

Residential Building/Zoning Application Package



Borough of Fox Chapel



Building Code Official
Robert John Smith
(412) 963-1100 Ext. 13
rjsmith@fox-chapel.pa.us

Visit us on our website – www.fox-chapel.pa.us

BOROUGH OF FOX CHAPEL

PREFACE

This Residential Building/Zoning Application Package was prepared to help you meet the requirements of the Borough's Building Code and Zoning Ordinance. Building/zoning permits are required for most types of construction and earth moving activities. Some of the specific activities which require a building/zoning permit include: new structures, additions, alterations, demolitions, fences, decks, sheds, swimming pools, sports courts, and satellite dish antennae over 36 inches in diameter. **Please contact the Building Code Official prior to undertaking any of these activities or any similar activity to obtain the requirements for your specific project.**

With the adoption of Borough of Fox Chapel Ordinance No. 639, effective July 1, 2004, the Borough began administering and enforcing the Commonwealth of Pennsylvania Construction Code Act, Act 45 of 1999. Ordinance No. 639 adopted the Pennsylvania Uniform Construction Code (UCC), revised and restated certain sections of Chapter 403 Administration of the UCC and retained all building code requirements which were in effect on or before July 1, 1999 which equal or exceed the requirements of the UCC.

Enclosed you will find the information you need to successfully complete the building/zoning permit application and the construction inspection process. Please keep in mind that by thoroughly completing the application forms and submitting the necessary information you will enable this office to process your application within a shorter period of time and you will be able to proceed with your construction project sooner.

If there are any questions, or additional information is required, please do not hesitate to contact Bob Smith, Building Code Official at (412) 963-1100 Ext. 13 or rjsmith@fox-chapel.pa.us.

CONTENTS

<u>Item</u>	<u>Section</u>
• Procedures and Requirements for Obtaining a Building Permit	A
• Application for Building/Zoning Permit	B
• False Fire Alarm Notice	C
• Permit Agreement	D
• Building Permit Inspection Procedures Statement	E
• Workers' Compensation Insurance Addendum	F
• Municipal Contractor Registration Form	G
• Building Code Requirements which Equal or Exceed the Requirements of the Commonwealth of Pennsylvania Uniform Construction Code.	H
• Minimum Requirements for Building Permit Construction Drawings for Single-Family Dwelling Projects & Checklist	I
• Minimum Requirements for Building Permit Construction Drawings for Wood Deck Projects & Checklist	J
• Building Permit Fee Schedule	K

BOROUGH OF FOX CHAPEL

PROCEDURES AND REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

1. Applicant must submit a Notice of Proposed Environmental Disturbance Application Package (Application) to the Environmental Advisory Council (EAC) for review. The review process consists of obtaining a recommendation from the EAC and approval or denial from Borough Council. The EAC meets the second Monday of each month and Borough Council meets the third Monday of each month. In order to be placed on the agenda the Application must be received at least twenty-eight (28) days prior to the EAC meeting date. All sections of the Application must be completed and all information requested by the Application must be submitted in the required format along with the Application Fee. The EAC will review the Application at its meeting and recommend that Borough Council approve or deny the Application. Borough Council then reviews the Application and either approves or denies the Application. The Applicant will be notified by the Borough of Council's decision. If approval is granted, the applicant should proceed with Step No. 2. If Council denies the Application, or approves it with conditions, an appeal may be taken to the Zoning Hearing Board within thirty (30) days.

NOTE: If no environmental disturbance as defined by the Fox Chapel Natural Resources Assessment and Protection Ordinance of 1983 (NRO) is to be undertaken the submittal of the Notice of Proposed Environmental Disturbance Application may not be required. Please check with the Borough's Building Code Official early in the planning process. If it is determined that the Application is not necessary the application for building permit must include a current site plan showing the dimensions of the lot, boundary lines, easements, right-of-ways, building setback lines, all utilities including the sanitary sewer location and the size and location of the new construction and existing structures on the site and the structure's distance from lot lines. The 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.

2. Applicant must complete and return the following Borough application forms and other information, as applicable:
 - Approved notice of Proposed Environmental Disturbance Application or site plan complying with Step No. 1
 - Application for Building/Zoning Permit
 - False Fire Alarm Notice
 - Permit Agreement
 - Building Permit Inspection Procedures Statement
 - Workers' Compensation Insurance Addendum
 - Municipal Contractor Registration Form
 - Minimum Requirements for Building Permit Construction Drawings for Single-Family Dwelling Projects & Checklist

- Minimum Requirements for Building Permit Construction Drawings for Wood Deck Projects & Checklist
3. The Building Code Official will check the Application for completeness and shall grant or deny the permit application, in whole or in part, within 15 business days of the filing of a complete application. The Building Code Official and the applicant may agree in writing to extend the deadline by a specific number of days. If the permit application is denied the applicant will be notified in writing of the reasons for denial. If the permit application is approved, the applicant will be notified and the permit will be issued upon receipt of all required fees, e.g., building permit fee, driveway permit fee, sanitary sewer tap-in fee, actual cost incurred by the Borough, etc.
 4. Once the building permit is issued the permit holder should follow the required procedures contained in the Borough of Fox Chapel Building Permit Inspection Procedures Statement.
 5. The Building Code Official will issue a Certificate of Occupancy within 5 business days after the approved occupancy/final inspection has been performed. **No building, or portion of a building, may be used or occupied without a Certificate of Occupancy issued by the Building Code Official.**

**Borough of Fox Chapel
Allegheny County, Pennsylvania
Application for Building/Zoning Permit**

(Please print or type all information)

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Street Address: _____

Block & Lot Number: _____

Subdivision Name: _____ Lot No. _____

Owner: _____ Phone: _____ FAX: _____

Mailing Address: _____ E-Mail: _____

Principal Contractor: _____ Phone: _____ FAX: _____

Mailing Address: _____ E-Mail: _____

Architect: _____ Phone: _____ FAX: _____

Mailing Address: _____ E-Mail: _____

TYPE OF WORK OR IMPROVEMENT (Check all that apply)

- New Building Addition Alteration Repair Demolition Relocation Foundation Only
- Change of Use Plumbing Mechanical Electrical Other _____

Describe the proposed work: _____

Is the site located within an identified flood hazard area? (Check One) Yes No

Will any portion of the flood hazard area be developed? (Check One) Yes No

Is highway occupancy permit required? (Check One) Yes No

ESTIMATED TOTAL PROJECT COST OF CONSTRUCTION (Reasonable fair market value)

\$ _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Borough of Fox Chapel. The property owner assumes the responsibility of locating any property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Borough of Fox Chapel or any other governing body.

