

**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: \_\_\_\_\_

**PENNSAFE BUILDING INSPECTION SERVICES LLC**  
RESIDENTIAL USED MANUFACTURED HOME 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.

**Please see the Habitability Booklet under the General Info section of this site, for more information on the form that needs completed below.**

- Permit Application
- Two (2) full sets of plans
- Manufacturers Installation Manual to be located at project site
- Completed Habitability Form – for all manufactured homes built after July 1976
- Provide a copy of the certified installers certificate

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

- Site plan showing all exterior setbacks
- Floor plan layout of home interior
- Footer Specifications
- When basement is provided - Foundation Specification
- Approved tie down anchoring system
- Support pier specifications and installation method
- Energy Code Requirements
- Onsite Mechanical System – equipment, materials and layout
- Onsite Plumbing system – equipment, materials and layout
- Onsite electrical system must conform to the UCC adopted version of the NEC.
- Deck and porch plans- must have minimum 3' X 3' landing and be self-supporting.
- If full basement – indicate type of provided means of egress.
- Provide complete drawings of any structural work (such as a garage) to be performed in the field and was not factory inspected.

If the Manufacturer's Installation Instruction Manual is not available, then the A225.1-1994 Existing Manufactured Home Standard must be followed.

**(Continued)**

## **INSTALLATION REQUIREMENTS AND METHODS**

### **FOOTER OPTIONS: (Check one)**

- Concrete Pier Footings Round** – Provide 36” deep minimum frost protection when skirting is installed – 48” without skirting. For piers spaced no more than 8' apart, holes should be 28" diameter, unless soil bearing capacity is greater than 1,500 lbs. per square foot.
- Concrete Pier Footings, Runners** – Provide 36” deep minimum frost protection when skirting is installed – 48” without skirting. For piers spaced no more than 8' apart, footings must be 24' wide, unless soil bearing capacity is greater than 1,500 lbs. per square foot.

### **FOUNDATION OPTIONS: (Check one)**

- Main Support Piers** – Generally within 2' from each end, and spaced 8' apart. A single stack concrete block pier capacity is 8,000 lbs., 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 (16x16 pier requires 16x16 cap block).
- Full Foundation** – Plan and specifications required. Cross section submittals are available for your drawings. Verify that all imposed structural loads are properly supported.

### **ANCHORING METHODS (Check one)**

- Auger and Strap Type:** Installed within 2' of the end of the home, then generally 11' spaced apart. Install below frost line. Closely follow manufacturer's installation instructions.
- Alternative systems** - Vector systems, OTI system. Any stamped engineered or alternative system approved by the manufacturer. Must be approved by Manufacturer and their DAPIA.

### **INSPECTION SCHEDULE – Always provide a minimum of 24 hours notice.**

1. Foundation (before placing footings)
2. Concrete slab or under floor (prior to pouring concrete floor)
3. Anchorage (after home is set in place, installed and anchored)
4. Service Equipment – Electrical, Plumbing, Mechanical work performed in field.
5. Frame (call before covering any work performed in field)
6. Means of egress (Decks & Porches)
7. Final (prior to occupancy)

**\*\*THIS COMPLETED FORM MUST BE SUBMITTED WITH THE PROJECT PLANS AND DRAWINGS\*\***

**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 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: \_\_\_\_\_

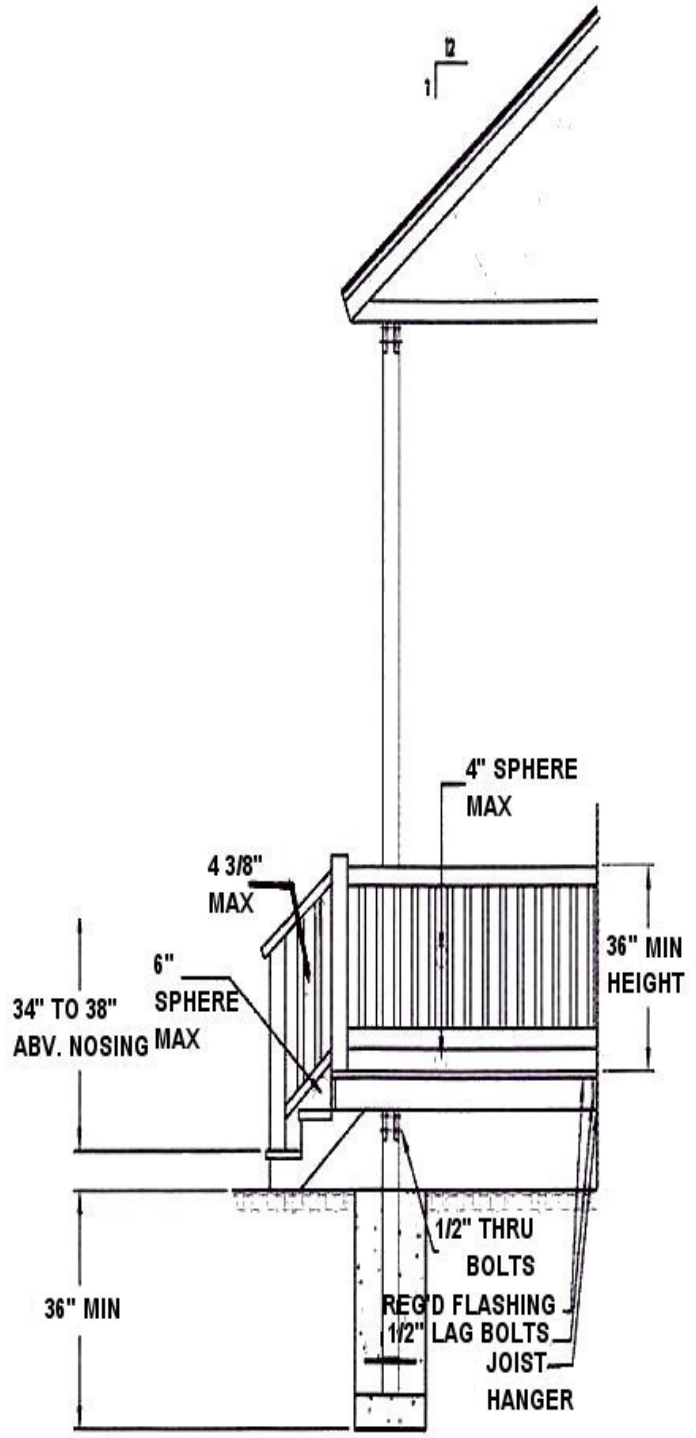
Floor Joist: Size: \_\_\_\_\_ Span: \_\_\_\_\_

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

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

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

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



# Data Plate Information

The data plate is typically located inside a kitchen cabinet, in a bedroom closet or on the electrical panel-board cover area. If the data plate is not available, additional inspections may be required to determine if the home was constructed for the Pennsylvania climate.

## TYPICAL DATA PLATE

1. Identify the date of manufacture.
2. Identify the serial number. (Cross reference to the front crossmember of the chassis.)
3. Identify Wind Zone (Pa. – WIND ZONE 1)
4. