

# Building Permit Packet

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Residential

## Borough of Plum



4575 New Texas Road  
Pittsburgh, PA 15239  
(412)795-6800 – phone  
(412)793-4061 – fax  
[www.plumboro.com](http://www.plumboro.com)

In 2004 the Borough of Plum elected to administer and enforce the provisions of the Pennsylvania Construction Code Act, Act 45 of 1999.

The Uniform Construction Code is the code established in Section 301 of the Act.

The purpose of the Act:

- Protect Public Health
- Ensure Safety of Building Occupants
- Protect Property from Failure and Destruction

A Building Permit is required to verify compliance with the Uniform Construction Code.

Building Permits are required for:

- Single Family Dwellings
- Manufactured/Modular Homes
- Two-Family Dwellings
- Townhouses
- Apartments
- Additions
- Alterations/Repairs
- Decks
- Porches/Porch Roofs
- Swimming Pools (Above-ground and In-ground, greater than 24" deep)
- Spas and Hot tubs
- Accessory Structures 200ft<sup>2</sup> and over
- Fences **over** 6ft. in height
- Retaining walls **over** 4ft. in height
- Sidewalks/Driveways more than 30in. above adjacent grade
- Demolition of existing structures
- Commercial Buildings
- Commercial Renovations

Zoning Certificates are required for:

- Accessory Structures under 200ft<sup>2</sup>
  - Sheds
  - Detached garages
  - Carports
  - Pavilions
  - Gazebos
  - Greenhouses
  -
- Agricultural Buildings

A Zoning Certificate is required to verify compliance with the Borough Ordinances regarding sizes and setback requirements.

## **Inspections: (412)795-6800 ext. 4504**

Borough of Plum Building Inspection Department  
4575 New Texas Road  
Pittsburgh PA 15239

### Office Hours:

Monday – Thursday 8:00am – 5:00pm  
Friday 8:00am – 4:00pm

- To schedule an inspection please leave a message and include:
  - permit number
  - type of inspection needed
  - your name and phone number
  - date and time of inspection requested
  
- A member of the Building Inspection Department will return your call to schedule the inspection.
- All inspections require a 48 hour notice.
- No inspections will be conducted before 8:30am.
- No inspections will be conducted after 4:00pm Mon. – Thurs. and after 3:00pm on Friday
- No inspections will be conducted on Saturdays or Sundays
- The approved drawings shall be on site at the time of **all** inspections.
  
- Inspections are required by the Uniform Construction Code
- Failure to obtain the required inspections is a violation
- Violations are subject to fines