The undersigned acknowledges that the Borough's Building and Plumbing Ordinance may impose requirements more stringent than those contained in PA Act 45 (Uniform Construction Code) and agrees that the construction will meet the requirements of the Borough Ordinances. The applicant certifies he/she understands all the applicable codes, ordinances and regulations. Application for a permit is hereby made by the *owner* of the building or structure and the *contractor* employed in connection with the proposed work. I/we certify that the Borough of Fox Chapel Building Code Official or the Building Code Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. The undersigned verify that the statements made in this application and attachments are true and correct in all respects and that any false statements made herein are subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsifications to authorities.100

Printed Name of Owner	Signature of Owner	Date	APPLICATION DATE
Printed Name of Owner	Signature of Owner	Date	FOR OFFICIAL USE ONLY PERMIT NO. _____ DATE ISSUED _____
Printed Name of Contractor	Signature of Contractor	Date	

Building Permit No. _____

BOROUGH OF FOX CHAPEL
◆ NOTICE ◆

TO: All Contractors

RE: False Fire Alarms

Most homes in Fox Chapel Borough have fire and smoke detectors that are tied into a central dispatching center. Many of these detectors are extremely sensitive and can be set off by sawdust, sanding fumes and other by-products of home construction and remodeling. These false alarms result in firemen being exposed unnecessarily to the risks that occur when they respond to what they believe to be a real fire. Ordinance No. 620 holds those individuals who cause false alarms responsible for their actions and subjects them to a fine as high as \$1,000 for *each* offense. You are directed, therefore, to take whatever steps are necessary to prevent false fire alarms as a result of the activities of your employees **or any subcontractors who may be working on the site**. These steps may include, but not be limited to, covering the smoke detectors and/or notifying the alarm company to disregard alarm calls during the hours that the work will be in progress. **It is vitally important, however, that the alarm system be made fully operational at the conclusion of each day's activities.**

The undersigned hereby acknowledges that he/she has read this Notice and fully understands their responsibility to take appropriate steps to prevent false alarms resulting from their construction activities and those of any subcontractor working on the site and that failure to do so could result in a fine of up to One Thousand Dollars (\$1,000.00) for each false alarm.

BOROUGH USE ONLY

Name of Contractor (Printed)

Signature

Date

**BOROUGH OF FOX CHAPEL
PERMIT AGREEMENT**

In consideration of the issuance by the Borough of Fox Chapel (the "Borough") of a building or grading permit to the undersigned property owner(s) (the "Applicant"), the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits and in inspecting work of the Applicant, employees, consultants, elected or appointed officials of the Borough are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Borough pursuant to the police power of the Borough and are not warranting to the Applicant or to any third party the quality of adequacy of the design, engineering or work of the Applicant or their agents or contractors.

Applicant further acknowledges that it will not be possible for the Borough to review every aspect of Applicant's design and engineering or to inspect every aspect of Applicant's work. Accordingly, neither the Borough nor any of its elected or appointed officials, consultants or employees shall have any liability to the Applicant for defects or shortcomings in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during the Borough's review or inspection. Furthermore, the Applicant agrees to defend, hold harmless and indemnify the Borough, its elected and appointed officials, consultants and employees from and against any and all claims, demands, actions and causes of action of any one or more third parties arising out of or relating to the Borough's review or inspection of the Applicant's design, engineering or work or issuance of a permit or permits, or arising out of or relating to the design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant's design, engineering or work shall include such design, engineering and work which is performed by the Applicant or by the Applicant's employees, agents, independent contractors, subcontractors or any other persons or entities performing work pursuant to the issuance of the Building or grading permit by the Borough.

Owner's Signature _____ Date _____

Printed Name _____

Owner's Signature _____ Date _____

Printed Name _____

Building Address _____

Building/Grading Permit No. _____

Date Permit Issued _____

BOROUGH OF FOX CHAPEL BUILDING PERMIT INSPECTION PROCEDURES STATEMENT

I hereby acknowledge that all applicable inspection procedures specified below must be adhered to:

