

Assistance Guide
Building Permit Application Submittal Requirements

Residential Building Permit/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 (Michelle LeMire, 814-676-1744)

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

_____ Completed residential construction permit application for inspector and zoning certificate application for Sugarcreek Borough.

_____ 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;

_____ Footer Size (width and height)

_____ Rebar size and spacing, if used in your footer

_____ Footer post bases (size & depth) for beams (2000 pounds per square foot is the allowable ground load)

_____ Footer depth (minimum depth below grade, 36")

_____ Foundation type (block, wood, ICF, poured, etc.) also crawlspace or full basement

_____ Post size (3" steel or 4x4 wood minimum)

_____ Foundation height (in feet or courses)

_____ Foundation unbalanced backfill (height difference between inside & out)

_____ Foundation reinforcement if required (based on unbalanced backfill height) over 48" requires reinforcing

_____ Foundation dampproofing or waterproofing for all below grade areas including crawlspaces

_____ Foundation insulation (from sill plate to footer, not just below grade) R-10 continuous or R-13 between studs

_____ Anchor bolt or strap spacing (6' oc max. within 1' of the ends of sill plates)

_____ Beam type (wood or steel) and size (# of 2x or height & weight) steel beams will require paper work

_____ Beam spans

_____ Sill plate size (must be pressure treated if within 8" of the ground)

_____ Floor joist size & spacing (To determine allowable spans)

_____ Floor sheathing type and grade (plywood, OSB, or wood sheathing)

_____ Stair rise & run (8 1/4" max. rise, 9" min. run) (risers must prevent passage of a 4" sphere)

_____ Landings are required outside all doors if over 2 risers (outside main door always)

_____ Wall studding (size & spacing)

_____ Wall sheathing (type & thickness)

_____ Headers (size, number, and number of jack studs)

_____ Windows (size, type, egress, & location)

_____ Doors (size & location)

_____ Railings (over 3 risers or 30" require guards that prevent passage of a 4" sphere)

_____ Roof framing (trusses or rafters)

_____ Truss engineering drawings must be available (trusses must have wind ties)

_____ Rafters (size & spacing) (walls must be able to resist outward forces)

_____ Ceiling joist (size and spacing)

- _____Roof sheathing (type & thickness)
- _____Tarpaper weight
- _____Shingle (type & warrantee)
- _____Insulation R or U-values (basement, floor or band, walls, ceiling, windows, each type of door)
- _____Rescheck if used (sunrooms must be separate or designed as a regular room)

Decks attached to houses must be bolted to the house wood to wood. All decks will have a beam unless all bearing sides are supported by walls. Deck posts must bear on 6" or thicker bases sized to support the floor load (40 lbs. live and 5 or 10 lbs dead load). Beams must bear on posts and be bolted (1/2" bolts and the bolts must be hot dipped). All loads (roof, floor, post, etc.) must transfer to the footer or post base by an approved load path. All joints in beams must occur over posts.

Other Items

New Dwelling/Business Building: Water and sewer tap ons will be required and are separate from the building permits.

Sewer tap in application for residential can be located at

<https://www.sugarcreekborough.us/documents/ressewertap-in.pdf>

Commercial sewer tap in can be located at

<https://www.sugarcreekborough.us/documents/commercialsanitarysewersystempermit.pdf>

For properties served by Sugarcreek water the water tap in application can be found at

<https://www.sugarcreekborough.us/documents/reswatertap-in.pdf>

Applications/Fees need taken to Borough Admin/Maintenance department, not to zoning.

Septic Systems: Whether existing or new septic system will be used, approval must be obtained by the Sewage Enforcement Officer (SEO) prior to building permits being issued. **Zoning officer must have a copy of approval when building permit applications are submitted.** Contact Michelle LeMire of the Oil Region Joint Sewage Agency at 814-676-1744 to start the process to obtain permit.

Stormwater Management: If you are adding a small or large building, garage, additions, cement slabs, you MUST contact the Venango County Planning Commission regarding a Stormwater Permit by calling 814-432-9689. All stormwater forms must be sent to the Venango County Planning Commission, not to Sugarcreek Borough. For more information you can view the stormwater ordinance by going to <https://www.sugarcreekborough.us/documents/ordinance268.pdf>

Stormwater application can be located by going to <https://www.sugarcreekborough.us/documents/stormwaterapp.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 will be needed. Contact the Venango County Planning Commission regarding subdivision, 814-432-9689.

_____ New construction may require a Land Development Plan to be submitted to and approved by Venango County Planning Commission. You may contact them to see if one will be needed at 814-432-9689. Failure to do so may end up in a stop work order until one is completed.

Highway Occupancy Permit/Road Encroachment: (Must be done prior to building permit being issued)

If a curb exists or there is a ditch where a pipe would need laid to allow water flow you will need a Road Encroachment Permit. For Borough maintained roads application can be found here.

<https://www.sugarcreekborough.us/documents/roadencroachmentpermit.pdf>

For state roads you must contact PennDOT and a copy of the permit must be received prior to building permit being issued.

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 sq. ft. an E&S plan does not need to be approved, but a copy needs to be on site.

For areas over 5000 sq. ft. an E&S plan must be approved by the Venango Conservation District, 814-676-2832, located at

1793 Cherrytree Road.

_____ Will E&S be required for your project? **Copy of permit must be given to the zoning officer with the building permit application.**

If construction will occur within 50 feet of the bank of a stream an E&S plan is always required. Contact the Conservation District or DEP for permit. **Copy of permit must be given to the zoning officer with the building permit application.**

Stream Crossing/Wetlands:

Does the project involve a stream crossing or wetland encroachment? No, No action needed. Yes, Applicant must contact the County Conversation District at 814-676-2832 or the DEP at 814-332-6942.

Copy of approval must be given to the zoning officer with the building permit application.

INSPECTION PROCEDURES

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked "Approved" by the Inspector.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call Tim Keller, 724-714-8364.
- DO NOT SCHEDULE AN INSPECTION IF THE WORK IS NOT READY!!!