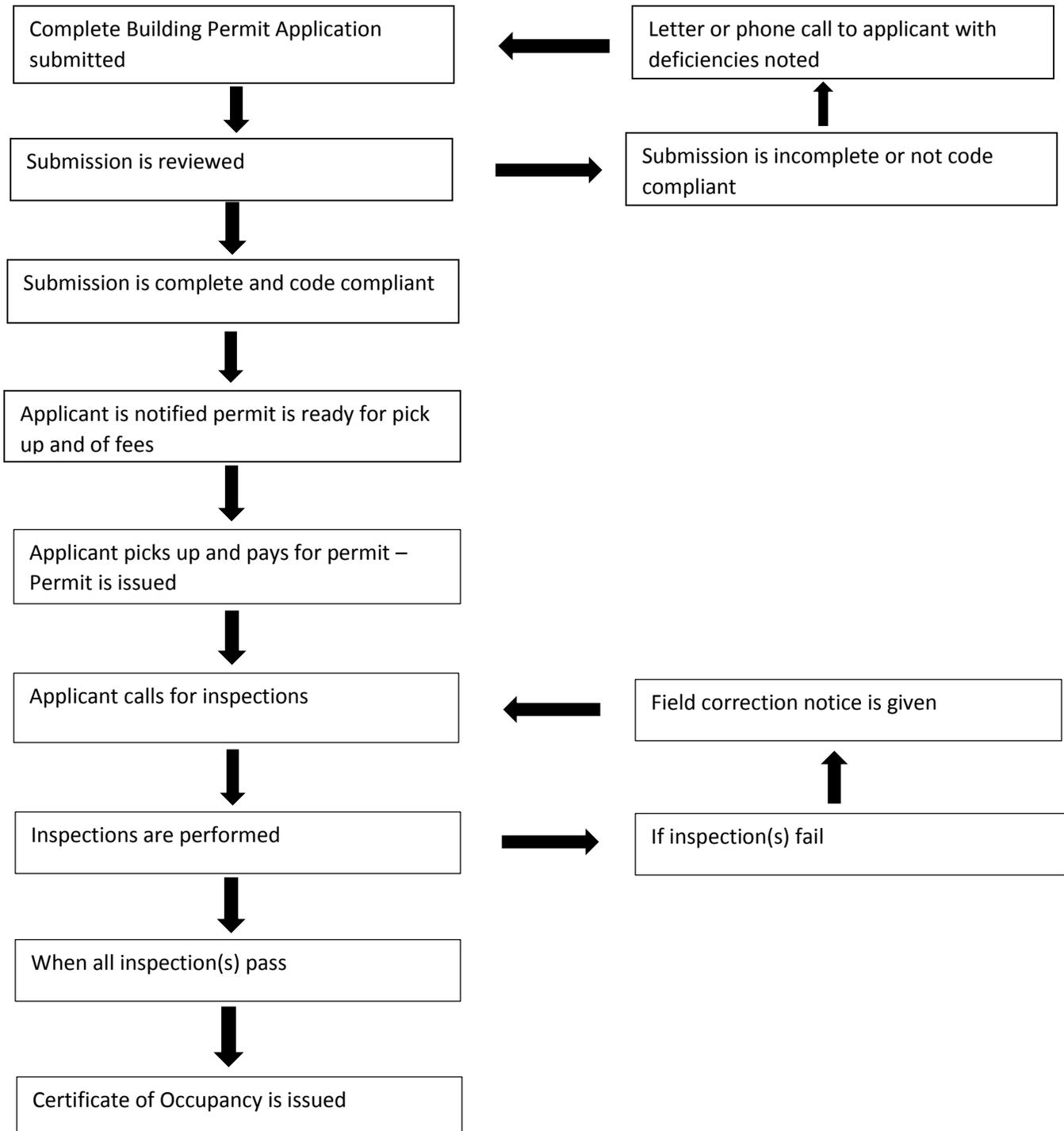
A representative in charge, either the property owner or the principal contractor, shall be at all inspections. We will not instruct sub-contractors.

The property owner is the permit holder and shall be the responsible party.

## Permitting Process:

- The applicant submits a completed application and all required information to the Borough
- Borough of Plum reviews the submission for UCC and Borough Ordinance compliance
- The applicant is contacted if the submission is incomplete or more information is necessary
- The applicant is notified of permit fee amount once application is approved
- Applicant pays permit fee and obtains the permit
- Applicant contacts the Borough for required inspections
- A Certificate of Occupancy is issued by the Borough after all inspections are successfully completed

Permit Application Flow Chart



## Building Permit Application Requirements:

### All:

- \_\_\_\_\_ Completed Building Permit Application – by the property owner
- \_\_\_\_\_ Two (2) sets of drawings
- \_\_\_\_\_ Affidavit of Exemption or proof of Workmen’s Compensation Insurance
- \_\_\_\_\_ A stamped survey showing the location of the structure(s) on the lot, drawn to scale, along with the distances from each property line and any other structure
- \_\_\_\_\_ All plumbing inspections shall be conducted by the Allegheny County Health Department Plumbing Division - (412)664-8855

### New Single Family Dwelling:

- \_\_\_\_\_ Sewer and Water Tap receipts - Plum Borough Municipal Authority (412)793-7331
- \_\_\_\_\_ Septic Permit (if applicable) – Allegheny County Health Department On-Lot Sewage Disposal Program (412)578-8040 [www.ACHD.net](http://www.ACHD.net)
- \_\_\_\_\_ Highway Occupancy Permit (required if you are accessing a County or State Road)
- \_\_\_\_\_ “REScheck” or other energy compliance method – signed and dated

