

Residential Construction Permit Guide

This information guide should be utilized if you are proposing to build the following: A residential home, residential addition, residential attached garage, and any residential accessory structures over 400 sq.ft.

All permits must have the following information submitted with the applications, as applicable. If the information is not submitted, the application will be considered incomplete and will be returned noted as such.

****Note: Plans/Drawings do not need to be prepared by an engineer or architect, but must be drawn clearly, accurately, to scale and with sufficient detail and clarity to indicate the nature and extent of the work proposed; and conform to the most recent provisions of the PA UCC.**

Fairview Township has adopted the following climatic data chart:

Ground Snow Load	Wind Speed	Seismic Design Category	Weathering	Frost Line Depth	Termite Damage	Decay	Winter Design Temp	Ice Shield Underlayment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp
30 lb sq. ft	90 mph	B	Severe	36"	Mod-Heavy	Slight Moderate	20°	Yes	Sep 25, 2009	784	53.1°

For questions regarding the chart or any of the requirements, please see the adopted building code.

Zoning Permit Information:

Two (2) copies of a plot plan which indicates the following:

- The location of all property lines associated with the property and a north point.
- Location of all **existing** structures located on the property and their distances to property lines and distances between structures. (home, decks, sheds, pools, garages, etc.)
- Location of the **proposed** structure to all property lines and to other structures on the property. It is the property owners/contractors responsibility to know and to be able to identify the property lines.
- Location of the driveway.
- Location of the well and septic system, if applicable.
- Location of all streets, easements, and right-of-ways associated with the property.

Building Permit Information:

Two (2) complete sets of the construction drawings or blueprints containing the following information:

- A cross section of the proposed structure from the top of the structure to the bottom of the footing. This cross section may identify most of the other requirements indicated below.
- An elevation plan of the structure, indicating the proposed height to the peak of the structure from the finished grade.
- Proposed roof covering (type, underlayment, etc).
- Proposed roof sheathing (thickness, type, structural grade, edge blocking, etc.).

- Pitch of roof (if differing roof lines are present, all pitches should be noted).
 - Proposed house framing (Rafter/Joist sizes, type, spacing, structural grade, ridge beams sizes, beam/header sizes etc.). Manufactured truss/ floor construction drawings if applicable.
 - Attic access location and dimensions.
 - Method of all attic ventilation.
 - Proposed ceiling heights throughout the home.
 - Wall details (# of top and bottom plates, stud size, spacing, interior and exterior wall covers, etc).
 - Exterior wall bracing for corner and mid spans.
 - Egress window compliance (manufacturer, model #, series). Window schedule indicating tempered safety glass locations as required.
 - Overall plan view of each floor showing room dimensions, locations etc.
 - Door schedule indicating manufacturer, size and locations.
 - House /garage fire separation (common door rating, interior ceiling/common wall ratings).
 - Stair details indicating rise and run of treads, widths, handrail and guardrail details, clear headroom heights, etc.
 - Smoke detector locations and power source.
 - Foundation wall details. Type, height, thickness, amount of backfill, reinforcement (if applicable) and waterproofing/dampproofing.
 - Foundation wall anchorage size, type and spacing.
 - Foundation drainage system type, cover, drainage area, etc.
 - Support post size and locations.
 - Footing sizes, type, compressive strength of concrete, depth below grade.
 - Any interior pier sizes and locations.
 - Thickness of basement and garage floor slabs as well as vapor barrier and thickness.
 - All porch/deck/ patio locations and construction methods.
- ❖ **Two (2)** copies of heating, ventilation, and air conditioning designs and/or calculations.
 - ❖ **Two (2)** copies of information pertaining to Energy Conservation Code compliance. Please submit all designs and/or calculations.
 - ❖ **Two (2)** copies of all plumbing schematics for the structure. These should include supply and waste systems. (These can be incorporated into the above building plan requirements)
 - ❖ **Two (2)** copies all proposed electrical plans (these can be incorporated into the above building plan requirements).
 - ❖ Copies of all contractors Workmens Compensation Insurance forms or exemptions.

Time Required to Review Plans:

The Codes Office has up to **15 working days** to complete a residential structure plan review. All applications are time stamped when submitted and plans are reviewed on a first come, first served basis. Once a plan review has been completed, if there is substantial additional information that is required, the revised plans will be processed as a new plan, which means the revised plan review could take up to 15 working days to re- review. The more thorough a plan submittal, the less time that it will take to complete the plan review and have the appropriate permits ready for issuance.

Other information that may be required prior to or in conjunction with a Building/Zoning Permit:

Septic/Sewer Permit –

If a **septic** permit is required due to new home construction or an addition to an existing home, four (4) copies of the system design should be submitted to the Codes Office along with the filing of a Septic Permit application. Fairview Township has hired an independent Sewage Enforcement Officer who reviews the applications, approves the septic permits and conducts all the required septic system inspections.

If a **Sewer** permit is required, the permit will be issued by the Codes Office in conjunction with the Building/Zoning Permit(s).

Highway Occupancy Permit (HOP) -

A HOP is required for all new driveway connections to **Township roads** or relocations of existing driveways to Township roads. If a HOP is required, two additional copies of the plot plan indicating the driveway location should be submitted to the Codes Office along with the filing of a HOP application. The applicant should identify on the street the new or relocated driveway location with the C/L mark in white paint at the proposed location. The Public Works Department will review the proposed location and notify the Codes Office if the location is acceptable.

IF the proposed driveway will be located on a **State road**, Penn DOT is the reviewing and issuing authority and a copy of the Penn DOT permit will be required. If a HOP is required, the HOP must be approved by either authority prior to the issuance of the Building/Zoning permit(s).

While this guide has been created to assist applicants with the building permit plan review process, this guide cannot indicate all code requirements. Applicants should understand that the plans will be reviewed to the most current **PA UCC standards** for compliance.