

Municipal Consulting Service Permit Checklist

(All pertinent information must accompany the application or it will not be accepted.)

H – Required for Residential Home or addition C – Required for Commercial Structure A - Required for Accessory Structures

1. Copy of plot or site plan showing the following: (As applicable)

- H C A ☐ Property Lines
- H C A ☐ All setback lines
- H C A ☐ Any easements, wetlands, flood plains or other
- H C A ☐ Location of structure
- H C A ☐ Proposed rain conductor and storm water control/outlets
- H C A ☐ Elevation of the Structure if in floodway
- H C A ☐ Elevations of the property
- H C A ☐ Driveway location and grades
- H C A ☐ Any proposed retaining walls and height

A sealed survey may not be required for accessory use structures and small additions

2. Construction Drawings (*Accept for swimming pools, Accessory structures under 1000 sq. ft. are exempt*)

- H A ☐ Two (2) complete sets of construction drawings,
- C ☐ Three(3) sets of drawings sealed by PA Architect or Engineer
- H C A ☐ Footer and foundation details
- H C A ☐ Window schedules, egress and safety glassing to be identified
- H C A ☐ Framing details
- H C A ☐ Lumber grade and/or design standard
- H C A ☐ Complete floor and wall cross section details
- H C A ☐ Stair details
- H ☐ Basement egress
- H C ☐ Mechanical details
- H C ☐ Smoke detector layout
- H C ☐ Sprinkler details (*If applicable*)
- H C ☐ Fire alarm plan (*If applicable*)
- H C ☐ Fire resistant requirements (*If applicable*)
- H C ☐ Attic / Roof access
- H C ☐ Plumbing schematic and calculations showing that the plumbing meets UCC
- H C ☐ Energy code Documentation Res Check or Com Check or PA Alternative Energy)
- H C ☐ Sufficient details to show that the structure meets the (UCC)
- C ☐ A complete Non Residential Checklist– See pamunicipalconsulting.com/documents
- H C ☐ A complete Electrical Application & Electrical details
- C ☐ A complete set of ADA details for commercial buildings

3. Miscellaneous

- H C ☐ Sewage / septic approval letter
 - H C ☐ Proposed water supply (Certificate of potable required for occupancy)
 - H C ☐ Highway Occupancy Permit, for state roads
 - H C A ☐ Certificate of Workers' Compensation Insurance for builder or waiver
 - H C A ☐ All other requirements as described on the instruction page must be complete
 - A ☐ For swimming pools Proposed fencing must be shown on plot plan
- Please view pamunicipalconsulting.com/documents for other checklist & requirements

Municipal Consulting Service LLC

PO Box 6 Westland PA 15378 / (724)263-0377 or (724)470-8254

Email: mcservices111@gmail.com / Website: pamunicipalconsulting.com

Building Permit Application

APPLICANT INFORMATION:

DATE OF APPLICATION _____ PERMIT # _____
APPLICANT NAME: _____ Phone: (____) _____
OWNER NAME: _____ Phone: (____) _____
ADDRESS (NO PO BOX): _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____

PROPERTY INFORMATION:

LOCATION OF PROPERTY: _____
PARCEL I.D. NUMBER: _____ ZONING DISTRICT _____

COST OF CONSTRUCTION _____ SQUARE FOOTAGE (GFA) _____

GFA – Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, and attics with floor to ceiling height of 6'6" or more

TYPE OF CONSTRUCTION: (check at least one)

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> RENOVATION
<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> MUTI-FAMILY	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> SHED	<input type="checkbox"/> DECK	<input type="checkbox"/> POOL	<input type="checkbox"/> FENCE

DESCRIPTION OF CONSTRUCTION: _____

ARCHITECT/ENGINEER NAME: _____

ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (____) _____ FAX: (____) _____
EMAIL: _____

CONTRACTOR NAME: _____

ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (____) _____ FAX: (____) _____
EMAIL: _____