

Requirement checklist to obtain a building permit for a:

### RESIDENTIAL RE-ROOF

(A Building Permit is required if there is a structural repair or changing roof material)

- 2 Completed copies of the two page application must be legible and signed.
  - Include a descriptive narrative which must indicate existing and proposed materials.
  - Land Use Permit (signed/approved by the Municipality)
  - 2 sets of framing plans (structural repair only)
  - 2 sets of building plans (floor plan, elevation, footer, foundation, framing, etc.)
  - 2 copies of site plan (include all existing structures, proposed structure and their distances to all lot lines)
  - Copy of the Contractors Certificate of Liability Insurance if contracting out the work  
OR  
If doing the work yourself submit a signed Workers Compensation Certificate of Liability
  - Driving directions from a known landmark or intersection
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- ✓ After submitting all required documents your application will be reviewed.
  - ✓ PMCA will contact you to let you know if your application has been approved or denied.
  - ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
  - ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.



Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996  
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326  
 Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112  
 Email: [pmca@pacodealliance.com](mailto:pmca@pacodealliance.com) Website: <http://pacodealliance.com/>

**APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE**  
 Applicable Codes: 2009 IBC/IRC, 2012 IBC Chapter 11, 2009 ICC A11 7.1

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

Permit Application Date \_\_\_\_\_ Permit Application No. \_\_\_\_\_

**1. PROPERTY / SITE INFORMATION**

Owner: \_\_\_\_\_ Tax Map: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_ Use Permit No. \_\_\_\_\_

Use:  Single-Family Dwelling / Duplex  Multi Family  New Manufactured Home  Relocated Manufactured Home

Commercial  Other \_\_\_\_\_ Floodplain present:  Yes  No

Improvement Type:  New  Addition  Alteration  Repair/Replacement  Relocation  Other \_\_\_\_\_

**2. BUILDING OWNER'S INFORMATION**

First Name \_\_\_\_\_ Mi. \_\_\_\_\_ Last Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**3. BUILDING PERMIT APPLICATION**

Provide below description of Work: *(Also provide details on plot plan: Show all improvements on lot & approx. distances to lot lines)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Lot Area: \_\_\_\_\_ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

ICC Use Group: \_\_\_\_\_ ICC Construction Type: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**4. CERTIFICATION**

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME *(legibly)*: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**5. CONTRACTOR INFORMATION**

Please list additional general contractor information on additional sheet(s) if needed.

Additional sheet(s) attached

Name of Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person in Charge of Work: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Workman's Compensation Insurance:  Provided  On Record  Exempt PA Home Improvement Contr. Reg. # \_\_\_\_\_

**6. PROJECT DETAILS**

Trades:  Building  Electrical Work  Plumbing Work  Mechanical Work (HVAC)  Fire Suppression/Fire Alarm System

Heat Source (if applicable): \_\_\_\_\_ Fuel Type: \_\_\_\_\_

Foundation Type:  Crawlspace  Foundation  Slab at Grade  Piers  Other: \_\_\_\_\_

**7. SUBCONTRACTOR INFORMATION**

Please list subcontractors for major trades. Use additional sheet(s) if needed.

Additional sheet(s) attached

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

For official use only

**9. OFFICE INFORMATION**

APPLICATION FEE: \$ \_\_\_\_\_

ISSUANCE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_

EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

INSPECTION FEES \$ \_\_\_\_\_

EXTENSION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

APPLICATION IS:  GRANTED  DENIED  INCOMPLETE: \_\_\_\_\_

SIGNATURE OF PERMIT OFFICER: \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.**

## DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Directions: \_\_\_\_\_

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Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.



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### When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
  - A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
  - Drawings showing details of the construction you want to do. (2 copies)
  - If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
  - A copy of the signed Land Use Permit from the Municipality (Borough or Township)
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### After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
  - PMCA will contact you with an approval or denial.
  - If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.
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### After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

**✓ Checklist for the Site Plan to be provided with the Building Application**

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

**Provide dimensions of the property getting the proposed improvement**

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

**Existing Buildings / Structures with Corresponding Dimensions**

- |                  |  |
|------------------|--|
| ○ Houses         | ○ Deck / Patios                                    |
| ○ Sheds          | ○ Other buildings or structures on the property    |
| ○ Barns          | ○ Location of on lot well and septic IF applicable |
| ○ Swimming Pools |  |

**Proposed Improvement(s)**

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

**SAMPLE SITE PLAN ►**

