

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

**SINGLE FAMILY DWELLING
(OTHER THAN MANUFACTURED OR INDUSTRIALIZED 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.

_____ "Affidavit of Exemption" (See attached form) If you are hiring a contractor to construct your dwelling, and they have workers' compensation, have the contractor or their insurance carrier provide us with a "Certificate of Insurance" showing proof of such. If the homeowner or a contractor without workers' compensation is constructing the dwelling, the attached form must be completed and notarized.

_____ Sewer permit if applicable.

_____ Septic permit if applicable.

_____ A site plan showing the outside dimensions of the proposed dwelling, including distances in feet to the front, sides and rear property lines.

_____ Two (2) 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 sprinklers a detail of the basement floor ceiling assembly must be submitted. (first floor joist size, 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 Plans with Calculations
- _____ Plumbing Plans with Riser Diagram
- _____ Electrical Plans
- _____ Stairs (riser height maximum 8 1/4" 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.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be stamped "approved". A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all the required inspections performed.

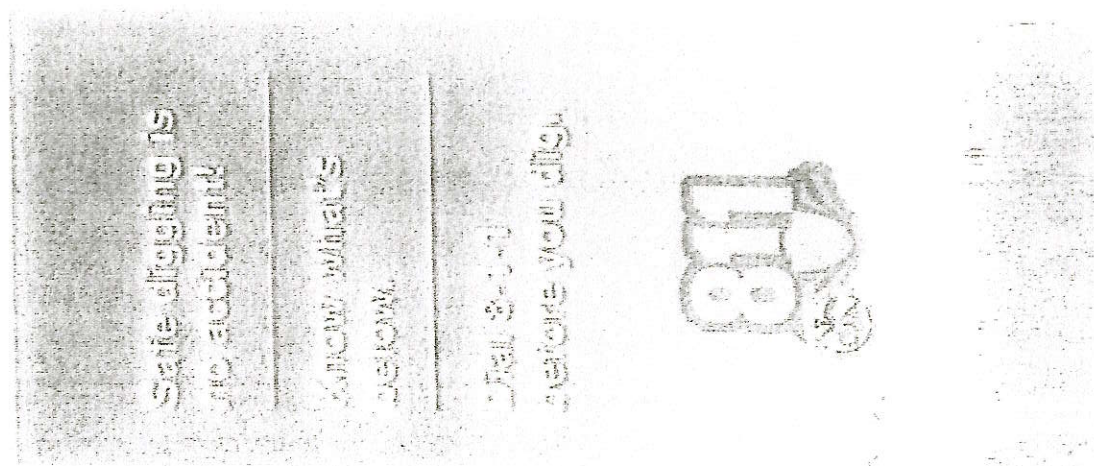
INSPECTION PROCEDURES SINGLE FAMILY DWELLING

- 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 time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by the building inspection agency.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number to the inspector.

PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE
FOOTING INSPECTION WILL BE GIVEN PRIORITY
MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

1. Footing inspection – To be done after forming and prior to placing of concrete.
Inspector: Patrick Duffy Phone: 1-800-922-6342
2. Foundation inspection – French drain and water-proofing prior to backfilling.
Inspector: Patrick Duffy Phone: 1-800-922-6342
3. Plumbing under slab (rough-in) done prior to placing concrete floor.
Inspector: Patrick Duffy Phone: 1-800-922-6342
4. Electrical – Rough-in to be done prior to insulating.
Inspector: Keith Reiser Phone: 1-800-608-6342
5. Framing inspection – Done prior to insulating, but after heating, plumbing and wiring are roughed in, and prior to any exterior finishes being applied.
Inspector: Patrick Duffy Phone: 1-800-922-6342
6. Energy conservation.
Inspector: Patrick Duffy Phone: 1-800-922-6342
7. Wallboard. Only needed if there is an integral or attached garage.
Inspector: Patrick Duffy Phone: 1-800-922-6342
8. Final Electrical – When job is completely finished.
Inspector: Keith Reiser Phone: 1-800-608-6342
9. Final inspection – When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.
Inspector: Patrick Duffy Phone: 1-800-922-6342

BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE



TEMPORARY MARKING GUIDELINES

	WHITE	Proposed Excavation
	PINK	Temporary Survey Markings
	RED	Electric Power Lines, Cables, Conduit and Lighting Cables
	YELLOW	Gas, Oil, Steam, Hydrogen or Gaseous Materials, Hazardous Materials
	ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Lights
	BLUE	Aviation Water
	PURPLE	Reclaimed Water, Irrigation and Shrub Lines
	GREEN	Sanitary and Storm Lines

The following information is required when you call PA One Call System.

