

WHEN DO RESIDENTIAL PERMIT APPLICATIONS REQUIRE PLANS TO BE SUBMITTED?

CONSTRUCTION DOCUMENTS ARE REQUIRED FOR THE FOLLOWING:

1. All new residential dwellings.
2. All accessory buildings over 1000 square feet.
3. Fire damaged dwellings, which require structural reconstruction, i.e., exterior walls, roof, floors, foundations, interior bearing walls, etc.
4. Changes to egress paths or exits.
5. Changes to quantity of exits (doors or emergency egress windows).
6. Dwelling units with planned renovations, which require structural reconstruction or alteration, i.e., exterior walls, roof, floors, foundations, interior bearing walls, etc.
7. Building additions and decks.
8. Building or structure located in a flood hazard area (See additional requirements below)
9. Façade changes to exteriors of structures in the Historic York District, require proposed exterior building elevations be submitted and approved by HARB (Historical Architectural Review Board).

UNIFORM CONSTRUCTION CODE - PART XIV

SECTION § 403.62a. Permit application.

(a) Applications for a permit required under § 403.62 (relating to permit requirements and exemptions) shall be submitted to the building code official in accordance with this section.

(b) A permit applicant shall submit an application to the building code official and attach construction documents with plans and specifications.

(c) A building code official *may* waive the submission of construction documents if the nature of the construction does not require the review of the construction documents to determine compliance with the Uniform Construction Code.

(d) A permit applicant for a building or structure located in a flood hazard area under the National Flood Insurance Program shall submit the following information with the construction documents:

(1) Delineation of flood hazard areas, floodway boundaries and flood zones and the design flood elevation, as appropriate.

(2) The elevation of the proposed lowest floor including basement and the height of the proposed lowest floor including basement above the highest adjacent grade is to be included in the documents if the building or structure is located in areas of shallow flooding (Zone AO).

(3) Design flood elevations contained on the municipality's Flood Insurance Rate Map produced by the Federal Emergency Management Agency. The building code official and the applicant shall obtain and reasonably utilize design flood elevation and floodway data available from other sources if this information is not contained on the municipality's Flood Insurance Rate Map.

(e) The application must contain a site plan showing the size and location of the new construction and existing structures on the site and the structure's distance from lot lines. If the construction involves demolition, the site plan must 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. A building code official may waive or modify the site plan requirement when the permit application is for an alteration or a repair or if the waiver is warranted for other reasons.

RESIDENTIAL PERMIT PLAN SUBMISSION REQUIREMENTS

Land development and zoning approvals must be obtained prior to plan submission.

All permit applications shall include **(3) three sets** of original complete plans with the “wet stamp” seals from architect and engineers.

The Uniform Construction Code currently has adopted the 2009 family of the International Code Council building codes and the 2008 National Electrical code.

We will review and stamp each approved set of drawings.

One set will be returned at the time the permit is picked up and must be kept on site.

All submissions must be complete.

A complete submission shall include Building, Plumbing, Mechanical, and Electrical Permit Applications and Fees, Construction contracts and plans. (Penn Dot Highway occupancy permits must be submitted where required.) **Submissions missing any of these items will be rejected at the counter.**

Energy Code information must be submitted with Building Permit application per submission requirements. Information submitted via fax machine will not be accepted.

Plan review will be a maximum of fifteen (15) days from date of submission after receiving land development, zoning approval and HARB if required.

PLAN REVIEW FOR RESIDENTIAL PERMITS

REQUIRED RESIDENTIAL CONSTRUCTION DOCUMENTS

All plans must be signed and sealed by the registered design professional responsible for this work.

NOTE: The contractor may submit drawings without an architect or engineer seal. However, if plans are found to be unsafe or structurally inadequate by plan reviewer or building code official, revised plans must be signed and sealed by an Architect and/or Engineer(s).

ZONING APPROVAL: Copies of all zoning variances and determination letters must be supplied at time of permit(s) submission.

SITE PLAN: Scaled drawing, which shows the size and location of all new construction and all existing structures on the site. Distances from structure(s) to lot lines and other structures on the property. Impervious and building coverage must be shown and identified on plan.

SOILS REPORT: The Code Official has the right to request a soils report, if he has reason to believe the construction site location warrants. Results of soil investigation determine the allowable soil bearing pressure to be used by the design professional in the foundation design.

SPECIFICATIONS: Manufacturer installation instructions for all appliances and equipment to be installed.

ARCHITECTURAL: Dimensioned plans for each floor level that shows room layouts and use of space. Also includes elevation views; wall sections; schedules for window, flashing details, door and finishes; stair dimension and details, such as, riser height, tread width, guard/handrail height and headroom dimension.

STRUCTURAL: Typical floor and roof framing plans. The plan(s) shall include details of connections, size of members, materials to be used, grade and species of all material, all the information required to erect the joists, beams, rafters, columns, or girders within the structure.

FOUNDATION: Included on the dimensioned plan are the allowable soil bearing pressure, the depth of the foundation, and the proposed materials to construct the foundation.

FIRE PROTECTION: When required, the construction documents may include a submission for the automatic fire suppression system, the fire alarm system, smoke control system, single/multiple station detectors

MECHANICAL: Location, size and listed/labeled information for all equipment and appliances that comprise parts of the buildings mechanical system. Ventilation and exhaust calculations, schedules, supply and exhaust ductwork, chimney termination, materials, and any other information required to complete the buildings HVAC system.

PLUMBING: Includes isometric riser diagrams for the potable water supply and the drain waste & vent systems with the location and materials specified for all the piping and fixtures within the plumbing system. Also details of special devices (backflow preventer, grease traps, etc.) shall be shown. Storm water drainage calculations and devices shall be included in the submission.

ELECTRICAL: Service entrance conductors, grounding, and overcurrent protection location, material methods and methods, disconnect location and type of all electrical devices, **load calculations** and the location of emergency lighting & exit signs.

ENERGY: All plan submissions must include energy calculations based on the International Energy Code and using the Res-Check software Program. The Program is free and downloadable from <http://www.energycodes.gov/rescheck/download.stm>

UNIFORM CONSTRUCTION CODE – LEGAL REQUIREMENTS (Partial Listing)

§ 403.62. Permit requirements and exemptions.

(a) An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential building or erect, install, enlarge, alter, repair, remove, convert or replace an 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 under § 403.62a (relating to permit application).

§ 403.63. Grant, denial and effect of permits.

(f) Issuance of a permit does not bar prosecution or other legal action for violations of the act, the Uniform Construction Code or a construction ordinance. A building code official may suspend or revoke a permit issued under the Uniform Construction Code when the owner does not make the required changes directed by the building code official under subsection (c), when the permit is issued in error, on the basis of inaccurate or incomplete information or in violation of any act, regulation, ordinance or the Uniform Construction Code.

(k) A permit is not valid until the required fees are collected under § 401.2a (relating to municipal and third-party agency fees).