

# Building Permit Packet

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Modular/Manufactured Housing

Borough of Plum



2000 Mike Thomas Way  
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  
2000 Mike Thomas Way  
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.
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- Inspections are required by the Uniform Construction Code
  - Failure to obtain the required inspections is a violation
  - Violations are subject to fines

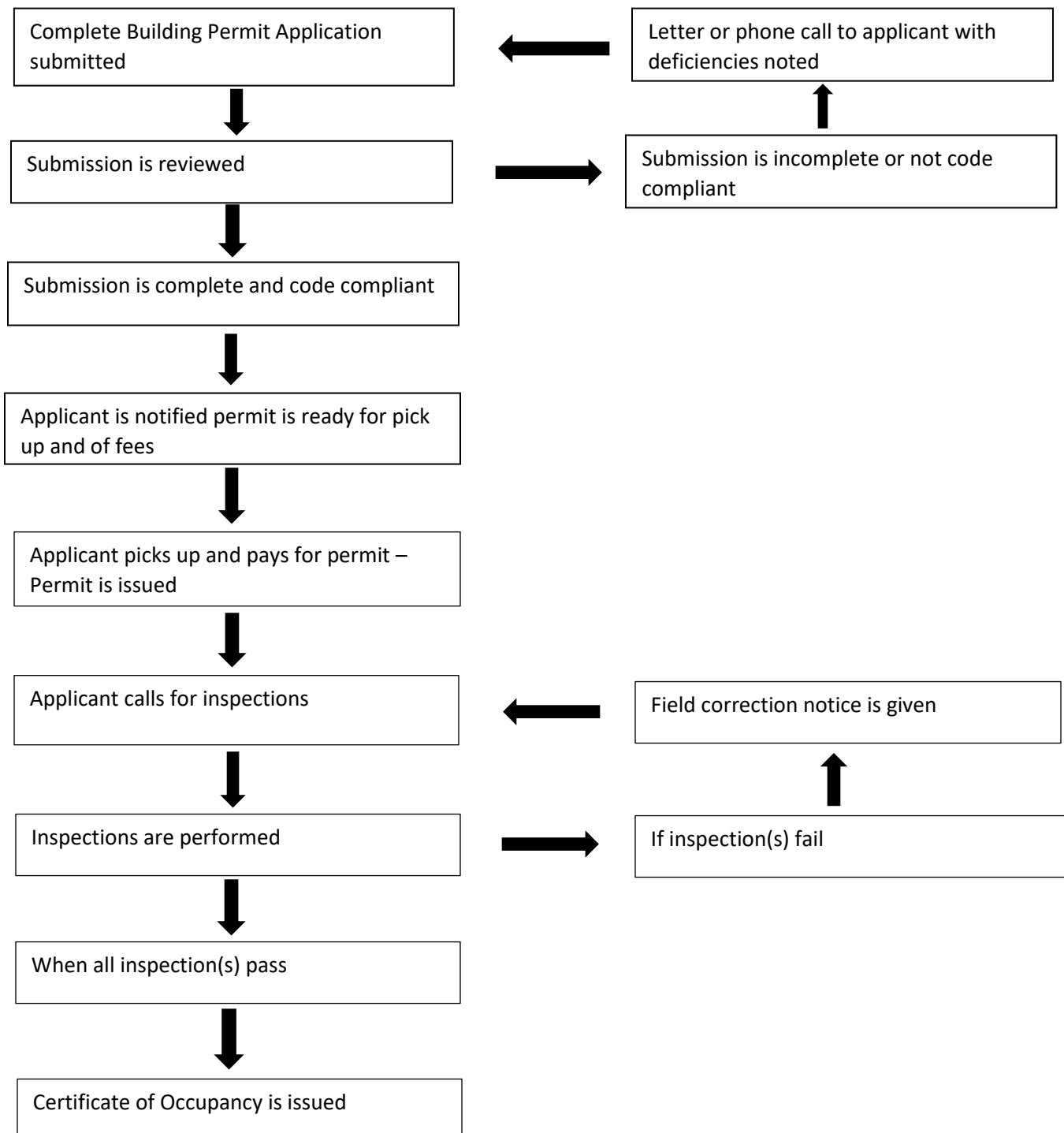
A representative in charge, either the property owner or the principal contractor, shall be at all inspections. We will not instruct sub-contractors.

