

Requirement checklist to obtain a building permit for a:

NEW SINGLE-FAMILY DWELLING

- ☐ Completed two-page application (must be legible and signed) [2 COPIES]
- ☐ Land Use Permit (signed/approved by the Municipality) [2 COPIES]
- ☐ Site Plan (include all existing structures, proposed structure and their distances to all lot lines) [2 COPIES]
- ☐ Building Plans (floor plan, elevation, footer, foundation, framing, etc.) [2 SETS]
Plans must be 11" x 17" minimum (Ledger Size)
- ☐ PA Residential Energy/Insulation Provisions Worksheet (see attached) [2 COPIES]
- ☐ Deck plan if applicable (Required when attached to existing structure and/or over 30" high at any point around the perimeter, measured from ground to top of finished floor, additional permitting and inspections are required.) [2 SETS]
- ☐ Copy of Contractors Certificate of Insurance for Workers Compensation
OR
If doing the work yourself submit Workers Compensation Insurance Coverage Waiver
[refer to the attached document].
- ☐ Driving directions from a known landmark or intersection

- ✓ 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.

If more detailed guidance on wood frame construction would be helpful refer to:

DETAILS FOR CONVENTIONAL WOODFRAME CONSTRUCTION

from the American Forest and Paper Assoc. 2001 (55 pages)

Please ask our staff or visit our website if additional information is needed.



Chambersburg Office: 380 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: 510 Georgian Place, Somerset, PA 15501 **Phone:** 814 444-6112
Adams Office: 1895B York Road, Gettysburg, PA 17325 **Phone:** 717 321-9046
Email: pmca@pacodealliance.com **Website:** <https://pacodealliance.com/>

APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

Rcvd. Date Stamp Here

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

Permit Application No. _____

1. PROPERTY / SITE INFORMATION

Site Address: _____ Tax Map / Parcel No.: _____
Complete Address / Street / Lot #

City

State

Zip

Municipality: _____ County: _____ Land Use Permit No. _____

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

☐ Commercial ☐ Other _____ Floodplain present: ☐ Yes ☐ No

Improvement Type: ☐ New ☐ Addition ☐ Alteration ☐ Repair/Replacement ☐ Relocation ☐ Other _____

2. LAND / PROPERTY OWNER'S INFORMATION (Complete Section 5 for Contractor's Info)

First Name _____ Mi. _____ Last Name _____ Phone No: _____ Cell No.: _____

Street Address _____ City _____ State _____ Zip _____ Email: _____

3. BUILDING / STRUCTURE OWNER'S INFORMATION [If Different From Above]

First Name _____ Mi. _____ Last Name _____ Phone No: _____ Cell No.: _____

Street Address _____ City _____ State _____ Zip _____ Email: _____

4. 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: ____/____/____

5. CONTRACTOR INFORMATION

Business Name: _____ 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. # _____

►► THIS SECTION MUST BE FULLY COMPLETED OR THE APPLICATION MAY BE REJECTED AS INCOMPLETE ◀◀

6. 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 & correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. §4903.