### Demolition:

- \_\_\_\_\_ A copy of the demolition contract
- \_\_\_\_\_ Utility service disconnection letters
- \_\_\_\_\_ A copy of the asbestos removal permit from Allegheny County

### Helpful Information:

Decks – American Wood Council Residential Wood Deck Construction Guide  
[www.awc.org/codes-standards/publications/dca6](http://www.awc.org/codes-standards/publications/dca6)

## Deck or Porch Roof Plan Submittal Requirements

Drawings must include all information on this form. Each item should be checked off and this form must be returned with the drawings.

- \_\_\_\_\_ 1. Top, front and side views of the deck.
- \_\_\_\_\_ 2. Size, thickness and depth (below grade) of footings.
- \_\_\_\_\_ 3. Size, type and spacing of support columns.
- \_\_\_\_\_ 4. Type of wood to be used. (Specify species and grade)
- \_\_\_\_\_ 5. Size of floor joist, span and distance between joists
- \_\_\_\_\_ 6. Size, type and span of all girder beams.
- \_\_\_\_\_ 7. Height of wood joist, girder and floor above finish grade.
- \_\_\_\_\_ 8. Type and thickness of floor sheathing. (Decking)
- \_\_\_\_\_ 9. Height of stair risers and depth/width of tread.
- \_\_\_\_\_ 10. Height of handrail and ballister spacing.
- \_\_\_\_\_ 11. Height of guardrail and ballister spacing.
- \_\_\_\_\_ 12. Ledger that joists are to be fastened to, bolt spacing and flashing. (Where needed)

## Single Family Plan Submittal Requirements

Drawings must include all information on this form. Each item should be checked off and this form must be returned with the drawings.

- 1. Elevation of all sides, including indication of final grade.
- 2. Plan with overview of each floor level, with all rooms and spaces labeled and all sizes indicated.
- 3. Cross-section view of structure.
- 4. Ceiling heights of all floors, including basement.
- 5. Window schedule: including manufacturer, locations with corresponding numbers. Note: Bathrooms without a window require fan/light.
- 6. Heat loss/gain calculations. Indicate heat system and equipment locations.
- 7. Water closet, lavatory, tub or shower in compartment with privacy. Show clearances or dimensions between fixtures.
- 8. Safety glazing in hazardous locations (example: walls of tubs and showers, within two feet of doors, etc.).
- 9. Skylights.
- 10. 1-3/8" solid wood, 20-minute fire-rated doors or equivalent between garage and residence.
- 11. Openings from a garage directly into a room used for sleeping purposes shall not be permitted.
- 12. Gypsum separation between the garage and dwelling (must be shown on plans).
- 13. 3'0" x 6'8" exit door.
- 14. Exit access or hallways 3' minimum. Landings 3' x 3' minimum.
- 15. Provide porch and deck plans.
- 16. Stairway details: minimum width is 3'; Maximum stair rise is 8-1/4"; Minimum tread depth is 9" with 3/4 to 1-1/4 nosing; Minimum headroom is 6'8".
- 17. Stairway illumination (including exterior stairs).
- 18. Handrail details: required at stairs with three or more risers, 34"-38" above the leading edge of step nosing. The handgrip portion of the handrails shall not be more than 2-5/8" in cross-sectional dimension, or the shape shall provide equivalent gripping surface.
- 19. Guardrail details: Required for porches, balconies, open sides of stairs, or raised floor surfaces greater 30" above floor or grade below.
- 20. Smoke detectors: Locations (one on each floor, one in each sleeping room and in the vicinity of each sleeping room); interconnected and hardwired with battery back-up provided.
- 21. Vapor barrier on warm-in winter side of exterior walls.
- 22. Submit Energy Code Compliance information. Provide approval certificate at electric service panel.
- 23. Footing: Depth; Size (width and thickness); include piers, columns and decks.
- 24. Foundations:
  - a. Composition
  - b. Means of complying with unbalanced fill heights.
  - c. Dampproofing (ex: parging and tarring).
  - d. Waterproofing: Waterproofing is required wherever habitable space is located below grade. Product specifications shall be submitted for approval.
  - e. Sill plate to be minimum width of walls above.
  - f. Anchor bolts in concrete or masonry wall – show locations
- 25. Designate type of backfill material to be used.
- 26. Size, location and composition of all columns. Minimum 4" square wood or minimum 3" diameter steel.
- 27. Crawl space:
  - a. Vents required within 3' of each corner.
  - b. Access opening = 18" x 24"
  - c. Minimum 18" clearance from unfinished grade to floor framing.
- 28. Species and grade of all framing lumber. (ex: SPF #2 or better)
- 29. Size, spacing and direction of floor joists.

