

**COMMONWEALTH CODE INSPECTION SERVICE, INC.**  
**APPLICATION FOR BUILDING PERMIT/USE CERTIFICATE**

MUNICIPALITY \_\_\_\_\_ COUNTY \_\_\_\_\_

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

**1. PROPERTY INFORMATION**

Tax Map \_\_\_\_\_ Site Address \_\_\_\_\_

Parcel No \_\_\_\_\_ Land Use Permit Number \_\_\_\_\_

Use:  Single-Family Dwelling/Duplex  Multi-Family  New Manufactured Dwelling  Relocated Manufactured Home  
 Commercial  Demolition  Sign  Other: \_\_\_\_\_ Floodplain Present:  Yes  No

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

Zone:  Agricultural  Commercial  Conservation  Industrial  Residential

**2. BUILDING OWNER'S INFORMATION**

First Name: \_\_\_\_\_ M: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

**3. BUILDING PERMIT APPLICATION**

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

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

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

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

**4. CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent. 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 laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME (Legibly) \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

**5. CONTRACTOR INFORMATION**

*Please list additional general contractor information on additional sheet(s) if applicable*

Name of Contractor \_\_\_\_\_ Phone/Email \_\_\_\_\_

Person in Charge of Work \_\_\_\_\_ Cell/Email \_\_\_\_\_

Contractor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Proof of "Workman's Compensation" Insurance \_\_\_\_\_

**6. PROJECT DETAILS**

Trades:  Building  Electrical Work  Plumbing Work  Mechanical Work (HVAC)  Fire Suppression/Fire Alarm System Heat Source (if applicable): \_\_\_\_\_ Fuel Type: \_\_\_\_\_

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

**7. SUBCONTRACTOR INFORMATION**

*Please list subcontractors for major trades, use additional sheet(s) if applicable*  Additional sheet(s) attached

Contractor	City, State, Zip	Phone/Email	PA HIC#
Contractor	City, State, Zip	Phone/Email	PA HIC#
Contractor	City, State, Zip	Phone/Email	PA HIC#
Contractor	City, State, Zip	Phone/Email	PA HIC#
Contractor	City, State, Zip	Phone/Email	PA HIC#
Contractor	City, State, Zip	Phone/Email	PA HIC#

**8. OFFICE INFORMATION**

(for official use only)

APPLICATION FEE: \$ \_\_\_\_\_ ISSUANCE DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

INSPECTION FEES \$ \_\_\_\_\_ EXTENSION DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

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

APPLICATION IS: GRANTED  DENIED  INCOMPLETE

SIGNATURE OF PERMIT OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

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

# Residential Building Plans

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## 1. Building Site Plan indicating:

- a. Location of Proposed and Existing Buildings
- b. Location of Property Lines
- c. Building Setback Dimensions
- d. Location and Depth of Building Water Service Pipe (or Well)
- e. Location and Depth of Building Sewer (or Sewage System for On-Site Facilities)
- f. Location and Depth of Foundation Drainage Facilities (Drain Fields, if Applicable)
- g. Location of Driveway (Distance to Property Lines)
- h. Any buried utilities

## 2. Foundation and Framing Plan (one view as cross sectional from bottom of footings to top of shingles):

- a. Footings-size, thickness, and depth below grade
- b. Isolated piers - size and thickness
- c. Reinforcement - size and location of rods (if used)
- d. Foundation Wall- size, height of backfill, method of damp proofing, type of mortar and type of reinforcement to be used
- e. Foundation Drains - type and location
- f. Sill Plate/Anchor Bolts - size and location
- g. Basement/Garage Slabs - thickness of concrete and stone base
- h. Floor Joist - size, spacing, span, and type of lumber
- i. Floor Sheathing - thickness and type
- j. Wall Framing - size and spacing
- k. Exterior Wall Covering and Insulation
- l. Corner Bracing
- m. Headers and lintels -size- drawings of design and spans to be used
- n. Interior Finish on Wall and Ceiling
- o. Roof Ventilation
- p. Roof Pitch
- q. Rafters and/or Roof Trusses ( if used, require shop drawings meeting TPI requirements) size, spacing, span, bracing, and collar ties
- r. Roof Sheathing - thickness, type, and edge blocking
- s. Roof Covering
- t. Girders/Beams - size, span, and type
- u. Girder/Beam Support - size, and type
- v. All Stairways - width, rise and run of stairs, headroom, and height of handrail
- w. Guardrails - height and spacing
- x. Crawl Spaces - Height of framing members above exposed earth, vapor barrier, ventilation, and access hole (18"x24" minimum required)
- y. Ceiling Heights
- z. Secondary egress/rescue opening for finished basements

**3. Interior Floor Plans of All Areas Indicating:**

- a. Use or identification of Each Area, i.e.; kitchen, bedroom, etc.
- b. Dimensions of All Areas including Hallways and Doors
- c. Smoke Detectors - Location on Each Floor (including Basement), in bedrooms and interconnection
- d. Bathroom Ventilation
- e. Attic Access (22"x30" minimum required)
- f. Windows - size and type

NOTE: One approved window is required in each sleeping room with a minimum net clear opening of 5.7 square feet with a minimum net clear opening height of 24 inches and a minimum net clear opening width of 20 inches. (Grade floor window may have a minimum net clear opening of 5.0 square feet.)

