

# Chartiers Township

2 Buccaneer Drive  
Houston, PA 15342  
(724) 745-3415  
Fax (724) 745-1744

**Note: Building Permit Fee to be determined during the review process. Fee is based on work to be performed.**

## BOARD OF SUPERVISORS

Gary Friend, *Chairman*  
Bronwyn Maggi-Kolovich, *Vice-Chair*  
Frank Wise, *Secretary*

Jodi Noble  
*Township Manager*

## Residential Building Permit Application

**All applications and fees must be submitted directly to the  
Chartiers Township Planning Department located at 2 Buccaneer Drive, Houston, PA 15342**

Applicant Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Parcel ID: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PA Contractor's No: \_\_\_\_\_ Certificate of Insurance Attached:  Yes  No

Type of Work:

- New Structure     Alteration or Renovation     Addition     Phased Approval  
 Demolition     Above Ground Pool     In-Ground Pool    Pool Dimensions \_\_\_\_\_

Number of Stories Above Grade: \_\_\_\_\_

Existing Gross Square Footage: \_\_\_\_\_

New Construction Square footage: \_\_\_\_\_

Total Gross Square Footage: \_\_\_\_\_

Estimated Construction Cost (Labor and Materials):    \$ \_\_\_\_\_

Brief project narrative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Applicant's certification:*

1. *The estimated construction cost and all other information provided as part of this application for a building permit is correct.*
2. *The building or structure described in this application will not be occupied until all a Certificate of Occupancy (COO) has been received from the Building Code Official (BCO)*
3. *This project will be constructed in accordance with the approved drawings and specifications and the Uniform Construction standards, as specified in PA Code 34 §401-405.*
4. *Any changes to the approved documents will be filed with the BCO.*

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Required Building Permit Documents:

- Three (3) copies construction documents, if larger than standard letter size (Please see plan review checklist)
- One Site plan.
- One set of specifications / installation instructions.
- One copy of zoning permit approval.
- One copy of PA contractor's number and certificate of insurance.

A Building Permit is not required for the following items:

- Fences 72" or less from grade
- Retaining walls 48" or less from grade
- Prefabricated swimming pools 24" or deeper
- Decks 30" or less from grade
- Replacement Doors and Windows (same size and location)
- Roofing Surfaces (shingles/metal surfaces. NOT sheathing or truss work)
- Window Awnings projecting less than 54" from exterior wall
- Swings or other playground equipment

Questions or comments may be directed to [planning@chartierstwp.com](mailto:planning@chartierstwp.com) or by calling 724.745.3415.

**For Township Use Only**

Additional Permits/Documentation Required:  Zoning Permit  Sewage Tap Fee  Driveway Permit

Building Permit Fee Paid \_\_\_\_\_ Payment Type \_\_\_\_\_ Permit Issue Date \_\_\_\_\_



## Plan Review Checklist

- Site Plan - showing distances to property lines and existing structures on site
- Floor Plan - Showing names and sizes of all rooms
- Footing detail - must include depth below frost line, thickness, width and rebar
- Foundation - type of wall, waterproofing, footer drain, and anchorage of sill plate
- Roof Construction – rafters, ceiling joist size and spacing, truss location and spacing, sheathing thickness, roof covering, and underlayment
- Wall section details from footer to the roof
- Location sizes of all support beams
- Floor Joist size and spacing
- Sizes and locations of all doors and windows
- Locations of all smoke alarms
- Insulation values for all walls, ceilings, floors, and basement walls (Minimums: R20 walls, R38 ceiling, R30 floors, R10 basement walls)
- Stair Details (Stair riser 8 $\frac{1}{4}$ " max / tread 9" min / guards 34" min / handrail 34" – 38")
- Electrical Plans - must include complete electrical floor plans for each floor, must show size and location of the main electrical service equipment and all sub-panels with wire sizes, location of all outlets, switches, light fixtures, smoke detectors, and special outlets. All required GFCI and AFCI devices must be marked. Detail all aspects of grounding, including ground rod, water line ground, etc.
- Plumbing plans – must include complete plumbing floor plans for each floor, must show all sizes and locations of piping and materials being used for sanitary, domestic water, and all gas piping. Show all points of connection to water, sewer and gas lines, identify each plumbing fixture and provide details of water heaters and expansion protection.
- HVAC plans – complete mechanical floor plan for each floor showing duct layout, and sizes with required insulation R-Values, location of mechanical units, specifications on all equipment to be installed.

## **For Mobile / Modular Home Installation, in addition to site plan:**

- Pier Prints – a copy of the required positioning and sizes for piers
- Installation instructions – Two (2) copies of complete manufacturers installation instructions. One is to be submitted with application and one to be kept on site until Certificate of Occupancy is issued.

\*A registered and licensed installer must be used.

All manufactured structures need to be anchored to manufacturers specifications before Certificate of Occupancy will be issued

The following inspections will be required:

- Footer
- Foundation
- Framing and Masonry
- Wallboard
- Electrical
- HVAC
- Plumbing

Please call 724-993-4505 X 225 to schedule inspections. All inspections will be scheduled within 2 business days.

## **For Home Deck Construction, in addition to site plan:**

\*For construction of any deck 30" or more above grade, a building permit is required.

- Drawings must show all deck construction including materials, beams, and planking.
- Footer or pillar specifications must be shown.
- Railing height and spindles must be shown.
- Any steps and railings must be shown.

A minimum of 2 inspections will be required.

- Footer / Pillars
- Final inspection

Please call 724-993-4505 x 225 to schedule inspections. All inspections will be scheduled within 2 business days.