## Single Family Plan Submittal Requirements (cont.)

- \_\_\_\_\_ 30. Beams, sizes and supports.
- \_\_\_\_\_ 31. Joists under bearing partitions.
- \_\_\_\_\_ 32. Framing of all openings in floors and roof.
- \_\_\_\_\_ 33. Floor sheathing composition, grade and thickness.
- \_\_\_\_\_ 34. Concrete floors:
  - \_\_\_\_\_ a. Thickness is minimum of 3-1/2".
  - \_\_\_\_\_ b. Strength to be 2,500 psi minimum in basement – 3,500 psi minimum in garage.
  - \_\_\_\_\_ c. Base course to be 4" thick consisting of clean graded sand, gravel, crushed stone or crushed blast furnace slag passing a 2" sieve.
  - \_\_\_\_\_ d. Vapor barrier (including attached garages).
  - \_\_\_\_\_ e. Radon piping should be placed under basement floor.
- \_\_\_\_\_ 35. Interior and exterior wall stud sizes, grade and spacing.
- \_\_\_\_\_ 36. All headers: composition, location and sizes.
- \_\_\_\_\_ 37. FHA or solid masonry at top course of change in thickness of masonry. (ex: brick ledge)
- \_\_\_\_\_ 38. Interior wall covering. (ex: 1/2" gypsum)
- \_\_\_\_\_ 39. Exterior wall covering (paper if required) (ex: vinyl, brick, wood etc.)
- \_\_\_\_\_ 40. Roof Framing:
  - \_\_\_\_\_ a. Size, spacing and direction of all rafters.
  - \_\_\_\_\_ b. Size, spacing and direction of all ceiling joists.
  - \_\_\_\_\_ c. If trusses, add note to plans: truss specification sheets and layout/placement diagram shall be on site at time of rough framing inspection.
  - \_\_\_\_\_ d. Pitch of all roofs.
- \_\_\_\_\_ 41. Roof sheathing: composition, grade, thickness, blocking or "H" clips.
- \_\_\_\_\_ 42. Attic ventilation. (Ex: ridgevent and vented soffit)
- \_\_\_\_\_ 43. Attic access for any roof space greater than 30". Minimum opening is 22" x 30"
- \_\_\_\_\_ 44. Roof covering, including felt paper if required. (Ex: fiberglass, slate, metal etc.)
- \_\_\_\_\_ 45. Chimneys and fireplaces:
  - \_\_\_\_\_ a. Locations
  - \_\_\_\_\_ b. Masonry or factory built
  - \_\_\_\_\_ c. Footing size and thickness (if applicable)
- \_\_\_\_\_ 46. Basement: Finished or Unfinished
  - \_\_\_\_\_ a. Finished – must provide drawing of finished areas  
– provide total square footage to be finished \_\_\_\_\_ sq. ft.
  - \_\_\_\_\_ b. Unfinished – storage only (note on plan)
- \_\_\_\_\_ 47. Indicate basement means of egress method.
- \_\_\_\_\_ 48. Provide electrical service load calculation and designate service size.

## Residential Addition, Garage or Accessory Structure Plan Submittal Requirements

Drawings must include all information on this form. Each item should be checked off and this form must be returned with the drawings.

