

**Borough of Clearfield – PERMIT APPLICATION**

6 S. Front Street, Clearfield, PA 16830

Phone: 814-765-7817

Permit No. \_\_\_\_\_

**LOCATION OF PROPOSED WORK OR IMPROVEMENT**

Municipality: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

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

Lot# \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

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

Architect: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF WORK OR IMPROVEMENT (Circle all that apply)**

New Building    Addition    Alteration    Repair    Demolition    Relocation  
Change of Use    Plumbing    Electrical    Mechanical    Other \_\_\_\_\_

Describe the Proposed work: \_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION (Reasonable fair market value)** \_\_\_\_\_

**DESCRIPTION OF BUILDING USE (Check one then complete applicable info)**

**RESIDENTIAL**  
Single Family Dwelling  
Duplex  
Townhouse  
Total Sq. ft. of finished living space \_\_\_\_\_

**NON-RESIDENTIAL (Commercial)**  
Specific Use \_\_\_\_\_  
Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_  
Change of Use (indicate former and proposed): \_\_\_\_\_  
Maximum Occupant Load: \_\_\_\_\_  
Maximum Live Load: \_\_\_\_\_

**Sprinkler system to be installed:** (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

**BUILDING DIMENSIONS**

Existing Building Area: \_\_\_\_\_ sq. ft.      Number of Stories: \_\_\_\_\_  
Proposed Building Area: \_\_\_\_\_ sq. ft.      Height Above Grade: \_\_\_\_\_ ft.  
Total Building Area: \_\_\_\_\_ sq. ft.      Area of Largest Floor: \_\_\_\_\_ sq. ft.

**FLOODPLAIN INFORMATION**

Is the site located within an identified flood plan area? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

Note: All proposed development shall be in accordance with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act.

**HISTORIC DISTRICT INFORMATION**

Is the site located within a Historical District? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

Note: If yes, you must provide proper Historical District certification per the UCC Law.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and PA Act 45 – Uniform Construction Code and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, right of ways, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant hereby certifies he/she understands all applicable codes, ordinances and regulations.

Application for a permit shall be made by the **owner or lessee of the building or structure, or authorized agent of either, or by the authorized registered Design Professional** employed in connection with the proposed work.

**I certify that the Code Administrator or the Code Administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the applicable codes to such permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

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

Date: \_\_\_\_\_

**Directions to Worksite:** \_\_\_\_\_

**OFFICE USE ONLY below**

Permit Fee: \$ \_\_\_\_\_

Plan Submittal Checklist Attached: yes \_\_\_\_\_ no \_\_\_\_\_

Plan Review Approval Date: \_\_\_\_\_

**MUNICIPAL PRIOR APPROVAL CHECKLIST**

Name of Municipality\_\_\_\_\_

Name of Applicant\_\_\_\_\_

Parcel#\_\_\_\_\_ Lot#\_\_\_\_\_

**This Section below to be completed by the Authorized Municipal Representative**

**CHECKLIST ITEMS**

Is the project site located in a Flood Area? (Check one) yes\_\_\_\_ no\_\_\_\_

**(Circle one)**-----**Residential Project** or **Commercial Project**

Description of Work: \_\_\_\_\_

Zoning or Land Use Permit                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Stormwater Management                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Street cut/ Driveway                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Sewage/Onlot Permit                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Water Permit                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

PennDot Highway Occupancy                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Floodplain Permit                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Other \_\_\_\_\_                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

I certify that all required Municipal Codes, Ordinances and Regulations have been met and approval thereby is granted to issue the requested Permit.

Authorized Municipal Representative signature:\_\_\_\_\_

Date:\_\_\_\_\_

**\*\*NOTE THAT THIS PERMIT APPLICATION PACKAGE MUST BE COMPLETED AND THEN SUBMITTED WITH THE PROJECT CONSTRUCTION PLANS AND THE CORRESPONDING SUBMITTAL CHECKLIST\*\***

## **Borough of Clearfield**

### RESIDENTIAL STICK BUILT HOUSE SUBMITTAL HANDOUT

Every item below must be checked as completed (if applicable), or marked n/a (if not applicable), for your project. This form must be completed in its entirety then returned with attached drawings.

- Permit Application
- Municipal Prior Approval Form
- Two full sets of plans. All dimensions must be indicated and drawn to scale.