- g. Fire separation between garage and residence
- h. Glazing - hazardous locations (large picture windows, special glass applications, skylights)

**4. Energy-** a written plan to comply with the energy code.

- a. Generic compliance sheet showing values for windows, doors, skylights, walls, roof, ceiling, etc.
- b. A design print-out from RES-check
- c. Any other code accepted method.

**5. Electrical**

- a. Service size, power company providing power, power company job number
- b. General details, GFI & AFI locations, dedicated circuits
- c. Appliance loads

**6. Mechanical**

- a. Service type (electric, gas, oil?)
- b. General details of distribution system including type, and insulation values.
- c. Appliance loads and efficiencies

**7. Plumbing**

- a. Service type (public or private?)
- b. General details of distribution system including type of piping, and insulation (if required)
- c. Fixtures, appliances and general riser diagrams.

**8. Miscellaneous Requirements**

- a. Fireplace
  - (1) Width of hearth
  - (2) Firebox opening size
  - (3) Distance between firebox opening to combustible trim
  - (4) Lintel
  - (5) Mortar type
- b. Chimney
  - (1) Footing size and thickness
  - (2) Termination above roof
  - (3) Flue lining size and surrounding material
  - (4) Thimble location to combustibles
  - (5) Chimney clearance to combustible framing
  - (6) Fire stopping
  - (7) Mortar type
- c. Wood/Coal Stoves
  - (1) U/L listing information
  - (2) Clearance to walls, ceiling, and combustibles
  - (3) Hearth/foundation structural design information

# Commonwealth Code Inspection Service, Inc.

176 Doe Run Rd.  
Manheim, Pa. 17545

800-732-0043 Phone  
717-664-4953 Fax

## RESIDENTIAL BUILDING INSPECTIONS

### NEW HOME CONSTRUCTION:

1. Footings - Prior to pour. (At time of inspection grade stakes need to be set to indicate Footing thickness.)
2. Foundation- Prior to backfilling walls or framing. (At time of inspection walls are to be parged and damp - proofed, perimeter drain tile with a min 2" stone base and 6" stone cover with a filter membrane material located on the outside of walls are required to be present, sill plate anchors grouted in masonry.) Foundation Inspection to include any masonry walls.
3. Rough In-
  - (MECHANICAL) Prior to insulation & wallboard
  - (ELECTRICAL) Prior to insulation & wallboard
  - (PLUMBING) A: Under-slab - prior to pour  
B. Wall Inspection- prior to insulation & wallboard  
(At time of inspection building drain and water distribution piping are installed. An air test or water test is to be performed on both drainage and water distribution piping by the plumber and witnessed by the inspector.)
  - (FRAMING) Prior to insulating and covering walls. (At time of inspection an approved rough in electrical, plumbing and mechanical inspection shall have been conducted. Firestopping shall be checked during this inspection.)
  - (ENERGY) Insulation draftstopping and firestopping shall be checked at this inspection.
  - (DRYWALL) During installation of drywall.

### ALTERATIONS MADE BY SUBCONTRACTORS MAY AFFECT THE FRAMING APPROVAL.

4. Final - Prior to Occupancy. ( At time of inspection all plumbing, electrical and mechanical fixtures and equipment are to be set and operational. All construction work is to be completed. Final grading and seeding as well as required developmental improvements or Conditions listed on permit, if applicable, shall be complete.)

NOTE: Deviations from this Inspection schedule should be discussed with the building Inspector prior to continuing. It should also be noted that repeated Inspections may be billed additionally. Failure to remit additional fees will result in non-issuance of a Certificate of Occupancy and filing of liens.

2003 I.C.C. Building and referenced Plumbing, Electrical, Mechanical Code Enforced  
2003 International 1 & 2 Family Dwelling Code Enforced

# RESIDENTIAL ADDITION INSPECTIONS

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## ADDITIONS TO DWELLINGS:

1. Footing - Prior to pour. (At time of inspection, grade stakes to indicate footer thickness need to be set.)
2. Foundation - Prior to backfilling wall. (At time of inspection walls are to be parged and damped-proof as applicable. Perimeter drain tile may also be required.)
3. Framing - Prior to insulating and covering (At time of inspection if plumbing, mechanical, and/or electrical wiring have been installed the installations must meet the requirements as explained on page one for new home construction.)
4. Final - Overall (ALL CONSTRUCTION COMPLETE).

## ACCESSORY BUILDINGS: (Garage, Sheds, Barns / Pole Barns)

1. Footing- Prior to pouring and as applicable. (At time of inspection grade stakes need to be set to indicate footer thickness.)
2. Foundation - Prior to backfilling and as applicable.
3. Slab - Prior to pouring and as applicable. (At time of inspection stakes indicating slab thickness set, expansion joints in place or key locations identified.)
4. Final - Overall (ALL CONSTRUCTION COMPLETE).

## OTHER STRUCTURES: (Porches, Decks, Pools)

1. Footer - Prior to pouring or as applicable. (At time of inspection grade stakes need to be set to indicate footer thickness.)
2. Final - Overall (ALL CONSTRUCTION COMPLETE.)

## PUBLIC UTILITY INSTALLATIONS:

1. Public Water - See local Water Company
2. Public Sewer - See local Sewer Authority
3. Electric/gas - See local Utility

## PRIVATE SEPTIC & WELL SYSTEMS:

S.E.O. (Sewage Enforcement officer) must approve installation of septic system prior to covering.

PA. U.C.C. ENFORCED