

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 (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.

\_\_\_\_\_ 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

**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!!!**