- The building permit must be displayed and the approved construction documents must be kept at the work site and be open to inspection by the Building Code Official until the completion of the construction.
- All **building** inspections will be conducted during the hours of 9:30 A.M. and 4:00 P.M. All inspections will be **BY APPOINTMENT ONLY**. The appointment for the occupancy inspection must be made by 3:00 P.M. at least 7 days in advance of the desired inspection date. All other inspection appointments must be made by 3:00 P.M. at least 2 days in advance of the desired inspection date. There will be a \$30.00 fee for any re-inspection.
- All **building sewer** inspections will be conducted during the hours of 7:00 A.M. and 2:30 P.M. All inspections will be **BY APPOINTMENT ONLY**. All inspection appointments must be made no later than between the hours of 7:00 A.M. and 9:00 A.M. of the desired inspection date. There will be a \$50.00 fee for any re-inspections. **Note: For all new construction the Sanitary Sewer Department must perform a re-inspection of the sanitary sewer system prior to occupancy.** The appointment for the *pre*-occupancy inspection must be made by 2:30 P.M. at least 7 days in advance of the desired inspection date.
- Inspection #1 PRE-CONSTRUCTION: is to be performed prior to starting any construction. An inspection must be scheduled to verify that all environmental protection controls (straw bales, silt fences, protective tree fencing at drip lines, etc.) are in place.
- Inspection #2 FOOTINGS, SUPPORT PADS, ETC.: is to be performed after reinforcing rods are in place and before placing concrete. (All reinforcing rods must be placed on chairs and tied).
- Inspection #3 FOUNDATION AND ENVIRONMENTAL: is to be performed after foundation has been erected and before framing work begins or backfill is installed. Anchor bolts, foundation dampproofing/waterproofing and foundation drains should be in place. (At this time, a certified “as-built” plan must be provided for all new construction anywhere in the Borough and for construction of any type of PRD and Density Developments.) The environmental controls should also be in good working condition.
- Inspection #4 UNDERGROUND PIPING: is to be performed after building sewers (sanitary sewer laterals), rain conductors, foundation drains, and stormwater detention facilities are in place and prior to covering. **The requirements for building sewers (“laterals”) in Fox Chapel Borough are different from those of the Allegheny County Health Department (ACHD). Plumbers are required to contact the Borough’s Sanitary Sewer Department before starting any building sewer work in the Borough. All building sewers must be inspected and approved by both the ACHD and the Borough.**

- Inspection #5 FRAMING/MECHANICAL: is to be performed after all electrical, plumbing, HVAC and mechanical system rough-in work has been completed and before any insulation or wall/ceiling interior coverings have been installed. Copies of the rough plumbing inspection (ACHD) and rough electrical inspection (third-party agency) reports must be provided to the Borough.
- Inspection #6 ENERGY: is to be performed after all insulation, vapor retarders, caulking, and sealants have been installed and before any wall/ceiling interior coverings have been installed.
- Inspection #7 WALLBOARD: is to be performed after all wall/ceiling gypsum board has been installed and before any taping or finishing.
- Inspection #8 OCCUPANCY/FINAL: is to be performed after all items pertaining to the issued building permit have been completed and prior to occupancy of any portion of the structure. **Note: For all new construction the Sanitary Sewer Department must perform a reinspection of the sanitary sewer system prior to occupancy.** Copies of the final plumbing inspection (ACHD) and the final electrical inspection (third-party agency) reports must be provided to the Borough.

NO WORK MAY BE CONCEALED FROM VIEW, UNTIL THE BOROUGH HAS APPROVED IT.

I fully understand that it is my responsibility to call for inspections and that, if inspections are not made according to procedure, I may be in violation of the Pennsylvania Uniform Construction Code (UCC) and Borough of Fox Chapel Ordinance No. 639 and may be subject to prosecution. I also understand that no one may occupy this structure (or portion thereof) until a UCC Certificate of Occupancy is obtained.

Property Owners _____
 (printed or typed) _____ Date: _____
 Signature _____

Contractor _____
 (printed or typed) _____ Date: _____
 Signature _____

Project Street Address: _____

<p align="center">For Completion By Municipal Official Code Enforcement Officer:</p> <p>Date Issued ____/____/____</p> <p>Building Permit No. _____</p>
--

**BOROUGH OF FOX CHAPEL
Workers' Compensation Insurance
Addendum to Building Permit**

ALL APPLICANTS MUST COMPLETE THE FOLLOWING AS REQUIRED BY THE
PENNSYLVANIA WORKMAN'S COMPENSATION ACT, SECTION 302:

I. Application for
 Property Owner: _____
 Street Address: _____
 Telephone No.: _____ (Home) _____ (Office)
 Lot & Block No.: _____ - _____ - _____

II. The contractor/applicant for the building permit, in compliance with Act 44 of 1993, hereby submits (check one):
 Certificate of Insurance with Borough of Fox Chapel named as policy certificate holder (please attach)
 Certificate of Self-Insurance (please attach)
 Claim of Exemption

III. If a Certificate of Insurance or Self-Insurance has been submitted, please complete the following:

Name of Insurer: _____
 (or Self Insurer)
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone No.: _____
 Policy No.: _____ Coverage Period Ends: _____
 Name of Contractor/Policyholder: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone No.: _____
 Contractor/Policyholder's Federal/State Employer Identification Number (EIN): _____

**Workers' Compensation Insurance
Addendum to Building Permit**

1. This policy provides coverage for the requirements of the Workers' Compensation Act, the Occupational Disease Act, and where applicable, the Federal Longshore and Harbor Workers' Compensation Act.
 2. The insurer has been notified that the municipality issuing the building permit is to be named as a policy certificate holder.
 3. Any subcontractors used on this project will be required to carry their own Workers' Compensation coverage.
 4. The contractor/policyholder will notify the municipality of any change in status, cancellation or expiration of Workers' Compensation coverage.
 5. Violation of the Workers' Compensation Act or the terms of this permit will subject the contractor/policyholder to a Stop-Work Order and other fines and penalties as provided by law.
 6. The contractor/applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Act.
- IV. If an exemption is being claimed, please complete this section and if applicable, complete and sign the required Workers' Compensation Insurance Affidavit in the presence of a notary public:

Basis for exemption (check one):

Applicant is an individual who owns the property.

a) Workers' Compensation Insurance Affidavit attached _____

Contractor/Applicant is a sole proprietorship without employees.

a) Workers' Compensation Insurance Affidavit attached _____

Contractor/Applicant is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain:

All of the contractor/applicant's employees on the project are exempt on religious grounds under Section 304.2 of the Workers' Compensation Act. Please explain:

Other. Please explain:

BOROUGH OF FOX CHAPEL
Workers' Compensation Insurance Affidavit

The undersigned 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:

- 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 letters for all employees.)**

Signature of Applicant

I understand that failure to comply will result in a Stop-Work Order and that such Order may not be lifted until proper coverage is obtained, as provided by Section 302(e)(4) of the Act of June 2, 1915 (P.L. 736), known as The Pennsylvania Workmen's Compensation Act, reenacted and amended June 21, 1939 and amended December 5, 1974 and amended July 2, 1993. (P.L.)