YOUR TELEPHONE NUMBER/ YOUR MAILING ADDRESS

COUNTY - The name of the county where the work will take place.

MUNICIPALITY - City, Township or Borough where the work will take place.

THE ADDRESS WHERE THE WORK WILL TAKE PLACE

THE NEAREST INTERSECTING STREET TO THE WORK SITE

THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE

IS THE PROPOSED EXCAVATION AREA (WORK SITE) MARKED IN WHITE - YES OR NO

OTHER INFORMATION THAT COULD HELP THE LOCATOR FIND THE SITE - Any other information to specify the exact location of the site.

THE TYPE OF WORK BEING DONE

WHETHER THE WORK WILL TAKE PLACE IN: Street, Subway, Park or Private Property

THE APPROXIMATE DEPTH YOU ARE DIGGING

THE EXTENT OF THE EXCAVATION - The approximate size of the opening, the length and width or diameter.

THE METHOD OF EXCAVATION - How will the earth be removed?

WHO IS THE WORK BEING DONE FOR

PERSON TO CONTACT IF THE UTILITIES HAVE QUESTIONS

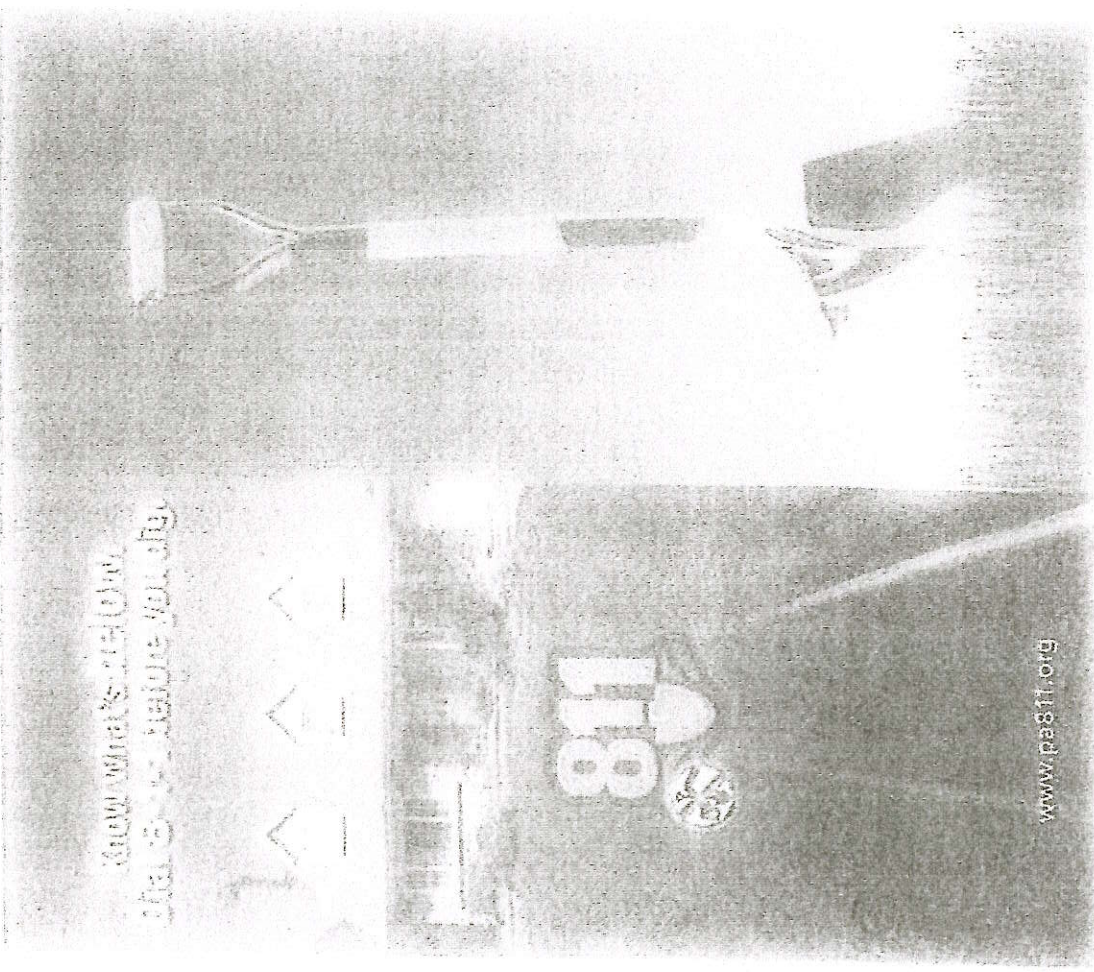
THE CONTACT PERSON'S PHONE NUMBER - This number must be a landline with area code for daytime contact.

