

# FORTY FORT BOROUGH

OFFICE OF CODE ENFORCEMENT

MUNICIPAL BUILDING, 1271 WYOMING AVENUE, FORTY FORT, PA 18704-4101

TELEPHONE (570) 287-8586

## BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

### RESIDENTIAL NEW CONSTRUCTION OR ADDITION

- Please read all the following information
- The following is a checklist. Please check all the sections before submitting your application.

\_\_\_ Insurance Certificate. If you are hiring a contractor, they must provide proof of liability insurance. Have the contractor or their insurance carrier provide a Certificate of Insurance naming Forty Fort Borough as a certificate holder. Proof of workers compensation insurance or a waiver form must also be provided.

\_\_\_ Zoning Permit

\_\_\_ Sewer Hook Up Permit

\_\_\_ Site Plan showing the outside dimensions of the proposed dwelling, including distances in feet to the front, side, and rear property lines.

\_\_\_ Complete construction drawings in an electronic file showing, in detail, code compliance for all the work proposed, to include but not limited to the following information:

- \_\_\_ 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
- \_\_\_ Size of all doors
- \_\_\_ Window type – including size and net clear opening dimensions of all sleeping room windows (emergency egress)
- \_\_\_ Smoke alarms – number and placement
- \_\_\_ Insulation – U values for windows; R Values for exterior walls, attic and foundation
- \_\_\_ Heating (if applicable)
- \_\_\_ Plumbing (if applicable)
- \_\_\_ Electrical
- \_\_\_ Stairs (riser height maximum 8 ½"; tread depth minimum 9")
- \_\_\_ Stairs – Handrail (height from nose of tread minimum 34", maximum 38")
- \_\_\_ Guardrail (34" minimum measured vertically from nose of tread)
- \_\_\_ Width of stairs (36" minimum)

\_\_\_ Completed Building Permit Application

Plans will be reviewed for code compliance. If the minimum submittal requirements are not met, we will request additional information. If minimum requirements are met, the plans will be marked "Approved". Once plans are approved and fees paid, a building permit will be issued. The contractor or applicant should then contact Building Inspection Underwriters to discuss inspection requirements.