Applicant Signature _____ Print Name (*legibly*): _____ Date _____

Applicant Phone (Land Line and Cell) _____ Applicant Email _____

Business Name (if applicable) _____ Email _____

☐ Business **OR** ☐ Applicant Complete Mailing Address _____

Business Phone Number (Land Line and Cell) _____

7. 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: _____

Details: _____

SUBCONTRACTOR INFORMATION

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

☐ Additional sheet(s) attached

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

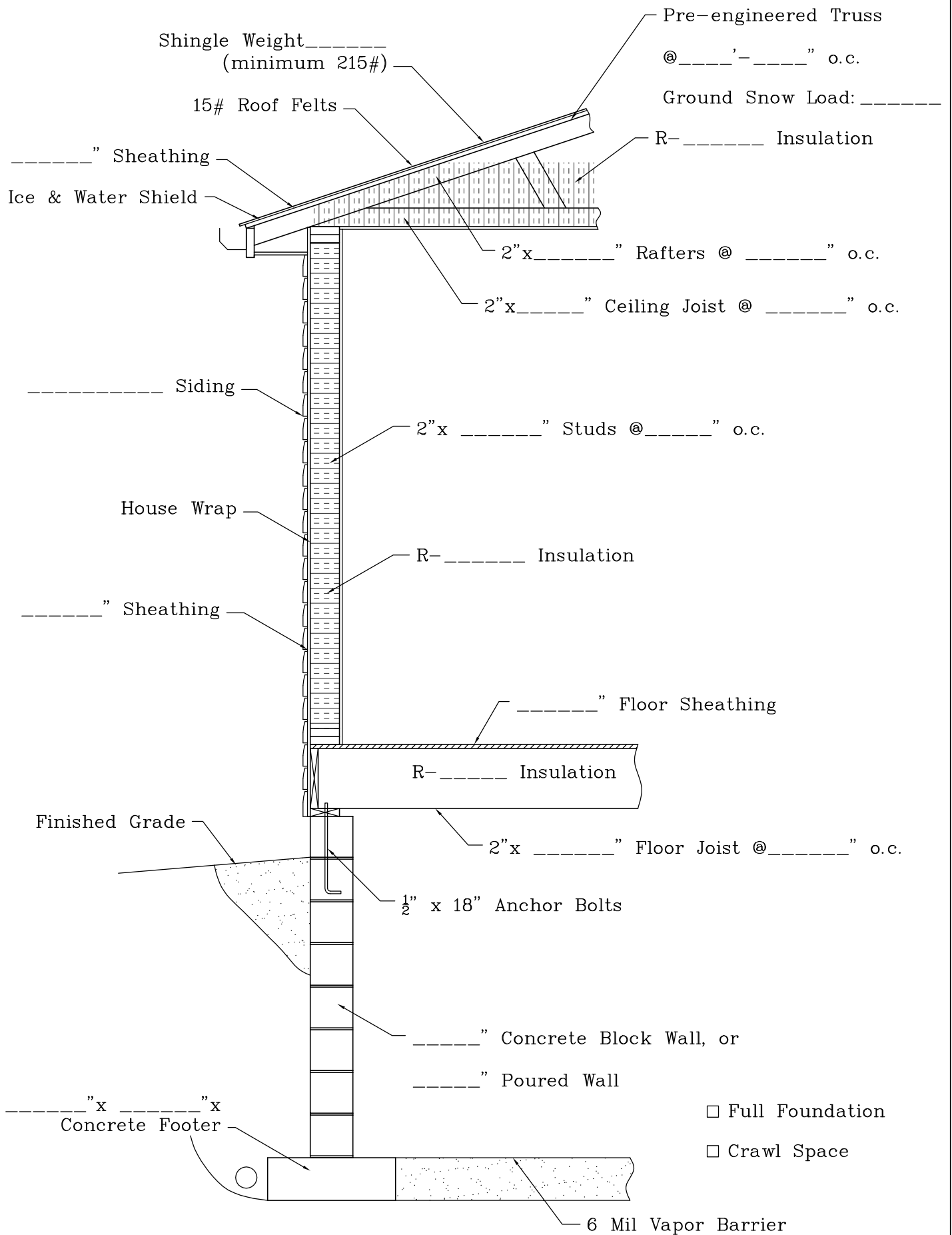
Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING PMCA OFFICE FOR ALL REQUIRED INSPECTIONS.

►► IF NOT APPLICABLE TO YOUR PROJECT PLEASE PUT N/A ON THE LINE/ SPACE ◀◀



TYPICAL WALL SECTION



Residential Energy Efficiency Worksheet

IRC, IECC, & PA Alternative Residential Energy Provisions for Zone 5

Location/Address of Construction: _____

Owner Name: _____

Municipality: _____ County: _____

PA UCC Energy Compliance Path (Check One)

- ☐ 2018 IRC Chapter 11-Table N1102.1.2
- ☐ 2018 IECC Compliant Software – Submit Compliance Certificate
- ☐ 2021 Pa Alternative Residential Provisions (PA104) - Must choose one of the 9 energy enhancement options from Table PA104 to qualify
If Alternative Provisions are chosen – you are required to complete the attached Compliance Worksheet.