- 1. Elevation of all sides, including indication of final grade.
- 2. Plan with overview of each floor level, with all rooms and spaces labeled and all sizes indicated.
- 3. Cross-section view of structure (if possible).
- 4. Ceiling heights of all floors, including basement.
- 5. Footing: Depth; Size (width and thickness); include piers, columns and decks.
- 6. Foundations:
  - a. Composition of walls or supports
  - b. Means of complying with unbalanced fill heights.
  - c. Sill plate to be minimum width of walls above.
  - d. Anchor bolts in concrete or masonry to be ½ " diameter bolts at 6' on center and within 12" from any corner. 7" embedment of bolts is required.
- 7. Designate type of backfill material to be used.
- 8. Size, location and composition of all columns. Minimum 4" square wood or minimum 3" diameter steel.
- 9. Concrete floors:
  - a. Thickness is minimum of 3-1/2".
  - b. Strength to be 2,500 psi minimum in basement – 3,500 psi minimum in garage.
  - c. Vapor barrier is required when garage is attached to a dwelling.
- 10. Species and grade of all framing lumber. (ex: SPF #2 or better)
- 11. Size, spacing and direction of floor joists.
- 12. Beams, sizes and supports.
- 13. Joists under bearing partitions.
- 14. Framing of all openings in floors and roof.
- 15. Floor sheathing (if applicable) composition, grade and thickness.
- 16. Interior and exterior wall stud sizes, grade and spacing.
- 17. All headers: composition, location and sizes.
- 18. Interior wall covering. (if applicable)
- 19. Exterior wall covering (paper if required) (ex: vinyl, brick, wood etc.)
- 20. Roof Framing:
  - a. Size, spacing and direction of all rafters and ceiling joists.
  - b. If trusses, add note to plans: truss specification sheets and layout/placement diagram shall be on site at time of rough framing inspection.
  - c. Pitch of all roofs.
- 21. Roof sheathing: composition, grade, thickness, blocking or "H" clips.
- 22. Attic ventilation. (Ex: ridgevent and vented soffit)
- 23. Roof covering, including felt paper if required. (Ex: fiberglass, slate, metal etc.)
- 24. Heat loss/gain calculations. Indicate heat system and equipment locations.
- 25. Openings from a garage directly into a room used for sleeping purposes shall not be permitted.
- 26. 1-3/8" solid core, wooden door or 20-minute fire-rated door between garage and residence.
- 27. Garage floors shall be constructed of non-combustible material sloped main drain or main vehicle entry door.
- 28. A garage shall be separated from a dwelling unit by not less than ½" gypsum wallboard applied to the garage side. 5/8" gypsum wallboard must be installed on ceiling if garage has living space above.
- 29. Provide porch and deck plans.
- 30. Energy Code Compliance Path and Envelope insulation information.
- 31. Basement: Finished or Unfinished
  - a. Finished – must provide drawing of finished areas  
– provide total square footage to be finished \_\_\_\_\_ sq. ft.
  - b. Unfinished – storage only (note on plan)
- 32. Indicate basement means of egress method.

## Pool/Spa Submittal Requirements

Drawings must include all information on this form. Each item should be checked off and this form must be returned with the drawings.