Subscribed and sworn to before me this _____ day of _____, 20__.

(Signature of Notary Public)

(Seal)

MY SIGNATURE ON BEHALF OF/OR AS THE CONTRACTOR/APPLICANT FOR THIS BUILDING PERMIT CONSTITUTES MY VERIFICATION THAT THE STATEMENTS CONTAINED HERE ARE TRUE, AND THAT I AM SUBJECT TO THE PENALTY OF 18 PA. C.S.A. §4904 RELATING TO UNSWORN FALSIFICATIONS TO AUTHORITIES.

Signature

Name (Please Print)

Title

Name of Company

NOTE: Applicant's copy to be attached to permit and posted. Municipality's copy to be filed with its permit copy.

**BOROUGH OF FOX CHAPEL
CONTRACTOR REGISTRATION FORM**

This form must be completed by any contractor who engages in any act regulated by the Commonwealth of Pennsylvania Uniform Construction Code (UCC) and/or performing home repairs valued at \$400.00 or more, or by any contractor making application for a building permit.

Name _____

Home Address _____

Telephone () _____ FAX () _____ E-mail _____

Driver's License Identification _____

Company _____

Address (if different) _____

Telephone () _____ FAX () _____ E-mail _____

Tax Number: _____ Federal State Allegheny County

Does this company do business under any other name? If so please list:

This company is a (check one):

- Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Company
- Limited Partnership
- Joint Venture
- Other _____

List name(s) of other partners/shareholders/officers of the corporation with at least 10% interest:

- Name: _____ Title: _____
- Name: _____ Title: _____
- Name: _____ Title: _____
- Name: _____ Title: _____

Does the named registrant or company have insurance/Workman's Compensation coverage?

- Yes, _____ General Liability Yes No
Automobile Liability Yes No
- No

Name of Insurer _____

Address _____

Telephone () _____

Policy Number _____

***Please attach Certificate of Insurance with Borough of Fox Chapel as certificate holder.**

Number of employees:

- 1-4
- 5-10
- 11-20
- 21 +

Identify the nature of the contracting business being registered (check all that apply):

- New Home Construction
- HVAC
- Plumbing
- Electrical
- Masonry/Concrete
- Painting/Plaster
- Roofing
- Deck/Patio
- Waterproofing
- General

List municipality or municipalities of principal operation (defined as 6 or more contracts within the preceding 12 months) _____

Are you registered with any other municipalities? If so, please list:

Has any named registrant ever been convicted of a criminal offense related to a home improvement transaction, fraud, theft, a crime of deception or a crime involving fraudulent business practices?

- Yes
- No

Has any named registrant ever had a civil judgment entered against the registrant or a business in which the registrant held an interest that was related to a home improvement transaction?

- Yes
- No

Has any named registrant been suspended or debarred from participating in any Federal, State or local program through which funding or other assistance is provided to consumers for home improvements within the last ten years?

- Yes
- No

Has any named registrant ever been refused a building permit?

Yes. If yes, identify municipality involved: _____

No

Has any named registrant ever been refused an occupancy permit after completion of a home improvement contract?

Yes. If yes, identify municipality involved: _____

No

Has any named registrant ever been issued a stop work order?

Yes. If yes, identify municipality involved: _____

No

How many years has this company been in business? _____

How many contracts have been successfully completed in the last two (2) years? _____

At which financial institution does the company maintain a checking account?

Has the company ever been in bankruptcy? Yes No If Yes, in what year? _____

Please list three customer references:

Name _____

Address _____

Telephone () _____

Name _____

Address _____

Telephone () _____

Name _____

Address _____

Telephone () _____

MY SIGNATURE CONSTITUTES MY VERIFICATION THAT THE STATEMENTS CONTAINED HERE ARE TRUE, AND THAT I AM SUBJECT TO THE PENALTY OF 18 PA. C.S.A. §4904 RELATING TO UNSWORN FALSIFICATIONS TO AUTHORITIES.

Signature

Date:

Name (Please Print)

Title

BOROUGH OF FOX CHAPEL

BUILDING CODE REQUIREMENTS WHICH EQUAL OR EXCEED THE REQUIREMENTS OF THE COMMONWEALTH OF PENNSYLVANIA UNIFORM CONSTRUCTION CODE.

- Sanitary building sewer (sanitary sewer lateral) must be installed in accordance with the Borough of Fox Chapel Rules & Regulations Governing House or Building Sanitary Sewer Connections and must be inspected by both the Allegheny County Health Department and the Borough.
- Radon Control is required for additions and new construction. A sub-slab depressurization (passive) system in accordance with Appendix F of the 2009 International Residential Code is required.
- Footings; All concrete footings shall be reinforced concrete and the edge thickness shall not be less than 8 inches. Reinforcement shall not be less than two 5/8-inch diameter bars or three 1/2-inch diameter bars.

BOROUGH OF FOX CHAPEL

MINIMUM REQUIREMENTS FOR BUILDING PERMIT CONSTRUCTION DRAWINGS FOR SINGLE FAMILY DWELLING PROJECTS & CHECKLIST

GENERAL REQUIREMENTS

The application for building permit must be accompanied by **the completed checklist** and **two sets of construction drawings**. The construction drawings for new construction, alteration, repairs, expansion, addition or modification to buildings or structures shall be prepared by an architect or structural engineer who is registered in the Commonwealth of Pennsylvania. The construction drawings shall include the name and address of the registered design professional and shall be signed, sealed and dated by the registered design professional. (The Building Code Official may waive the requirement for a registered design professional if it is determined that the proposed work is minor in nature.) The construction drawings shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that the work will conform with the provisions of the Commonwealth of Pennsylvania Uniform Construction Code and Borough of Fox Chapel Ordinance No. 639.