ENERGY REQUIREMENTS BY COMPONET FOR PA ALTERNATIVE AND IRC CHAPTER 11

Wood Frame Walls	R-20 cavity or R-13 cavity plus R-5 insulated sheathing
Ceilings with Attic Space	R49 (R38 acceptable if uncompressed over exterior wall top plate)
Ceilings without Attic Space (Cathedral).....	R30 where space does not allow R38 (IRC Limit of 500 sq ft area) R30 where space does not allow R38 (PA Alt 75% living area)
Floors over unconditioned space or outside air.....	R30 (or insulate to fill the cavity minimum R19) (IRC & PA Alt)
Basement Walls 50% or more below grade	R15 continuous interior of exterior or R19 cavity interior (IRC) R10 continuous interior of exterior or R13 cavity interior (PA Alt)
Concrete Walls 50% or more above grade	R17 when more than 50% interior insulation (IRC & PA Alt)
Crawl space walls for conditioned space.....	R15 continuous or R19 cavity (IRC) R10 continuous or R13 cavity (PA Alt)
Unexcavated foundations (slab on grade).....	R10 vertical for 2 ft along inside of foundation wall R5 horizontal beneath piping of entire slab (IRC Table N1102.1.2)
Mechanical System Piping.....	R3 (IRC) and (PA Alt) above 105F or below 55F
Heating/Ventilation/Air Conditioning Ducts.....	R8 Supply & Return in attic, R6 all other locations (IRC&PA Alt) Ducts inside the building thermal envelope require no insulation
Fenestrations (Windows) and Doors U-Factor.....	U Factor 0.30 maximum (15 sq. ft. window exemption) Opaque door exceptions- 24 sq. ft. (IRC) 54 sq. ft. (PA Alt)
Thermally isolated (passage door) sunroom.....	R24 Ceiling, R13 walls, 0.45 U Factor fenestrations IRC&PA Alt
Recessed Lights in Thermal Envelope.....	IC rated & labeled ASTM E283 not more than 2 cfm leakage
Permanent installed luminaires (light fixtures).....	Minimum of 90% high-efficacy lamps

BUILDING THERMAL ENVELOPE AIR SEALING AND INSULATION

Building envelope air tightness and insulation installation shall be demonstrated to comply with both of the following with additions and alterations defaulting to the visual option.

Mandatory Thermal Envelope Air Leakage Test: requires test results less than 3 Air Changes per Hour (ACH) when tested with a blower door at a pressure of 50 Pascals (0.007 PSI) in accordance with ASTM E 1827 and reported at a pressure of 0.2 inch w.g. (50 Pascals). Testing shall occur after installation of all penetrations of the building envelope, including penetrations for utilities, plumbing, electrical, ventilation and combustion appliances. See PA 304 or IRC, N1102.4 for complete details.

A written report of the results of the test shall be signed by the party conducting the test and provided to the code official.

Visual Inspection: The items listed in Table N1102.4.1.1 (IRC) or Table PA304.1.1 PA Alt.) applicable to the method of construction, are subject to inspection approval by a PMCA Inspector. Visual air sealing inspection will take place during the framing inspection and insulation inspection prior to drywall installation.

DUCT SEALING (CHECK ONE)

Ducts, air handlers, filter boxes and building cavities used as ducts shall be sealed. Joints and seams shall comply with the IRC Section M1601.4

- ☐ Fiberglass Ducts - The closure systems used with rigid fibrous glass ducts shall comply with UL 181 A and shall be Marked "181 A-P" for pressure-sensitive tape, "181 A-M" for mastic or "181 A-H" for heat-sensitive tape.
- ☐ Flexible Air Ducts - The closure systems used with flexible air ducts and flexible air connectors shall comply with UL 181 BH and shall be marked "181 B-FX" for pressure sensitive tape or "181B-M" for mastic.
- ☐ Metal to Metal Duct Joints - The closure systems used with metal to metal duct joints shall comply with one of the following: Mastics to be listed and labeled to "181 B-M". Tapes shall be listed and labeled to indicate compliance with "UL 181 B-FX".

MANDATORY DUCT TESTING FOR DUCTS OUTSIDE THE THERMAL ENVELOPE

Exception: Duct testing is not required for ducts or portions thereof located completely inside the building thermal envelope. (Ducts located in exterior walls are not within conditioned space and will require testing).

CHECK ONE BELOW

- ☐ Rough in Test : N1103.3.3, 1103.3.4 IRC or PA Alt 402.3. Total leakage shall be measured with a pressure differential of 0.1 w.g. (25 Pa) across the system, including the manufacturer's air handler enclosure if installed at the time of the test. All registers shall be taped or otherwise sealed during the test.

Rough in Test total leakage shall be less than or equal to 4 cubic feet per minute per 100 square feet of conditioned floor area where the **air handler is installed** at the time of the test. Where the **air handler is not installed** at the time of the test, the total leakage shall be less than or equal to 3 cubic feet per minute per 100 square feet of conditioned floor area.

OR

- ☐ Post construction Test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. (25Pa) across the entire system, including the manufacturer's air handler enclosure. Registers shall be taped or otherwise sealed during the test.

Post construction total leakage shall be less than or equal to 4 cubic feet per minute per 100 square feet of conditioned floor area.

A written report of the results of the test shall be signed by the party conducting the test and provided to the code official.

