

Assistance Guide
Building Permit Application Submittal Requirements

Single Family Dwelling
(Other than manufactured or industrial housing)

Please read all of the following information.

The following is a check list. You must have a "checkmark" in all the sections listed below prior to submitting your application.

____ Septic permit if applicable (Chad Findlay, 676-8812 ext 103)

____ A site plan showing the outside dimensions of the proposed dwelling, including distances in feet to the front, sides and rear property lines.

____ Three (3) sets of complete construction documents that show in detail code compliance for all of the work proposed to include but not limited to the following information;

____ Home buyer must be given the option to have an automatic fire sprinkler system installed.

____ If buyer chooses not to install sprinkler a detail of the basement floor ceiling assembly must be submitted. (first floor joist sizes, species and grade of wood)

____ Floor plan showing sizes of all rooms.

____ Footing detail including depth below frost line, thickness, width and rebar.

____ Type of foundation, showing type of masonry, waterproofing and anchorage of home to foundation.

____ Roof rafter size – species and grade of wood.

____ Rafter spacing (16" on center, 24" on center, etc)

____ Thickness and type of roof sheathing.

____ Ceiling joist size and spacing.

____ Floor joist size and spacing.

____ Wall sections showing top and bottom plates and headers.

____ Location and size of all beams.

____ Sizes of all doors.

____ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress).

____ Smoke alarms and carbon monoxide alarms – number and placement.

____ Insulation – U – Values for windows, R – Values for exterior walls, attic and foundation.

____ Heating

____ Plumbing

____ Electrical

____ Stairs (riser height maximum 8¼" tread depth minimum 9")

____ Stairs – handrail (height from nose of thread min 34" max 38")

____ Guardrail (34" minimum measured vertically from nose of thread)

____ Width of stairs (36" minimum)

____ Location and size of basement emergency escape opening.

____ Wall bracing detail (material, length and fastening)

____ Completed building permit application(s) (Construction, Electric, Plumbing, Mechanical and Borough Application)

Other Items

Stormwater Management Plan:

See enclosed Information

Also see Stormwater Management Ordinance by going to

<http://www.sugarcreekborough.us/documents/ordinance268.pdf>

Subdivision/Land Development:

___ Does a new tax parcel need created?

___ Will current property lines be changed in any way? If so, a subdivision plan may be needed. Contact Emily Donaldson of the Venango County Planning Commission regarding subdivisions, 432-9689)

Highway Occupancy Permit:

(Must be done prior to building permit being issued)

If your property is NOT located on a Pennsylvania State road you may skip this section, **however**, if a curb exists or there is a ditch where a pipe would need laid to allow water flow you must contact the Borough Maintenance Foreman.

For state roads:

___ Does the parcel have an existing drive?

___ Is the existing drive permitted? (If not it could require an HOP) (Contact Michele Morningstar of PennDOT to verify, 678-7156)

___ Will a new drive be needed? If yes, contact Michele

___ Has copy of HOP permit been given to zoning officer with building permit application?

Erosion & Sedimentation – Earth Disturbance:

___ How many square feet of earth disturbance will the project have? Include area for the driveway, spoil piles, utility cuts, septic and overall construction disturbance for the building(s).

___ For areas under 5000 ft² an E&S plan does not need to be approved, copy on site.

___ For areas over 5000 ft² an E&S plan must be approved by the Venango Conservation District, 676-2832, 1793 Cherrytree Road.

___ If construction will occur within 50 ft of the bank of a stream an E&S plan is always required. Contact the Conservation District or DEP for permit.

___ Has copy of E&S permit been given to zoning officer with building permit app?

Stream Crossing/Wetlands

___ Does the project involve a stream crossing or wetland encroachment?

- No, No action needed
- Yes, Applicant must contact the County Conservation District 814-676-2832 or the DEP 814-332-6942

___ Has copy of approval been given to zoning officer?