### Pools

- 1. Location of pool must be so that any overhead service entrance cables are 22.5' from the water level in any direction. If installing a diving board or platform a distance of 14.5' must be maintained.
- 2. If in-ground pool, consideration for any underground utilities should be taken. No non-pool related underground wire within 5' of pool wall unless in approved conduit.
- 3. Pool wiring:
  - a. Feed wires and branch circuit wires need to be installed in conduit. NM (romex) allowed indoors only in residential.
  - b. Conduit must be of the following type: RMC, IMC, LFNMC, RNC
- 4. Bonding:
  - a. All metal parts of structure & equipment must be bonded.
  - b. Exception: isolated parts <4" in any dimension and do not penetrate the pool structure <1".
  - c. Bonding with a 8 AWG or larger conductor.
- 5. Grounding:
  - a. Grounding conductors must be insulated.
  - b. No splices on conductors must land in terminals.
- 6. Lighting:
  - a. Underwater Wet-Niche:
    - 1. Installed where top of fixture lens is not less than 18" below water line.
    - 2. Bonded and secured to shell requiring a tool for fixture removal.
    - 3. Low voltage lines from UL listed transformer separate from line voltage.
    - 4. Over 15V must be GFCI protected.
    - 5. Connections in Wet-Niche must be potted.
    - 6. Metal parts in contact with pool water need to be corrosion-resistant.
    - 7. Junction boxes for pools must be UL listed for use.
  - b. Dry-Niche:
    - 1. Provided with means for drainage of water.
    - 2. One equipment-grounding conductor for each conduit entry
  - c. No-Niche:
    - 1. UL listed for use.
    - 2. Installed in forming shells connected for each conduit bracket.
- 7. Receptacles and Equipment Locations:
  - a. Receptacles for circulation and sanitation systems of pools shall be permitted to be located between 5' and 10; from pool wall and be a single receptacle GFCI protected with ground and be of a locking type.
  - b. Permanently installed pools require a receptacle no less than 6' but no more than 20' from pool wall.
  - c. All exterior receptacles within 20' of pool walls need to be GFCI protected.
  - d. An accessible disconnecting means for all equipment except lighting shall be located within site of equipment and not less than 5' from pool wall.
- 8. Lighting Outlets:
  - a. Existing lights less than 5' from pool wall and at least 5' above the water level need to be GFCI protected.
  - b. New installation above the pool or within 5' of pool wall need installed at least 12' above the water line.
  - c. Indoor lights with a totally enclosed fixture or identified for use can be 7'6" above the water if GFCI protected.

- \_\_\_\_\_ d. Switches other than ones UL listed need to be at least 5' from pool wall.

**Pool/Spa Submittal Requirements (cont.)**

\_\_\_\_\_ 9. Entrapment protection:

- \_\_\_\_\_ a. All pool and spa suction outlets shall conform to ANSI/ASME A112.19.8M or be a drain grate of at least 12" x 12" or larger or an approved channel drain.

**Spas and Hot Tubs**

\_\_\_\_\_ 10. Spas and hot tubs follow the same rules as pools except for:

- \_\_\_\_\_ a. Factory assembled units can connect to power source with a 15" cord to a GFCI outlet.
- \_\_\_\_\_ b. Bond all metal parts within 5' of spa or hot tub.
- \_\_\_\_\_ c. GFCI protection to spa or hot tub not required if pumps, heaters, lights and other electrical equipment is protected by self-contained GFCI UL listed from factory.
- \_\_\_\_\_ d. No wall switches or appliances within 5' of hot tub or spa.
- \_\_\_\_\_ e. Indoor locations: Light fixtures permitted less than 7'6" over spa or hot tub if GFCI protected, enclosed with glass or plastic lens, no exposed metal parts and listed for damp locations.

**Required Barriers**

\_\_\_\_\_ 11. Barriers are designed to provide protection against potential drowning by restricting access to swimming pools, hot tubs and spas:

- \_\_\_\_\_ a. The barrier must be at least 48" to the top above the finish grade.
- \_\_\_\_\_ b. Openings in barrier shall not allow a 4" diameter sphere to pass through.
- \_\_\_\_\_ c. Access gates for pedestrians shall have a self-locking device, be of a self-closing type and swing away from the pool.
- \_\_\_\_\_ d. The release mechanism for the gate must be at least 54" from the bottom of the gate or be at least 3" below the pool side of the top of the gate.
- \_\_\_\_\_ e. If a wall of a dwelling serves as part of the barrier all doors that directly access the pool need to be equipped with an audible alarm.
- \_\_\_\_\_ f. Where an above ground pool serves as the barrier the ladder or steps need to be capable of being locked, secured or removed to prevent access.
- \_\_\_\_\_ g. Barriers shall be constructed and located away from structures, equipment or similar objects to prevent them from being used to climb on or over the barriers.
- \_\_\_\_\_ h. Barrier exceptions: Hot tubs or Spas with a safety cover complying with ASTM F 1346 shall be exempt from these provisions.