Print Name: _____

Company: _____

Signature: _____

Date: _____

COMPLIANCE WORKSHEET

2021 PENNSYLVANIA ALTERNATIVE RESIDENTIAL ENERGY PROVISIONS (PA-ALT)

PROJECT

ADDRESS OF JOB _____

PERMIT APPLICANT _____

PERMIT # (to be filled out by code office) _____

DATE _____ DATE ON PLANS _____

CLIMATE ZONE _____ PHONE # _____

About the 2021 PA-Alt:

Per the Pennsylvania Department of Labor & Industry at <https://www.dli.pa.gov/ucc/Pages/UCC-Codes.aspx>

The UCC regulations [34 Pa. Code Chapter 403.21 (d)(1)] provide for the use of an alternative to Chapter 11 of the International Residential Code (or Chapter 4 (RE) of the International Energy Conservation Code), to demonstrate compliance with the energy conservation requirements of the UCC. This alternative compliance path, which can be obtained by clicking on the link below, was developed by the Pennsylvania Housing Research Center at Penn State and is entitled "Pennsylvania Alternative Energy Provisions". **Access the 2021 PA-Alt at <https://bit.ly/2021PA-Alt>.**

How to use the 2021 PA-Alt:

- This worksheet is only intended to aid in permit application submission. The entirety of the 2021 PA Alternative Residential Energy Provisions must be followed, including all mandatory provisions.
- Entrance requirements:** To utilize the PA-Alt, the building owner or agent must choose at least one of the energy enhancement options in Table PA104.

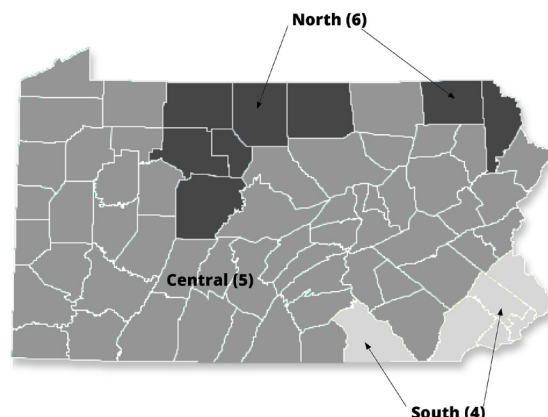
Entrance option selected:

- Insulation and fenestration criteria.** The building thermal envelope shall meet the requirements of Table PA301 based on the climate zone specified in PA201.

Climate Zone	Fenestration ^b U-factor	Skylights ^b U-factor	Glazed Fenestration SHGC ^{b,e}	Ceiling R-value	Wood Frame Wall R-value	Mass Wall R-value ^h	Floor R-value	Basement ^c Wall R-value	Slab ^d R-value and depth	Crawlspace ^c Wall R-value
Proposed										

PA201.1 Climate Zones:

- South (4):** Bucks, Chester, Delaware, Montgomery, Philadelphia, York
- Central (5):** All other counties
- North (6):** Cameron, Clearfield, Elk, McKean, Potter, Susquehanna, Tioga, Wayne



2021 PENNSYLVANIA ALTERNATIVE RESIDENTIAL ENERGY PROVISIONS: REFERENCE TABLES

Table PA104
Energy Enhancement Options

Option	Description		Minimum efficiency by climate zone		
			South (4)	Central (5)	North (6)
1	Ductless heat pumps ^a		8.5 HSPF and 15 SEER	10 HSPF and 15 SEER	10 HSPF and 15 SEER
2	All air ducts located inside the thermal envelope		Compliant	Compliant	Compliant
3	Geothermal or water source heat pump installed ^a		Compliant	Compliant	Compliant
4	Improved efficiency air source heat pump installed ^a		9.5 HSPF and 19 SEER	9.5 HSPF and 19 SEER	11 HSPF and 19 SEER
5	Improved efficiency condensing furnace installed ^a		92 AFUE	95 AFUE	95 AFUE
6	Exterior continuous insulation		R20+10	R20+10	R20+15
7	Improved efficiency windows		U-factor = 0.21	U-factor = 0.19	U-factor = 0.15
8	Package: Improved efficiency windows and higher attic R-value with raised heel truss ^b	Windows	U-factor = 0.25	U-factor = 0.21	U-factor = 0.19
		Attic	R-value = 60	R-value = 60	R-value = 60
9	Package: Improved efficiency windows and heat pump water heater	Windows	U-factor = 0.25	U-factor = 0.21	U-factor = 0.19
		Heat Pump Water Heater	Compliant	Compliant	Compliant

Notes:

- For multiple cooling systems, all systems shall meet or exceed the minimum efficiency requirements in this section and shall be sized to serve 100 percent of the cooling design load. For multiple heating systems, all systems shall meet or exceed the minimum efficiency requirements in this section and shall be sized to serve 100 percent of the heating design load.
- Full height of uncompressed insulation shall extend over the top plate at the eaves.

