

TOWNSHIP OF HEMPFIELD

1132 Woodward Drive, Suite A, Greensburg, PA 15601
Phone: 724-834-7232, Extension 240

APPLICATION FOR RESIDENTIAL BUILDING PERMIT

1. Date Received _____ Zoning District _____ Tax Map # _____

Name of Applicant: _____

Applicant Mailing Address: _____

Phone / Cell # () _____ Email: _____

2. Property Owner Name: _____

Owner Mailing Address: _____

Property Location: _____

Phone / Cell # () _____ Email: _____

3. Architect or Engineer Name: _____

Address: _____

Phone# () _____ Fax # () _____

Professional License # _____ Plan Review: _____

4. I hereby certify that all of the above statement and the statement contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Applicant Signature: _____ PA One Call Serial # _____

(Call 1-800-242-1776)

VALIDATION (DO NOT WRITE BELOW THIS LINE)

Date _____ This Application is hereby () approved or () denied for Zoning: _____

Building Permit # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Occupancy Permit # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Driveway Permit # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Site Plan # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Zoning Appeal # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Signature of Township Agent

Construction Information

5. Type of Construction: (circle)

New Construction Single Family Multi-Family Renovation Alteration
Addition Demolition Shed Pool Deck
Fence Other: _____

GFA: Gross Footage Area: _____ Estimated Costs: _____

Set Backs: Front _____ Ft. Rear _____ Ft. Sides _____ Ft. _____ Ft.

Permits Required: Building Permit Electrical Permit Mechanical Permit
 Plumbing Permit Energy Permit Accessibility Permit

Estimated Construction Time: _____

Description of Project: _____

6. The Hempfield Township Municipal Authority Approval

Note: The Hempfield Township Municipal Authority must approve all new construction which requires plumbing such as houses, garages, commercial buildings, and additions.

Permit Required: YES NO
Project: _____ Tap Permit # _____
Lot/Plan: _____ # of EDU(s) _____
Allocation Year: _____
Approved by: _____
Date Issued: _____
Payment: _____

Contractor or Sub Contractor Information:

7. **Contractor Name:** _____
Address: _____
Phone / Cell () _____ **Fax:** () _____
PA HIC # _____

In 2008, the Pennsylvania Legislature passed the Home Improvement Consumer Protection Act. The law requires that all contractors who perform at least \$5,000 worth of home improvements per year register with the Attorney General's Office.

Owner or Responsible Party must submit to CEA Code Enforcement Associates, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

In addition, CEA Code Enforcement Associates will require a certificate or proof of Workman's Compensation for all workers outside sole proprietors, general liability certificate and certificate or proof of State of Pennsylvania Home Improvement Contractor registration prior to issuing any Building Permit.

Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, 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 known code violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with CEA Code Enforcement Associates.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to CEA Code Enforcement Associates.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf. I will be acting on behalf of the owner as:

___Architect ___Engineer ___Contractor ___Agent/Other: _____

Signature of Applicant: _____ Date: _____

****CEA Internal Information****

Reviewed By: _____ Date: _____

Permit Number: _____ Permit Fees / Costs: \$ _____

Approved By: _____ **(BCO)**

Residential plan requirements **New Construction and Additions**

- 1.) Current survey showing the location of the new structure, must comply with the Township of Hempfield Zoning requirements. A new survey must be supplied after the foundation has been erected.
- 2.) Sanitary Tap-in permit must be obtained from Hempfield Township Sanitary Authority.
- 3.) Location of on- site dry sump (for Storm water) or the connection to the Township Storm sewer system. Storm water is not permit to sheet flow to the Township Streets.
- 4.) Three sets of construction plans must be supplied. 2 sets by paper 1 –set Electronic.
 - a. Plans must be on a minimum of 18”X24” Paper and drawn to a minimum of ¼-inch scale.
 - b. The plans must show all four elevations
 - c. Foundation section must show the wall height, fill height, damproofing or waterproofing, footer design and depth, floor slabs and vapor retarder, French drain, wall type and construction.
 - d. Typical Wall section must show size and type of floor joists, size and type of stud walls, header and lintel details, exterior finish, interior finish, insulation walls and ceiling (R-Value) specific stair geometry and handrail details. The section must be drawn to a minimum of ½-inch scale.
 - e. Floor plan section must indicate room type and dimensions, location of smoke alarms / detectors where required, location of all windows, doors, and fixed items such as cabinetry, HVAC units, electrical boxes, and plumbing fixtures.
 - f. Roof plan section must indicate whether a pre-engineered truss system or rafter system will be used. Sealed truss drawings must be supplied if a truss system is to be used, or a complete rafter layout showing spans and rafter dimensions must be supplied. Roof plan must also include roof sheathing and roof covering and ice barrier.
 - g. Window and Door schedule must indicate U-value of the windows and doors, type of frames, type of glass, location of each unit, size of each unit, type of hardware, and fire rating if required.
 - h. Plumbing plans must be submitted and approved by CEA Code Enforcement Associates.
 - i. Mechanical Plans must show the location of all HVAC units, duct runs and duct sizes for all warm air supply ducts and all cold air return ducts, venting of all fossil fuel fired appliances such as Hot Water Tanks and Furnaces, calculations for combustion air, make up air, and exhaust air for all fossil fuel fired appliances must be supplied as well as calculations for mechanical ventilation of toilet room and fireplaces etc.
 - j. Electrical plans must indicate the location and size of the service, outlet locations GFCI locations and Arc Fault circuit locations. Electrical inspections must be completed and approved by CEA.