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load	Wind Speed (mph)	Seismic Design Category	SUBJECT TO DAMAGE FROM				Winter Design Temp.	Ice Shield Under-Layment Required	Flood Hazards	Climate Zone		Radon Control Required
			Weathering	Frost Line Depth	Termite	Decay				IRC	PA Alternative Central	
25 PSF	90	C	Severe	36"	Mod. To Heavy	Slight To Mod	0° F	Yes	Check FEMA Maps	IRC 5A	PA Alternative Central	Yes

This design criteria must be noted on the first page of the construction drawings and all buildings and structures must be designed in accordance with this criteria.

STRUCTURAL DESIGN CRITERIA

The design criteria, both **dead load** and **live load**, must be noted on the first page of the construction drawings for the following structural members:

- Decks (floor joist)
- Exterior balconies (floor joist)
- Sleeping rooms and attics accessed by a fixed stairway (floor joist)
- Attics with storage (ceiling joist)
- Attics without storage (ceiling joist)
- Rooms other than sleeping rooms (floor joist)
- Roof rafters (snow load or live load, whichever is greater)

FRAMING LUMBER

The species, grade, size, spacing and span for all framing lumber (floor joist, ceiling joist, roof rafters, headers, girders, walls, etc.) must be marked on the drawings. The minimum bearing requirements for all framing lumber bearing on wood, metal, masonry or concrete must be marked on drawings.

MANUFACTURED WOOD PRODUCTS

The manufacturer of the prefabricated wood components (roof trusses, floor trusses, glue-laminated beams, composite structural panels, etc.) must submit detailed construction drawings that have been prepared, signed and sealed by a professional structural engineer who is registered in the Commonwealth of Pennsylvania.

PLUMBING CONSTRUCTION DRAWING

The Allegheny County Health Department (ACHD) will do the plumbing, **including residential fire sprinkler systems**, plan review and approval/denial for the Borough. They will also conduct the required inspections in conjunction with the Borough of Fox Chapel. Drawings should be submitted directly to ACHD in the format required by them. NOTICE: The requirements for building sewers (“laterals”) in Fox Chapel Borough are different from those of Allegheny County Health Department. **PLUMBERS ARE REQUIRED TO CONTACT THE BOROUGH’S SANITARY SEWER SUPERINTENDENT AT 412/963-1100 EXT. 26 BEFORE STARTING ANY BUILDING SEWER WORK IN THE BOROUGH.** All building sewers must be inspected and approved by both the ACHD and the Borough.

ELECTRICAL CONSTRUCTION DRAWINGS

The Borough requires the use of a third party agency that is certified by the Commonwealth of Pennsylvania Department of Labor & Industry. The third party agency will do the electrical plan review approval/denial and the required inspections. Drawings should be submitted directly to the third party agency in the format required by them.

CONSTRUCTION DRAWING REVIEW CHECKLIST

The checklist on the following pages must be completed and submitted with the construction drawings. All information must be filled in, checked (✓) to indicate that it is included or marked not applicable (N/A). An explanation for any information not marked as included or marked N/A must be given in Section XII – Comments at the end of the checklist. All explanations in the comment section must be correlated to its section number (i.e., Section II, 5. would refer to footing depth below grade). The drawing page number on which the information is noted must also be identified. This checklist is designed to help you develop an acceptable set of drawings and is not meant to be all inclusive. The building code official may require additional information.

Owners Name: _____ Telephone: _____

Project Address: _____

Agent Name: _____ Telephone: _____

Design Professional
or other contact
regarding information
on construction
drawings: _____ Telephone: _____

Section I - Building Planning

✓ or N/A	Drawing Page No.	
_____	_____	1. Two sets of construction drawings prepared and sealed by registered design professional
_____	_____	2. Scale marked on drawings
_____	_____	3. Climatic and geographic design criteria
_____	_____	4. Structural design criteria
_____	_____	5. Framing lumber; species, grade, size, spacing and span
_____	_____	6. Framing lumber; minimum bearing requirements
_____	_____	7. Manufactured wood products engineer seal
_____	_____	8. Use designation for all rooms/spaces
_____	_____	9. Dimensions for all rooms/spaces
_____	_____	10. Ceiling heights for all rooms/spaces
_____	_____	11. Typical building cross section
_____	_____	12. Elevation drawings including indication of finished grade; front, sides and rear
_____	_____	13. Windows and doors; size type and location
_____	_____	14. Hazardous glazing locations (safety glazing)
_____	_____	15. Window fall prevention devices; applies to open able windows where bottom of opening is > 72" above grade and bottom of opening is < 24" above finished floor
_____	_____	16. Skylight glazing material
_____	_____	17. 1 3/8" solid core door or 20-minute fire-rated door between garage and living space
_____	_____	18. 5/8" Type X gypsum board or equivalent separation between garage and habitable space
_____	_____	19. Emergency escape and rescue opening from basements.
_____	_____	20. Emergency escape and rescue opening from every sleeping room
_____	_____	21. Emergency escape and rescue opening net clear opening
_____	_____	22. Emergency escape and rescue opening net clear height and width

✓ or N/A	Drawing Page No.	
_____	_____	23. Emergency escape and rescue opening sill height above finished floor
_____	_____	24. Emergency escape and rescue opening sill height above finished grade
_____	_____	25. Width of hallways
_____	_____	26. Required exit door; width, height and type
_____	_____	27. Floor and stair landings; size and location
_____	_____	28. Width of stairways
_____	_____	29. Stairs; riser height, tread depth and nosing projection
_____	_____	30. Stair headroom
_____	_____	31. Stair closed or open riser (if open, give dimension of opening)
_____	_____	32. Protection of enclosed accessible space under stairs
_____	_____	33. Handrail location and height above nosing
_____	_____	34. Handrail type and grip size
_____	_____	35. Handrail continuous for full length of flight
_____	_____	36. Handrail returned or terminated in newel post
_____	_____	37. Guardrail location and height
_____	_____	38. Guardrail intermediate rail or ornamental closure spacing
_____	_____	39. Smoke alarm locations
_____	_____	40. Smoke alarm interconnection and power source
_____	_____	41. Carbon Monoxide Alarm locations.
_____	_____	42. Foam plastic ½” gypsum board separation from interior of building
_____	_____	43. Moisture vapor retarder for all elements comprising the building thermal envelope that are not vented.
_____	_____	44. Pressure treated lumber in areas subject to decay damage
_____	_____	45. Termite shield; location, material and type

Section II - Footings and Foundation

✓ or N/A	Drawing Page No.	
_____	_____	1. Presumptive load-bearing value of soil
_____	_____	2. Concrete compressive strength
_____	_____	3. Footing; width and edge thickness
_____	_____	4. Footing; reinforcement size, location and spacing
_____	_____	5. Footing depth below grade
_____	_____	6. Footing projection
_____	_____	7. Footings supporting piers and columns; size, thickness and reinforcement
_____	_____	8. Type of foundation walls (masonry, poured concrete, ICF, precast concrete, etc.)
_____	_____	9. Precast concrete foundations require engineer’s stamp and manufacturers installation instructions
_____	_____	10. Foundation wall height

✓ or N/A	Drawing Page No.	
_____	_____	11. Foundation unbalanced backfill height
_____	_____	12. Height of foundation above finished grade
_____	_____	13. Foundation wall thickness
_____	_____	14. Change in foundation wall thickness (masonry veneer ledge); course of solid masonry between thicker wall below and thinner wall above
_____	_____	15. Foundation reinforcement size and spacing
_____	_____	16. Sill plate size and decay protection
_____	_____	17. Type of sill plate anchorage (anchor bolts or anchor straps)
_____	_____	18. Anchor straps require manufacturer's installation instructions
_____	_____	19. Anchor bolts; diameter, spacing, depth of embedment and distance from corners
_____	_____	20. Foundation drains; location, type and size of pipe, depth of gravel cover, size of gravel and filter membrane
_____	_____	21. Dampproofing/Waterproofing system
_____	_____	22. Steel beam; location, size, weight and thickness
_____	_____	23. Steel beam pocket bearing details; thickness of solid masonry
_____	_____	24. Steel columns; size, weight and method of corrosion protection
_____	_____	25. Wood columns; size and method of decay protection
_____	_____	26. Method of column anchorage (prevent lateral displacement)
_____	_____	27. Under-floor space (crawl space) vented or not vented
_____	_____	28. Vented crawl space; location and size of openings, vapor retarder
_____	_____	29. Non-vented crawl spaces; indicate if mechanical ventilation or conditioned air, vapor retarder
_____	_____	30. Crawl space access size and location
_____	_____	31. Crawl space; distance of crawl space grade to bottom of floor joist

Section III - Floors

✓ or N/A	Drawing Page No.	
_____	_____	1. Floor framing details plan
_____	_____	2. Floor joist; species, grade, size, spacing and span
_____	_____	3. Girder and header; species, grade, size, spacing and span
_____	_____	4. Cantilevered joist; ratio of backspan to cantilever, full depth rim joist, blocking and type of connections
_____	_____	5. Double floor joist under parallel bearing partitions
_____	_____	6. Floor joist lateral restraint and bridging; location and method
_____	_____	7. Floor joist framing of openings; header, trimmer joist and tail joist
_____	_____	8. Floor sheathing; type, span rating and thickness
_____	_____	9. Concrete floors (on ground); thickness of slab, compressive strength, thickness of gravel base, size of gravel used for base and vapor retarder

Section IV - Wall Construction

✓ or N/A	Drawing Page No.	
_____	_____	1. Wall studs (interior and exterior); species, grade, size, spacing and height
_____	_____	2. Girder and header; species, grade, size, span and number of jack studs
_____	_____	3. Wall bracing; braced wall lines, location, length and method
_____	_____	4. Stud wall capped with double top plate
_____	_____	5. Stud wall bottom plate
_____	_____	6. Fireblocking (required to cut off all concealed draft openings both vertical and horizontal); location and material

Section V - Wall Covering

✓ or N/A	Drawing Page No.	
_____	_____	1. Interior wall covering; type, material, thickness and fastening method (nails, screws, glued or combination)
_____	_____	2. Exterior wall covering material
_____	_____	3. Exterior wall sheathing; type, span rating and thickness
_____	_____	4. Exterior wall water-resistive barrier
_____	_____	5. Exterior wall flashing (top of doors and windows, chimneys, porches, decks, stairs, roof intersections, etc.)
_____	_____	6. Stone and masonry veneer ties; type, gage, horizontal spacing and area supported
_____	_____	7. Stone and masonry veneer; air space, flashing and weep holes
_____	_____	8. Stone and masonry veneer lintels; size, thickness and bearing

Section VI - Roof and Ceiling Construction

✓ or N/A	Drawing Page No.	
_____	_____	1. Pitch/slope of roof
_____	_____	2. Roof and ceiling framing details plan
_____	_____	3. Roof rafter; species, grade, size, spacing and span
_____	_____	4. Ceiling joist; species, grade, size, spacing and span
_____	_____	5. Roof rafter framing of openings; header, trimmer rafters and tail rafters
_____	_____	6. Ceiling joist framing of openings; header, trimmer joist and tail joist
_____	_____	7. Roof ridge board; size and thickness
_____	_____	8. Roof valley or hip rafter; size and thickness