Table PA301
Insulation and Fenestration Requirements by Component^a

Climate Zone	Fenestration ^b U-factor	Skylights ^b U-factor	Glazed Fenestration SHGC ^{b,e}	Ceiling R-value	Wood Frame Wall R-value	Mass Wall R-value ^h	Floor R-value	Basement ^c Wall R-value	Slab ^d R-value and depth	Crawlspace ^c Wall R-value
South (4)	0.32	0.55	0.4	38	20 ⁱ or 13+5 ^g	8/13	19	10/13	10, 2 ft	10/13
Central (5)	0.30	0.55	NR	49	20 ⁱ or 13+5 ^g	13/17	30 ^f	10/13	10, 2 ft	10/13
North (6)	0.30	0.55	NR	49	23, 20+5 ^g , or 13+10 ^g	15/20	30 ^f	10/13	10, 4 ft	10/13

Notes:

- R-values are minimums. U-factors and SHGC are maximums. Where insulation is installed in a cavity that is less than the label or design thickness of the insulation, the installed R-value of the insulation shall be not less than the R-value specified in the table.
- The fenestration U-factor column excludes skylights. The SHGC column applies to all glazed fenestration.
Exception: In Climate Zones 1 through 3, skylights shall be permitted to be excluded from glazed fenestration SHGC requirements provided that the SHGC for such sky lights does not exceed 0.30.
- "10/13" means R-10 continuous insulation on the interior or exterior of the home or R-13 cavity insulation on the interior of the basement wall. "15/19" means R-15 continuous insulation on the interior or exterior of the home or R-19 cavity insulation on the interior of the basement wall. Alternatively, compliance with "15/19" shall be R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the home.
- For heated slabs, refer to requirements in 2018 IRC Table N1102.1.2 (R402.1.2) and 2018 IRC Section N1102.2.10 (R402.2.10).
- There are no SHGC requirements in the Marine Zone.
- Alternatively, insulation sufficient to fill the framing cavity providing not less than an R-value of R-19.
- The first value is cavity insulation, the second value is continuous insulation. Therefore, as an example, "13+5" means R-13 cavity insulation plus R-5 continuous insulation.
- Mass walls shall be in accordance with Section N1102.2.5. The second R-value applies where more than half of the insulation is on the interior of the mass wall.
- R-18 insulation shall be permitted in place of R-20 requirement provided the wall framing factor is 20% or less or exterior walls with 24" on center nominal vertical stud spacing.

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: _____

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.

► Workers' Compensation Insurance Coverage Information ◀

A. The applicant is

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

☐ Yes

☐ No

If the answer is "**Yes**," complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant: _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for workers' compensation.

☐ Certificate attached

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No. _____

☐ Certificate attached

Policy Expiration Date: _____

C. Exemption – **MUST BE NOTORIZED**

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

☐ Contractor with no employees. **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.**

☐ **Homeowner** who elects to do all work without contracting or hiring others to assist.

☐ **Religious exemption** under the Workers' Compensation Law.

Signature of Applicant: _____ Print Name: _____

Address: _____ Date: _____

Commonwealth of Pennsylvania, County of _____

On this, the _____ day of _____, 20____ before me _____,

(Notary)

the undersigned personally appeared _____, known to me (or satisfactorily proven)

(Signatory)

to be the person whose name subscribed to the within instrument, and acknowledged that he/she executed the same for the purpose herein contained.

In Witness whereof, I hereunto set my hand and official seal.

Notary Public

When applying for a Building Permit you need the following:

- Fill out the appropriate application answering all questions applicable to your job. Application must be legible and signed. (2 copies)
 - If a portion of the application is not applicable to your project put a N/A on the line.
- A copy of the signed Land Use Permit from the Municipality (Borough or Township) (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)
- Copy of Contractors Certificate of Insurance for Workers Compensation **OR** if doing the work yourself submit Workers Compensation Insurance Coverage Waiver *[refer to the attached document]*.

After Building Permit Application is submitted:

- After submitting all required documents your application and drawings will be reviewed.
- PMCA will contact you with an approval or denial.
- If approved, your permit will be issued. 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.

After 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 an inspection call the office where your permit application was submitted or visit our website to schedule online. Be prepared to have your Permit Number, address and type of inspection you are requesting.
 - If you request an inspection BEFORE 3 pm, every effort is made to schedule the inspection for the next business 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 Permit 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
- Sheds
- Barns
- Swimming Pools
- Deck / Patios
- Other buildings or structures on the property
- Location of on lot well and septic IF applicable

Proposed Improvement(s)

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

SAMPLE SITE PLAN ►

