

City of DuBois – PERMIT APPLICATION

P. O. Box 408, 16 West Scribner Ave - DuBois, PA. 15801

Phone: 814-371-2000

Fax: 814-375-2307

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****

City of DuBois

RESIDENTIAL SUBMITTAL HANDOUT FOR ADDITIONS OR GARAGES

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 drawings.

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

****The following items are required to be included on the building plan drawings.****

- Site plan indicating all setbacks
- Exterior Elevation of all sides
- Floor plan with overview of each 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.
- Foundations: Indicate type such as masonry cinder block or superior wall.
- Type of sill plates to be used and fastening method.
- Size, location and type of columns to be used.
- Indicate thickness and psi of concrete floor.
- Structural support beams – show sizes and how they are supported.
- Species and grade of all framing lumber, (such as spruce-pine-fir - spf no. 2 or acq treated.)
- Floor joists – spacing and size.
- Framing of all openings in floors and roof.
- Floor sheathing: type and thickness.
- Interior and exterior wall stud sizes, grade and spacing.
- Provide header schedule showing spans and sizes.
- Interior wall finish.
- Exterior wall covering (i.e. - vinyl, brick, wood, etc.)
- Roof framing: denote trusses or rafters. Indicate spans, sizes and spacing.
- Roof sheathing: type and thickness.
- Roof covering, including felt paper if required. (Example: fiberglass shingles, metal, etc.)
- Indicate method of attic/roof ventilation.
- Indicate heat system and any equipment or service locations.
- Garage floor material and thickness.
- Show garage/living space method of fire separation.
- Provide porch and deck plans.
- Energy Code compliance path and methods of envelope insulation.
- Indicate method of basement means of egress.

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

City of DuBois

House and Addition Cross Section Submittal

Roof Info:

Type: Check one: Gable: _____ Shed: _____ Hip: _____ Combo: _____
 Slope of Roof: _____
 Roof Sheathing: _____
 Roof Covering: _____
 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:

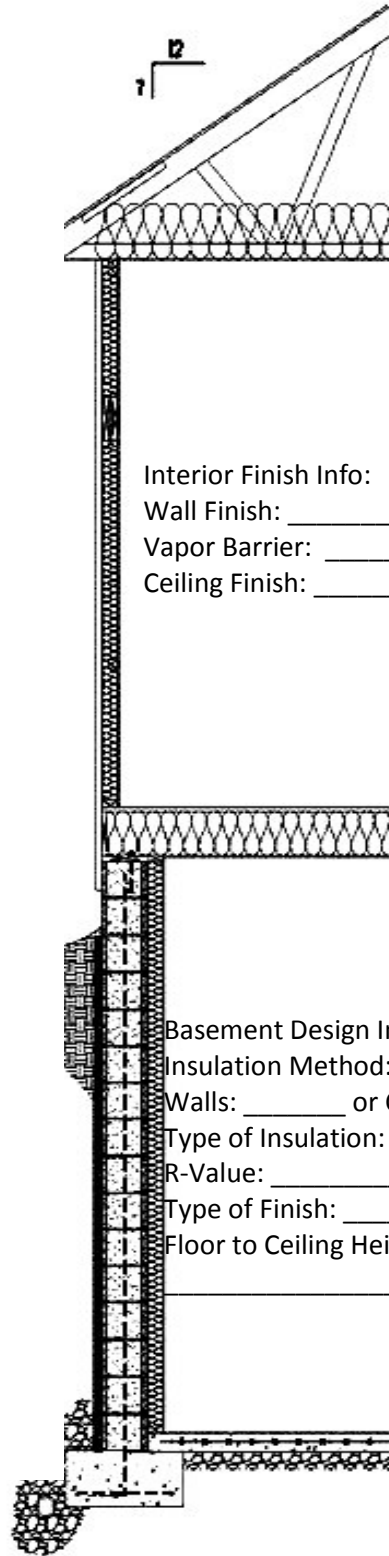
Type of Floor Joist: _____
 Floor Joist Span: _____
 Floor Joist Spacing: _____
 Floor Sheathing: _____
 Type of Support Beam: _____
 Support Beam Span: _____

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: _____

City of DuBois

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****

City of DuBois

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: _____