✓ or N/A	Drawing Page No.	
_____	_____	9. Ceiling joist not parallel to rafters: rafter ties; type, size and spacing
_____	_____	10. Ceiling joist not parallel to rafters: roof ridge beam/girder; designed and sealed by registered design professional
_____	_____	11. Ceiling joist parallel to rafters; distance ends of joist lapped
_____	_____	12. Roof rafter and ceiling joist lateral restraint and bridging; location and method
_____	_____	13. Roof tie-down; type, method and spacing
_____	_____	14. Roof sheathing; type, span rating and thickness
_____	_____	15. Attic access; location and size
_____	_____	16. Roof ventilation for attics and enclosed rafter spaces; location, type, number and size
_____	_____	17. Eave or cornice vents; amount of space provided between insulation and roof sheathing
_____	_____	18. Ceiling covering; type, material, thickness and fastening method (nails, screws, glued or combination)
_____	_____	19. Roof covering; material and class
_____	_____	20. Roof covering underlayment; type, thickness and number of layers
_____	_____	21. Roof flashing; location, method and material
_____	_____	22. Ice shield/protection underlayment; type, material and distance from exterior wall line of building
_____	_____	23. Chimney cricket/saddle; material, height and width

Section VII - Masonry Chimneys and Fireplaces

✓ or N/A	Drawing Page No.	
_____	_____	1. Footings; width, edge thickness, reinforcement and depth below grade
_____	_____	2. Chimney wall; thickness of solid masonry units
_____	_____	3. Termination; height above roof and height above any portion of the building within ten feet
_____	_____	4. Chimney clearances; distance of air space clearance to combustibles
_____	_____	5. Chimney fireblocking; location and material
_____	_____	6. Fireplace flue size
_____	_____	7. Fireplace firebox walls; thickness of solid masonry units
_____	_____	8. Fireplace firebox dimensions; height, width and depth
_____	_____	9. Fireplace lintel; size, location and material
_____	_____	10. Fireplace throat; distance above lintel
_____	_____	11. Fireplace damper; material and distance above fireplace opening
_____	_____	12. Fireplace smoke chamber; thickness of solid masonry units
_____	_____	13. Fireplace smoke chamber dimensions; inside height and width
_____	_____	14. Fireplace hearth slab thickness

✓ or N/A	Drawing Page No.	
_____	_____	15. Fireplace hearth extension; material, thickness, distance to sides and distance to front
_____	_____	16. Fireplace clearance to combustible material; distance from front, sides and back
_____	_____	17. Fireplace mantel and trim made of combustible material; thickness of material and distance from fireplace opening
_____	_____	18. Fireplace exterior air supply; method and location

Section VIII – Factory Built Chimneys and Fireplaces

✓ or N/A	Drawing Page No.	
_____	_____	1. Listing and labeling information provided
_____	_____	2. Manufacturer’s installation instructions provided
_____	_____	3. Fireplace exterior air supply; method and location

Section IX - Mechanical

✓ or N/A	Drawing Page No.	
_____	_____	1. Heating, ventilating and air conditioning (HVAC) appliances; location and type of fuel
_____	_____	2. Water heating appliance; location and type of fuel
_____	_____	3. Heating appliances located in garage; height of ignition source above floor and method of protection from impact
_____	_____	4. HVAC appliance access; location and size
_____	_____	5. Heating and cooling equipment; load calculations (system load calculations should be obtained from mechanical contractor prior to application for building permit and submitted with construction drawings)
_____	_____	6. Duct systems; material, location and size
_____	_____	7. Combustion air; calculations and source
_____	_____	8. Clothes dryer exhaust; length and termination point
_____	_____	9. Range hood exhaust; material and termination point
_____	_____	10. Bathroom exhaust, material and termination point

Section X - Energy Efficiency

You must demonstrate compliance with the energy requirements of the Pennsylvania Uniform Construction Code. One method is to use the REScheck residential compliance program which you can obtain free from the U.S. Department of Energy at www.energycodes.gov. If you do not use the REScheck program, you must provide enough information on the construction drawings to demonstrate compliance with Chapter 11 of the International Residential Code (IRC) or the International Energy Conservation Code (IECC) or Pennsylvania's Alternative Residential Energy Provisions (PAREP).

REScheck Program

✓ or N/A	Drawing Page No.	
_____	_____	1. Computer generated compliance record and inspectors checklist provided
		Chapter 11 of IRC IECC PAREP
_____	_____	2. Indicate selected compliance path; IRC, IECC or PAREP
_____	_____	3. Climate Zone
_____	_____	4. Glazing area; percent of the gross area of the exterior walls
_____	_____	5. Glazing/fenestration; U-factor for all skylights, windows, doors, glass block, etc.
_____	_____	6. Roof/ceiling insulation; R-value
_____	_____	7. Framed wall insulation; R-value
_____	_____	8. Floor over non-conditioned space insulation; R-value
_____	_____	9. Concrete slab perimeter insulation; R-value and length
_____	_____	10. Basement wall insulation; R-value
_____	_____	11. Crawl space wall insulation; R-value
_____	_____	12. Vapor retarder; location and type
_____	_____	13. Air leakage; all joints, seams, penetrations, windows, doors, etc. sealed to limit air movement
_____	_____	14. HVAC appliances and equipment; energy efficiency rating
_____	_____	15. HVAC duct insulation; R-value and location
_____	_____	16. HVAC piping insulation; R-value and location
_____	_____	17. Water heating appliance; energy efficiency rating

MY SIGNATURE ON BEHALF OF/OR AS THE DESIGN
PROFESSIONAL/CONTRACTOR/APPLICANT FOR THIS BUILDING PERMIT
CONSTITUTES MY VERIFICATION THAT THE STATEMENTS CONTAINED HERE ARE
TRUE, AND THAT I AM SUBJECT TO THE PENALTY OF 18 PA. C.S.A. §4904
RELATING TO UNSWORN FALSIFICATIONS TO AUTHORITIES.

