

CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL GUIDELINES

RESIDENTIAL REPAIR / RENOVATION
(Bedroom, Family Room, Kitchen, Attached Garage)

- Please read all the following information.
- The following is a checklist. You must have a checkmark in all sections listed below prior to submitting your application.

___ Insurance: Contractors must provide a Certificate of Insurance, naming Forty Fort Borough as a certificate holder, as proof of liability and workers' compensation coverage. If the homeowner or a contractor who is not required to have workers compensation insurance is construction the addition, the attached "Affidavit of Exemption" must be completed and notarized and attached to the application.

A detailed description of the work, including but not limited to the following information, as applicable:

- ___ Roof rafter size, species, and grade of wood
- ___ Rafter spacing (E.g. 16" on center, 24" on center)
- ___ Thickness and type of roof sheathing
- ___ Whether existing roof covering (shingles, etc.) will be removed or overlaid
- ___ Wall sections showing top and bottom plates and headers (new walls)
- ___ Location and size of all new beams
- ___ Sizes of all doors being replaced or installed
- ___ Window type, including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress)
- ___ Smoke alarms (number and placement)
- ___ Insulation (U Value for windows; R Value for exterior walls, attic, and foundation)
- ___ Heating or air conditioning systems repair details or replacement
- ___ Plumbing (describe repair or replacement)
- ___ Electrical (describe repair or replacement)
- ___ Stairs (new or replacement 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 from nose of tread)
- ___ Stair Width (Minimum 36")
- ___ Completed Building Permit Application, including the applicable information from above (use a separate sheet if necessary)

Applications will be reviewed prior to issuing permits. If the minimum requirements are not met, the applicant will be asked to provide additional information. If the minimum requirements are met, the permit will be issued. The permit fee includes inspections (including one [1] re-inspection for each category)

The homeowner or contractor must contact Building Inspection Underwriters to schedule all required inspections. It is recommended that you contact BIU and speak with the inspector before starting the job.