire protection systems. Please note that, if they were not submitted with the initial application, shop drawings must be submitted for Building Code Official review and approval no less than five (5) working days before the projected installation date. The permit applicant is required to contact the Building Inspector on the required form requesting an inspection no less than five (5) working days in advance of the desired inspection date.
5. **FINAL BUILDING INSPECTION** is to be performed after all items pertaining to the issued building permit have been completed. These items include, but are not limited to:
  - Electrical Work
  - Plumbing Work
  - Mechanical (HVAC) Work
  - Emergency Lighting System
  - Fire Extinguishers
  - Egress
  - Fire Protection Systems (Including Required Fire-Rated Construction Components)
  - Grading
  - Site Plan Compliance
  - Accessibility
  - Energy Conservation

The permit applicant is required to contact the Building Inspector on the required form requesting an inspection no less than five (5) working days in advance of the desired final inspection date.

Please note that accessibility provisions and verification of compliance with the International Energy Conservation Code shall be inspected as part of other identified inspections.

***NO WORK MAY BE CONCEALED FROM VIEW UNTIL IT HAS BEEN APPROVED BY THE BUILDING INSPECTOR.***

I fully understand that it is my responsibility to contact the Building Inspector on the required Inspection Request form for inspections; and if inspections are not made according to this procedure, I may be in violation of the UCC and may be subject to prosecution. I also understand that no one may occupy the structure (or portion thereof) until a Certificate of Occupancy is obtained.

Signature of Permit Applicant \_\_\_\_\_ Date \_\_\_\_\_

Building Street Address \_\_\_\_\_

# INSPECTION REQUEST

**All information on request form is required and must be completed. Incomplete requests will be returned.**

PERMIT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

PERMIT # \_\_\_\_\_ TYPE OF PERMIT \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

CONSTRUCTION SITE ADDRESS \_\_\_\_\_

LOT # \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

DIRECTIONS TO SITE \_\_\_\_\_

PERSON REQUESTING INSPECTION \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**All inspection requests must be received at least 5 working days in advance. Unless special arrangements have been made with inspector. Inspections will be scheduled as time permits.**

**\*\*\* Please include a FAX Number \*\*\***

Inspection requested to be conducted for the following:

Type	Requested Date for Inspection
Footer	
Foundation	
Framing *	* Done as One Inspection Unless Prior Approval has been Obtained from Building Code Official.
Plumbing *	
Mechanical *	
Electrical:	Additional Fees May Be Required
Temporary	Work Order #
Rough-In	
Other:	
Final	
Wall Board	
Other:	
Final	

<i>Office Use Only</i>	APPROVED _____ DENIED _____
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**Applicant is responsible to have structure accessible for inspection.  
Failed inspections will be assessed re inspection fees.**

Fax this form to: 412-202-0503 or email to [MMusick@wpa.net](mailto:MMusick@wpa.net)

OR Forward to: American Building Inspection Services, Inc.  
3586 State Route 982, Latrobe, PA 15650

Occupancy Permits are issued only after ALL inspections are approved and the proper Occupancy Permit Application has been completed and submitted to the Unity Township Department of Building Safety.  
**NO OCCUPANCY MAY TAKE PLACE UNTIL ALL INSPECTIONS ARE APPROVED AND AN OCCUPANCY PERMIT HAS BEEN ISSUED.**