\_\_\_\_\_ 12. Decks:

- \_\_\_\_\_ a. Plans for decks need to be submitted for approval at time of permit application.
- \_\_\_\_\_ b. Deck footings must be a minimum of 36" deep.
- \_\_\_\_\_ c. Access to decks around pools must meet barrier requirements.
- \_\_\_\_\_ d. Decks cannot cantilever on above ground pool walls without proof from the manufacturer that the pool is capable of supporting the deck.



## Borough of Plum

### Affidavit of Exemption

Commonwealth of Pennsylvania )  
 )SS:  
County of \_\_\_\_\_ )

4575 New Texas Road  
Pittsburgh PA 15239  
Ph: (412)795-6800  
Fax: (412) 793-4061

#### “WORKERS’ COMPENSATION INSURANCE COVERAGE INFORMATION”

The Workers’ Compensation Reform Act (Act 44 of 1993) effective August 31, 1993, requires all municipalities to require proof of workers’ compensation insurance prior to issuing a Building Permit or to require an “affidavit” stating the contractor that is doing the work is not required to carry Workers’ Compensation Insurance.

**A.** The Contractor is within the meaning of the Pennsylvania Workers’ Compensation Law:

\_\_\_\_\_yes

If the contractor has Workers’ Compensation Insurance, please provide The Borough of Plum with the contractor’s Certificate of Insurance showing proof of coverage.

If “yes” is checked here, this form does **NOT** need to be notarized.

**B.** The Contractor has no employees **or** the homeowner is doing the work, check “yes” here and **HAVE THIS FORM NOTARIZED.**

\_\_\_\_\_yes\_\_\_\_\_no

**C.** Religious exemption under the Pennsylvania Workers’ Compensation Law, check “yes” here and **HAVE THIS FORM NOTARIZED.**

\_\_\_\_\_yes\_\_\_\_\_no

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, of \_\_\_\_\_.

\_\_\_\_\_ Notary (please print)

\_\_\_\_\_ Signature of Notary

(seal)

\_\_\_\_\_ Applicant’s Name (please print)

\_\_\_\_\_ Applicant’s Signature



**Borough of Plum**  
**Residential Building Permit Application**

DATE SUBMITTED: \_\_\_\_\_

Application is hereby made to the Borough of Plum for:

- Single-family Dwelling
- Two-family Dwelling
- Townhouse
- Manufactured Home
- Demolition
- Addition – Proposed Use of Room: \_\_\_\_\_
- Deck
- Pool/Spa/Hot Tub
- Porch
- Alteration/Repair
- Accessory Structure  $\geq$  200ft<sup>2</sup>
- Fence (over 6' high)
- Retaining Wall (over 4' high)
- Electrical
- Mechanical

1. LOT or PROPERTY:  
 Address \_\_\_\_\_ Plan \_\_\_\_\_ Lot & Block \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Zoning District \_\_\_\_\_

2. ESTIMATED COST: \_\_\_\_\_ TOTAL SQUARE FEET: \_\_\_\_\_

3. BUILDER: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Cell Phone \_\_\_\_\_

4. OWNER: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Cell Phone \_\_\_\_\_

5. LENDER: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Contact Person \_\_\_\_\_

6. WATER SUPPLY \_\_\_\_\_  
 SEWAGE \_\_\_\_\_

THE ABOVE INFORMATION SUBMITTED IS TRUE AND CORRECT. I HEREBY AGREE THAT ALL THE PROVISIONS OF THE BOROUGH'S UNIFIED DEVELOPMENT ORDINANCE AND ADOPTED BUILDING CODES SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

\_\_\_\_\_  
 Property Owner (Please Print)

\_\_\_\_\_  
 Property Owner's Signature

THE PROVISIONS OF THE PA UNIFORM CONSTRUCTION CODE (UCC), THE PLUM BOROUGH UNIFIED DEVELOPMENT ORDINANCE AND THE ORDINANCE(S) ENACTING THE PA UCC MUST BE STRICTLY COMPLIED WITH.

APPROVED BY:

\_\_\_\_\_  
 Zoning Official

\_\_\_\_\_  
 Building Official