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:

### Modular/Manufactured Home:

- \_\_\_\_\_ 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
- \_\_\_\_\_ 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

### Modular/Manufactured Home 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. Complete manufacturer’s installation (instruction) manual – to be at job site
- \_\_\_\_\_ 2. Floor plan
- \_\_\_\_\_ 3. Footer specifications
- \_\_\_\_\_ 4. Foundation specifications
- \_\_\_\_\_ 5. Designate type of backfill material to be used
- \_\_\_\_\_ 6. Support pier set
- \_\_\_\_\_ 7. Approved tie-down specifications (anchoring system)
- \_\_\_\_\_ 8. Energy requirements
- \_\_\_\_\_ 9. Mechanical specifications
- \_\_\_\_\_ 10. Electrical specifications
- \_\_\_\_\_ 11. All deck and porch plans – must be self-supporting and must have minimum 3’ x 3’ landing
- \_\_\_\_\_ 12. Complete plans of any structure and/or framing of any structural item (roofs, etc.) that is not completed at the manufacturing facility and is field constructed
- \_\_\_\_\_ 13. Indicate full basement means of egress method

### Inspection Guidelines:

#### Foundation – (any of the options)

**Concrete Pier Footings Round:** Must be protected from frost (typically 36”). For piers spaced 8’ apart, runner should be 28” diameter, unless soil bearing capacity can be determined to be more than 1,500lbs. per square foot.

**Concrete Pier Footings Runners:** Must be protected from frost (typically 36”). For piers spaced 8’ apart, footings must be 24’ wide, unless soil bearing capacity can be determined to be more than 1,500lbs. per square foot.

**Main Beam Piers:** Generally within 2’ from each end, and spaced 8’ apart. A single stack concrete block pier capacity is 8,000lbs. up to 36”. Piers higher than 36’ require double blocks, interlocked. No mortar required for piers less than 80” high. Cap blocks must be full size (16 x 16 pier requires 16 x 16 cap block).

**Support Pier Set:** Generally openings in side wall and marriage wall 4' or larger require piers. This includes, patio doors, double gang windows and certain doors with side lights. Some manufacturers require piers for all entry doors.

**Full Foundation:** Plan and specifications required. Verify that all imposed structural loads are properly supported.

**Anchoring – (any of the types)**

**Auger and Strap Type:**

Within 2' of the end of the home.

Full depth.

Below frost line.

Above water table.

Stabilizing plates required (unless auger is in-line with strap)

Strap attached to top of I-Beam, completely wraps beam 40 to 60 degrees.

NOT embedded in concrete footing.

**Alternative Systems:** Vector systems, OTI system. Any stamped engineered or alternative system approved by the manufacturer. Must be approved by the manufacturer and their DAPIA.

**Maximum Anchor Spacing (auger type):** 11' unless a greater spacing is required by the manufacturer.

- All homes without skirting – frost depth 48".
- All concrete compression strength – 3,000lbs. per square inch
- Any modification to the building frame – must be approved by either the manufacturer or a professional engineer.
- Electrical service equipment – as per the NEC (article 550, section 550.32) and power company requirements.

**Inspection Schedule:**

\_\_\_\_\_ Foundation (prior to placement of footings)

\_\_\_\_\_ Concrete Slab or under floor (prior to pouring concrete)

\_\_\_\_\_ Anchorage (after installed and anchored)

\_\_\_\_\_ Service Equipment – Electrical, Mechanical

(Electric service inspection is included in fee price. Power cannot be supplied until service inspection is approved.)

\_\_\_\_\_ Frame (any work performed in the field)

\_\_\_\_\_ Means of egress (decks and porches)

\_\_\_\_\_ Final (prior to occupancy)

\* If manufactured installation instructions are not available all set up requirements shall go through NCSBCS/ANSI A225.1 – 1994.

\* In accordance with Pennsylvania's Manufactured Housing Improvement Act, installers of new manufactured homes must provide a Manufactured Housing Installer Certification from the Department of Community and Economic Development prior to issuance of a Certificate of Occupancy.

## 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)



**Borough of Plum**

**Affidavit of Exemption**

Commonwealth of Pennsylvania )

)SS:

County of \_\_\_\_\_ )

2000 Mike Thomas Way

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, Modular/Manufactured Home, Demolition, Addition - Proposed Use of Room, Deck, Pool/Spa/Hot Tub, Porch, Alteration/Repair, Accessory Structure >= 200ft^2, 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

Property Owner (Please Print)

Property Owner's Signature

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

APPROVED BY:

Zoning Official

Building Official