THE BEST TIME TO CALL

FAX NUMBER AND/OR EMAIL ADDRESS - This information must be provided to you.

SCHEDULED EXCAVATION DATE AND START TIME - This information must be provided to you.

ANY ADDITIONAL REMARKS YOU MAY HAVE



www.pa811.org

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirm 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:

..... Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

..... Contractor has 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 municipality.

..... Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees)

.....
Signature of Applicant

County of

Municipality of

Subscribed, sworn to and acknowledged before me
by the above this Day
of
20

SEAL

.....
Notary Public

ZONING/UCC PERMIT APPLICATION
CHIPPEWA TOWNSHIP, BEAVER COUNTY, PENNSYLVANIA

APPLICATION NO. _____ DATE RECEIVED _____

1. APPLICANT _____

2. APPLICANT IS OWNER: _____ CONTRACTOR OR AGENT _____ OTHER _____

3. NAME/ADDRESS OF OWNER: _____ NAME/ADDRESS OF CONTRACTOR OR OTHER: _____

4. EMAIL OF OWNER: _____ EMAIL OF CONTRACTOR: _____

5. TELEPHONE NO. _____

6. LOCATION/STREET ADDRESS _____ TAX PARCEL NO. _____

7. SUBDIVISION NAME _____ LOT NO. _____

8. ZONING:

Type of (Building) (Alteration) _____

Number of Stories _____ Height of Structure _____ Having dimensions of _____

And proposed floor area of _____ Square feet **Decks only:** _____ inches above grade of deck floor

9. ACCESS: _____ To public road _____ To private road _____ To private right of way

If private road/right of way, Owner _____ Parcel No. _____

10. COST OF CONSTRUCTION _____ TOTAL SIZE/ACREAGE OF TRACT _____

11. PLOT PLAN ATTACHED: DATED _____ PREPARED BY _____

12. WATER SOURCE: Township _____ On Lot _____

SEWAGE DISPOSAL SOURCE: Twp. _____ On Lot _____

13. WILL ANY OF THE FOLLOWING BE INVOLVED IN THE ABOVE MENTIONED CONSTRUCTION?

ELECTRICAL _____ **PLUMBING** _____ **MECHANICAL** _____

READ, UNDERSTAND AND COMPLY WITH THE FOLLOWING NOTICES

NOTICE: In addition to a construction/zoning permit, if the subject property does or will require access to a public road or street, and/or will require improvement/change of existing driveway access to a public road or street: If such public road or street is under the jurisdiction of the commonwealth of Pennsylvania, you must obtain a Highway Occupancy Permit pursuant to Act No. 428 of 1945, as amended, known as the "State Highway Law"; Application for such Highway Occupancy Permit as to a Commonwealth road or street must be made to, with and processed by the Pennsylvania Department of Transportation. If such road or street is under the jurisdiction of Chippewa township, you must apply for and obtain a Driveway Permit from the Township.

NOTICE: In addition to a construction/zoning permit, you may need to make other applications and obtain other permits for the development you propose, including but not limited to, depending on location of your premises, for an on-lot sewage permit and/or connection to a public sewer connection permit, water connection permit, and/or Land Development approval, prior to being able to commence construction. Further, following construction and prior to your placing into use the proposed structure/building, you will need to procure an Occupancy Permit.

NOTICE: Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of worker's compensation to Chippewa Township. Contractor also prohibited by law as to building or remodeling under subject Permit from engaging the services of a subcontractor unless subcontractor maintains workers' compensation insurance coverage as to subcontractor's employees. Failure of contractor and Applicant for this Permit to maintain worker's compensation insurance according to law of Commonwealth of Pennsylvania, and as to said insurance, naming Chippewa Township as a named insured, requires stoppage of all construction/work under Construction /Zoning Permit issued and a Construction/Zoning Permit may be revoked.

NOTICE: Property owner is responsible for determining if property is subject to private covenants or private plan restrictions and compliance with the restrictions. Private covenants may be more restrictive than zoning regulations. Issuance of a building or zoning permit **does not constitute compliance with private covenants or restrictions.** Permits issued in violation of any private covenants or restrictions is the sole responsibility of the property owner or their authorized representative.

STATEMENTS AND VERIFICATION BY APPLICANT

I do hereby agree to observe and adhere to any and all provisions of the Chippewa Township Zoning Code, and do further agree and understand that my failure to do so shall constitute a violation as to any Permit issued per this Application, which violation shall cause any Permit to become Null and Void, and revocable by Chippewa Township via its Zoning Officer or other designated agent.

APPLICATION FOR ZONING AND BUILDING PERMIT CHIPPEWA TOWNSHIP, BEAVER COUNTY,
PENNSYLVANIA
PAGE THREE OF THREE

I/We hereby certify that as applicants, owners, contractors, agents or others that I/we completed and read the foregoing Application and that the information and statements in this application and other representations contained in all accompanying plans are made a part of this application and are true and correct to the best of our knowledge and belief. This statement and verification are made subject to the penalties of 18 PA.C.S.A. Section 4904 relating to unsworn falsifications to authorities, which provides that if I/We knowingly make false statements or averments, I/We may be subject to criminal penalties. I/We hereby authorize representatives of the township to make the required inspections upon the property to verify that the construction requested under this applications complies with the Chippewa township Zoning Ordinance or other applicable codes.

If applicant is contractor or Agent of Owner, he/she hereby certifies that he/she has the authority to act on behalf of the Owner.

OWNER(S) _____ DATE _____

CONTRACTOR OR AGENT _____ DATE _____

FEE IN THE AMOUNT OF \$ _____ SUBMITTED HEREWITH.

APPROVED: _____
Zoning Officer

DATE: _____

CHIPPEWA TOWNSHIP

APPLICATION FOR A DRIVEWAY PERMIT

Applicant _____ Date _____

Address _____

Phone No. _____

Owner of Property _____

Location of Property _____

Parcel No. _____

General Contractor _____

Address _____

Phone No. _____

Construction Material _____
(Blacktop, Concrete, other)

Approximate Cost _____

Proposed Occupancy: Residential _____ Commercial _____ Other _____

SUPPLY THE FOLLOWING INFORMATION:

PLOT PLAN SHOWING THE ACTUAL DIMENSIONS OF THE LOT;
STREET(S) OR ROAD(S); THE SIZE AND EXACT LOCATION OF THE DRIVEWAY
TO BE ERECTED THEREON; THE LOCATION OF ANY DRAINAGE WAYS, UTILITY
RIGHT-OF-WAYS, AND EASEMENTS; OFF-STREET PARKING IF APPLICABLE

