

MANUFACTURED AND INDUSTRIALIZED HOUSING BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

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.

- _____ A site plan showing the proposed dwelling, the outside dimensions of the structure, distances in feet to the front, side and rear property lines; and the height of floor surface above grade at highest point on deck or landing on exterior of main exit door.
- _____ Septic permit if applicable (Chad Findlay, 676-8812 ext 103)
- _____ Sewer Hook-up if applicable
- _____ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;
 - _____ Footing detail. Thickness and depth below frost line.
 - _____ Size of masonry units for foundations (piers or full foundations).
 - _____ Type, size and placement of anchorage for the structure to the foundation.
 - _____ A copy of the manufacturer's specifications and installation instructions.
 - _____ Electrical. Service size _____ and location.
 - _____ Plumbing.
 - _____ Mechanical if applicable.
 - _____ Main exit door – 36" x 36" landing on exterior (required).
 - _____ Installation MUST be done by professional.

EXTERIOR DECK WHERE REQUIRED

- _____ Floor joist size, species and grade of wood.
- _____ Floor joist spacing (16" on center, 24" on center, etc).
- _____ Span of floor joist (clear distance between supports).
- _____ Depth of post footing below finished grade.
- _____ Guardrail height from floor or deck, and/or stairs.
- _____ Spacing of balusters. (max 4").
- _____ Stairs – Riser height and tread depth (riser 8¼" max tread 9" min.).
- _____ Stairs – Handrail height (from nose of tread) (Min 34", Max 38").
- _____ Handrail grip size – must have a circular cross section of 1¼" min to 2" max.
- _____ Guardrail (34" minimum measured vertically from nose of thread).

TYPE OF FOUNDATION (CIRCLE THE TYPE YOU ARE USING)

Set on full basement	Crawl Space	Piers
A. Heated yes _____ (provide wall R-values) B. Garage in basement C. Stairs	A. Cross ventilation	A. Spacing B. Diameter C. Depth D. Type of skirting

_____ Completed building permit application for Sugarcreek Borough and Inspector (Building, Electric, Plumbing, Mechanical – All that apply)

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!!!

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?