Residential Building Permit Procedures:

Note: All applications must be approved by Municipal Zoning, Code Enforcement & Municipal Authority prior to CEA Building Permit Application.

1. Provide a Plan for Review of the scope of work.
 - A) Submit (3) copies of Plan 2-Paper and 1-Electronic Format
 - B) Plan must contain information for necessary Permits:
 - Building Permit
 - Electrical Permit
 - Plumbing / Mechanical Permit
2. Fill out a Building Permit application and if applicable, Electrical Permit Application at the Municipal Offices and submit to Municipal Building Department.
3. Applicable fees and costs associated with ALL Permits must be paid in full to the Municipality.
4. CEA performs the Plan Reviews of project
 - a) CEA may require additional information for minimum Code Compliance
 - b) CEA signs and seals Plan Review (move to permitting)
5. Residential Building Permit issued by CEA.
6. Residential Electrical Permit issued by CEA
7. Residential Mechanical / Plumbing Permit issued by CEA
8. All inspections are conducted according to timeline in construction
9. Final Inspection is requested by Contractor
10. Final Inspection / Occupancy Inspection provided by CEA
11. Occupancy Permit or Certificate of Occupancy is issued by Municipality.

** All fees are paid to the Municipality

** Failed inspections are invoiced separately from permitting process



*Pittsburgh *Washington, PA * State College * Hempfield * Philadelphia

CODE ENFORCEMENT ASSOCIATES

PO Box 103 Elizabeth, PA 15037

1-866-410-4952

Residential Permit Inspections

1	Footer Inspection	Call CEA within 24 Hours of Inspection for Appointment
2	Foundation Inspection	Call CEA within 24 Hours of Inspection for Appointment
3	Plumbing Rough –In	Call CEA within 24 Hours of Inspection for Appointment
4	Concrete Floors	Call CEA within 24 Hours of Inspection for Appointment
5	Framing Inspection	Call CEA within 24 Hours of Inspection for Appointment
6	Insulation Inspection	Call CEA within 24 Hours of Inspection for Appointment
7	Mechanical Inspection	Call CEA within 24 Hours of Inspection for Appointment
8	Dry Wall Inspection	Call CEA within 24 Hours of Inspection for Appointment
9	Final Inspection	Call CEA within 48 Hours of Inspection for Appointment

ELECTRICAL PERMITS- RESIDENTIAL

- 1) Temporary Service Inspection
- 2) Rough In Inspection
- 3) Service Inspection
- 4) Final Inspection

PLUMBING PERMITS- RESIDENTIAL

- 1) Plumbing Rough In - Prior to Concrete Pour
- 2) Underground Inspection
- 3) Final Inspection

MECHANICAL PERMITS- RESIDENTIAL

- 1) Mechanical Rough In – Before Drywall Inspection
- 2) Mechanical Final Inspection – During Final Inspection

OCCUPANCY PERMITS:

- 1) ALL inspections must be approved and signed off on prior to Occupancy Permit.



*Pittsburgh *Washington, PA * State College * Latrobe * Philadelphia

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APPLICATION / PERMIT FOR ELECTRICAL INSPECTION

Applicant must complete required sections for issuance of certificate of compliance; no certificate will be issued on an incomplete application.

Municipality _____
Address _____
Owner _____
Owner Telephone _____
Utility Company _____
Directions _____

County, State _____
Lot # _____ Development _____
Occupant _____
Use of Structure _____
Pole/Trans# _____ Meter# _____

Type of Inspection: Service Entrance Rough Final Temp. Service Survey Other _____

		Qty.			Qty.			Qty.
Service Equip.	Amp		Receptacles		Oven	KW/Amp		
Service Equip.	Amp		Switches		Range	KW/Amp		
Service Equip.	Amp		Fixtures		Cooktop	KW/Amp		
No. of Meters			Ceiling Fans		Dryer	KW/Amp		
Sub Panels	Amp		Air Cond.	Hp/Amp	Pump	Hp/Amp		
Sub Panels	Amp		Dishwasher	Hp/Amp	Whirlpool/Spa			
Sub Panels	Amp		Disposal	Hp/Amp	Hot Tub			
Sub Panels	Amp		Hood/Vent Fans		240 Volt Receptacle			

Type of Work: New Rewire Emergency

		Qty.										Qty.							
Heat Pump												Disconnects Amp							
Water Heater	KW/Amp											Disconnects Amp							
Feeders												Disconnects Amp							
Feeders												Emer./Exit Units							
Transformers	KVA											Other Equip.							
Transformers	KVA																		
Transformers	KVA																		
Smoke Alarms																			
Motors: Qty		1/20	1/12	1/10	1/8	1/6	1/4	1/3	1/2	3/4	1	1 1/2	2						
Motors: Qty		3	5	7 1/2	10	15	10	15	20	25	30	40	50	75	100				
Electric Heat: Qty		500	750	1000	1250	1500	1750	2000	2250	2500	2750	3000							

Inspection Valid For One (1) Year Only

Applicant _____
Business Name _____
Applicants Signature _____
Fee Due at time of Rough Inspection\$ _____

Address _____
City, State, Zip _____
Telephone _____