Person Completing Checklist

Signature

Name (Please Print)

Title

Name of Company

BOROUGH OF FOX CHAPEL

**MINIMUM REQUIREMENTS FOR BUILDING PERMIT CONSTRUCTION
DRAWINGS FOR WOOD DECK PROJECTS & CHECKLIST**

GENERAL REQUIREMENTS

The application for building permit must be accompanied by **the completed checklist** and **two sets of construction drawings**. The construction drawings shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that the work will conform with the provisions of the Commonwealth of Pennsylvania Uniform Construction Code and Borough of Fox Chapel Ordinance No. 639.

CONSTRUCTION DRAWING REVIEW CHECKLIST

The checklist on the following pages must be completed and submitted with the construction drawings. All information must be filled in, checked (✓) to indicate that it is included or marked not applicable (N/A). An explanation for any information not marked as included or marked N/A must be given in Section V - Comments at the end of the checklist. All explanations in the comment section must be correlated to its section number (i.e., Section II, 3. would refer to footing depth below grade). The drawing page number on which the information is noted must also be identified. This checklist is designed to help you develop an acceptable set of drawings and is not meant to be all inclusive. The building code official may require additional information.

Owners Name: _____ Telephone: _____

Project Address: _____

Agent Name: _____ Telephone: _____

Contact person
regarding information
on construction
drawings: _____ Telephone: _____

Section I – Deck Planning

✓ or N/A	Drawing Page No.	
_____	_____	1. Two sets of construction drawings
_____	_____	2. Scale marked on drawings
_____	_____	3. Structural design criteria; live load deck designed to support
_____	_____	4. Elevation drawing indicating height of deck above finished grade
_____	_____	5. Deck dimensions

Section II - Footings

✓ or N/A	Drawing Page No.	
_____	_____	1. Presumptive load-bearing value of soil
_____	_____	2. Concrete compressive strength
_____	_____	3. Footing depth below grade
_____	_____	4. Footings supporting piers, posts and columns; size, thickness of concrete, reinforcement and location

Section III – Floors and Columns

✓ or N/A	Drawing Page No.	
_____	_____	1. Floor framing details plan
_____	_____	2. Floor joist; species, grade, size, spacing and span
_____	_____	3. Girder and header; species, grade, size, spacing and span
_____	_____	4. Cantilevered joist; ratio of backspan to cantilever, full depth rim joist, blocking and type of connections
_____	_____	5. Pressure preservative treated or natural decay resistance wood
_____	_____	6. Floor joist lateral restraint and bridging; location and method
_____	_____	7. Floor joist framing of openings; header, trimmer joist and tail joist
_____	_____	8. Floor sheathing/decking; type, span rating, thickness and direction
_____	_____	9. Positive anchorage to primary structure; method, type of connector, diameter and spacing. Where positive connection to the primary building structure cannot be verified during inspection, decks shall be self-supporting.
_____	_____	10. Support columns; size, spacing and location
_____	_____	11. Deck lateral load connection; type of hold-down tension device and locations
_____	_____	12. Connections to support columns; type of connector, length, diameter and spacing
_____	_____	13. Joist hangers; material, size and location
_____	_____	14. Flashing at house; method, material and location

Section IV – Stairs, Handrails and Guardrails

✓ or N/A	Drawing Page No.	
_____	_____	1. Stair landings; size and location
_____	_____	2. Width of stairways
_____	_____	3. Stairs; riser height and tread depth
_____	_____	4. Stair headroom
_____	_____	5. Stair closed or open riser (if open, give dimensions of opening)
_____	_____	6. Handrail location and height above riser
_____	_____	7. Handrail type and grip size
_____	_____	8. Handrail continuous for full length of flight
_____	_____	9. Handrail returned or terminated in newel post
_____	_____	10. Guardrail location and height
_____	_____	11. Guardrail intermediate rail or ornamental closure spacing
_____	_____	12. Guardrail connection to deck; method, type of connector, length, diameter and spacing
_____	_____	13. Guardrail construction detail; material, size of top rail, bottom rail and intermediate rails

Section V – Comments

Correlate Comments with Section Number

MY SIGNATURE ON BEHALF OF/OR AS THE CONTRACTOR/APPLICANT FOR THIS BUILDING PERMIT CONSTITUTES MY VERIFICATION THAT THE STATEMENTS CONTAINED HERE ARE TRUE, AND THAT I AM SUBJECT TO THE PENALTY OF 18 PA. C.S.A. §4904 RELATING TO UNSWORN FALSIFICATIONS TO AUTHORITIES.

Person Completing Checklist

Signature

Name (Please Print)

Title

Name of Company

**BUILDING PERMIT
FEE SCHEDULE**

The fee for nonresidential and residential building permits for buildings, houses and accessory structures and for additions thereto, shall be the higher of the following:

A fee based on the area of construction equal to \$0.25/per square foot of building space. In determining the building space, the area on each floor within the building or work envelope shall be counted including, but not limited to, the area of garages, basements and areas of upper floors which are open to the floor below (such as atria, open stairwell, etc.) but excluding the area of crawl spaces.

A fee based on the estimated cost of construction using the following table:

<u>Estimated Constructions Cost</u>		<u>Fee</u>
\$0	\$ 999	\$25
\$1,000	\$ 1,999	\$30
\$2,000	\$ 4,999	\$40
\$5,000	\$ 9,999	\$55
\$10,000	\$15,000	\$70

>\$15,000 = \$4.15 per \$1,000 of estimated construction cost.

The estimated construction cost shall be determined by the Borough.

Plus the actual costs incurred by the Borough.

Demolition Permits

The fee for a permit for the demolition of a building or structure less than 800 Square feet shall be \$25.00 and for a building or structure 800 square feet or greater shall be \$190.00

Labor and Industry Building Permit Training Fund

\$4.00 or charge equal to amount imposed by Pennsylvania Uniform Construction Code (Applies to each building permit and each demolition permit)

Building Permit Re-inspections

\$30.00