

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