APPLICANT'S SIGNATURE _____ DATE _____

TOWNSHIP USE ONLY _____ DATE _____

PERMIT ISSUED _____ PERMIT NO. _____

PERMIT DENIED _____ REASON _____

ZONING OFFICER _____ FEE _____

CHIPPEWA TOWNSHIP
APPLICATION FOR A PRIVATE DRIVEWAY PERMIT
INSTRUCTION SHEET

1. Any new driveway which is proposed to be installed and attached to a Township road or street must receive a permit from the Chippewa Township Municipal Building. Additionally, any existing driveway that is changed, relocated, or improved in any fashion must secure a permit.
2. The entire application for a driveway permit needs to be completed by the applicant, including the general contractor who will install the driveway.
3. A drawing of the location and size of the driveway needs to be attached to the application. Note on the drawing the materials of the driveway.
4. Two days prior to beginning construction, you must contact the Road Foreman at the Chippewa Township Road Department at 847-0694. Depending on the type of driveway you plan to construct and the location of your residence in the Township, the Road Foreman may be required to meet with your contractor before construction begins. This meeting will insure that the driveway adheres to all Township regulations concerning driveway installation.
5. If you do not contact the Township Road Foreman as stated above, and the installation of your driveway is not in accordance with regulations of Chippewa township, the Township may require that the driveway be removed and constructed in accordance with Township regulations.
6. Any construction which you begin without first obtaining a valid driveway permit from the Township is done completely at your own financial risk. FILING AN APPELICATION AND PAYING THE REQUIRED FEE DOES NOT GUARANTEE THAT A DRIVEWAY PERMIT WILL BE ISSUED: DO NOT BEGIN CONSTRUCTION UNTIL THE PERMIT IS ISSUED.

I acknowledge that I have read and understand all of the provisions on this instruction sheet.

Signature of Applicant

Date

JMS: 6/94

PROPERTY CORNER

PROPERTY CORNER

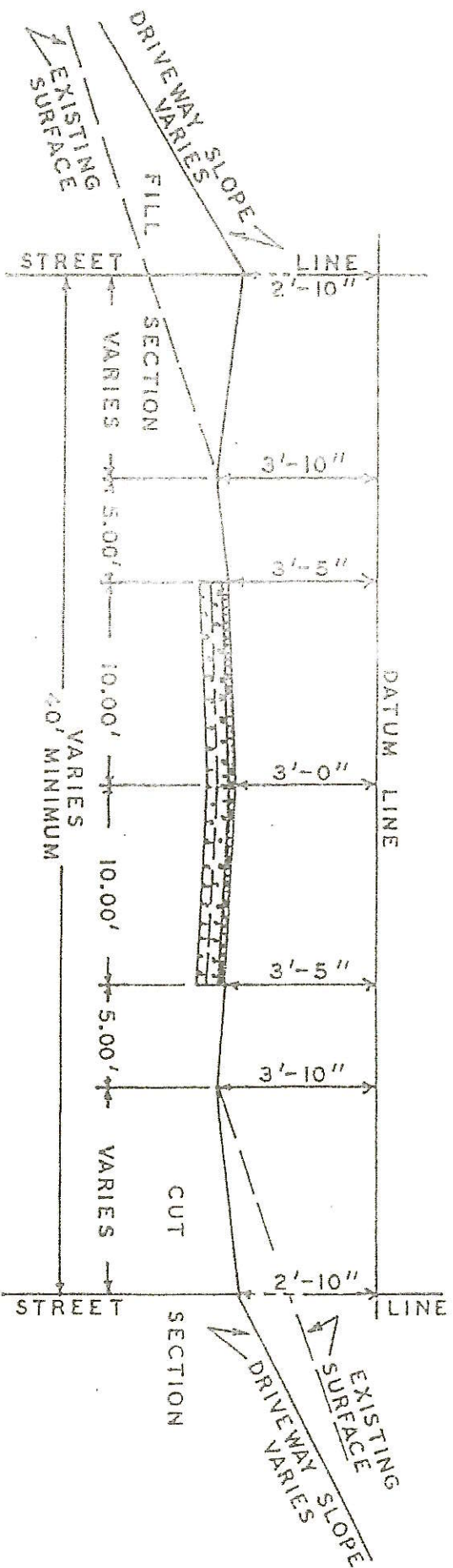
CONCRETE DRIVE

PROPOSED DRIVEWAY

ROAD PAVEMENT

ROAD PAVEMENT

NO. 2: "X" INDICATES
MULTIPLICATION SYMBOL IS
REQUIRED.



NOTE:

1. THE DRIVEWAY SHALL BE 0'-2" ABOVE THE CENTER LINE OF THE EXISTING ROAD AT THE STREET LINE, AND THE DRIVEWAY SHALL BE SLOPED TO CONFORM WITH THE STREET GRADE.
2. ON CONCRETE DRIVEWAYS AN EXPANSION JOINT SHOULD BE PLACED 20'-0" FROM THE EDGE OF THE STREET.

TYPICAL DRIVEWAY ENTRANCE