**\*\*The following items are required to be included on the building plans\*\***

- Site plan indicating all setbacks
- Exterior elevation of all sides
- Floorplan with overview of each floor level, with all rooms labeled and all sizes indicated.
- Complete cross-section view of structure (provided with form)
- Size and depth of footings. Include all pads and columns.
- Foundation details: indicate type such as masonry cinder block, ICF or superior wall,
- Type of sillplates to be used and fastening method.
- Size, location and type of support columns.
- Structural support beams – show sizes and how they are supported.
- Species and grade of all framing lumber.
- Floorjoists – type, size and spacing.
- Indicate type, size and thickness of floor sheathing.
- Interior and exterior wall stud sizes, grade and spacing.
- Provide header schedule showing spans and sizes.
- Interior wall finish.
- Exterior wall covering.
- Provide window schedule: including manufacturer, locations with corresponding numbers.
- Roof framing: denote trusses or rafters. Indicate spans, sizes and spacing.
- Roof sheathing: type and thickness
- Roof covering and ventilation method.
- Indicate Attic access size and locations.
- Indicate basement means of egress method.
- Provide porch and deck drawings.
- Indicate concrete floor material and thickness.
- If garage is attached to house, indicate method of fire separation include doors.
- Submit heat-loss/gain calculations. Indicate type of heating system and equipment location.
- All electrical work to conform to UCC adopted version of National Electric Code (NEC)

- Provide 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".
- Provide guardrail detail: Required for porches, balconies, open sides of stairs, or raised floor surfaces greater than 30" above floor or grade below; Minimum 36" above finished floor at horizontal locations; Minimum 34" above the leading edge of nosing measured vertically at stairs; Opening limitations = < 4" and < 6" at triangle formed by the rise and run of stairs and bottom of guardrail.
- Smoke detectors: show 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.
- Carbon monoxide detectors: show type and locations.
- Submit Energy Code Compliance Path. Provide approval certificate at electric service panel.
- Chimneys and fireplaces: indicate type, location and footing details.
- Basement: (Check one) Finished Unfinished

If Finished – must provide locations of finished areas – total square footage to be finished is \_\_\_\_\_ sq. ft.

If Unfinished – notate on plan.

**\*\*Always remember you are required to contact "PA One Call" at 800-242-1776 before you dig\*\***

**\*\*THIS COMPLETED FORM IS REQUIRED TO BE SUBMITTED WITH THE PROJECT PLANS\*\***

# Borough of Clearfield

## House and Addition Cross Section Submittal

**Roof Info:**

Type: Check one: Gable: \_\_\_\_\_ Shed: \_\_\_\_\_ Hip: \_\_\_\_\_ Combo: \_\_\_\_\_  
 Slope of Roof: \_\_\_\_\_  
 Roof Sheathing: \_\_\_\_\_  
 Roof Rafters: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Roof Rafters Span: \_\_\_\_\_  
 Rafter Size and Spacing: \_\_\_\_\_  
 Trusses: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Truss Spacing: \_\_\_\_\_  
 Ridge Vent: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Type of Insulation: \_\_\_\_\_  
 R-Value: \_\_\_\_\_

**Floor System Info:**

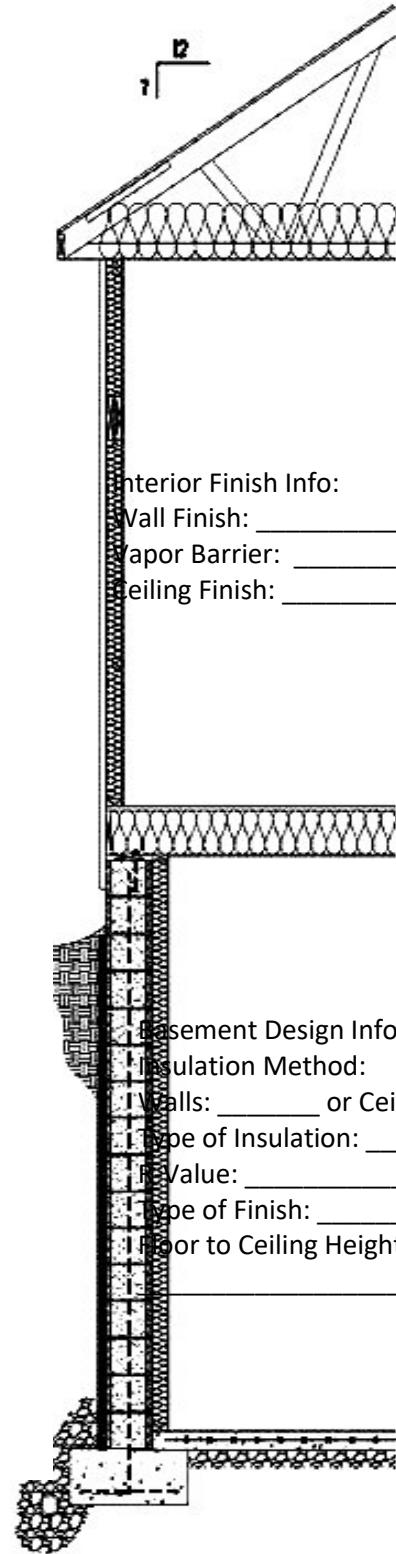
Type of Floor Joist: \_\_\_\_\_  
 Floor Joist Span: \_\_\_\_\_  
 Floor Joist Spacing: \_\_\_\_\_  
 Floor Sheathing: \_\_\_\_\_  
 Type of Support Beam: \_\_\_\_\_  
 Support Beam Span: \_\_\_\_\_

**Exterior Walls Info:**

Type of Walls: \_\_\_\_\_  
 Spacing of Studs: \_\_\_\_\_  
 Wall Sheathing: \_\_\_\_\_  
 Type of Insulation: \_\_\_\_\_ R-Value: \_\_\_\_\_  
 Header Spans: \_\_\_\_\_  
 Height of Walls: \_\_\_\_\_  
 Type of Finish: \_\_\_\_\_  
 Type of Air Barriers: \_\_\_\_\_

**Foundation Info**

Type of Foundation: Block: \_\_\_\_\_ ICF: \_\_\_\_\_ Concrete: \_\_\_\_\_ Other: \_\_\_\_\_  
 Type of Footer: \_\_\_\_\_  
 Footer Dimensions: \_\_\_\_\_ Thickness and Depth  
 Frost Protection Depth: \_\_\_\_\_ Below Final Grade  
 Type of Sillplate: \_\_\_\_\_  
 Sillplate Anchoring Method: \_\_\_\_\_  
 Anchoring Spacing: \_\_\_\_\_  
 Basement Floor Thickness: \_\_\_\_\_



**Interior Finish Info:**

Wall Finish: \_\_\_\_\_  
 Vapor Barrier: \_\_\_\_\_  
 Ceiling Finish: \_\_\_\_\_

**Basement Design Info:**

Insulation Method: \_\_\_\_\_  
 Walls: \_\_\_\_\_ or Ceiling: \_\_\_\_\_  
 Type of Insulation: \_\_\_\_\_  
 R-Value: \_\_\_\_\_  
 Type of Finish: \_\_\_\_\_  
 Floor to Ceiling Height: \_\_\_\_\_

## **Borough of Clearfield**

### RESIDENTIAL DECK AND PORCH ROOF PROJECT SUBMITTAL HANDOUT

Every item below should be checked as completed (if applicable), or marked n/a (if not applicable), for your project. This form must be completed in its entirety then returned with attached drawings.

- Application
- Municipal Prior Approval Form
- Site Plan showing setbacks
- Two sets of plans (All dimensions must be indicated, be in ink and drawn to scale)

**\*\*The following items are required to be included on the Building Plan Drawings:\*\***

- Floorplan drawing looking down at deck/porch.
- Provide locations of all posts and beam locations and indicate spans.
- Top, front and side views of deck.
- Complete cross section (provided)
- Size, thickness and depth (below grade) of footings.
- Size, type and spacing of support columns.
- Type of wood to be used. (Specify species and grade)
- Size of floor joist, span and distance between joists.
- Size, type and span of all girder beams.
- Height of wood joist, girder and floor above finish grade.
- Type and thickness of floor sheathing. (Decking)
- Stair riser height and depth/width of tread.
- Handrail height and ballister spacing.
- Guardrail height and ballister spacing.
- Ledger fastening method, i.e. - bolt spacing.
- Deck flashing method
- Roof construction details (see cross section)

**\*\*THIS COMPLETED FORM MUST BE SUBMITTED WITH PROJECT PLANS\*\***

# Borough of Clearfield

## Deck and Roof Cross Section Submittal

Roof Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Roof Type: Gable: \_\_\_\_\_ Hip: \_\_\_\_\_ Shed: \_\_\_\_\_

Roof Pitch: \_\_\_\_\_

(check one) Trusses: \_\_\_\_\_ Rafters: \_\_\_\_\_

Spacing of Trusses or Rafters: \_\_\_\_\_

Rafter Size and Span: \_\_\_\_\_

Ridge Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Roof Sheathing: \_\_\_\_\_

Roof Covering: \_\_\_\_\_

Roof Header Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Deck Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Footer Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Carrier Beam: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Type of Floor Joist: \_\_\_\_\_

Floor Joist: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Decking Material: \_\_\_\_\_

Number of Steps: \_\_\_\_\_

Riser Height: \_\_\_\_\_

Tread Depth: \_\_\_\_\_

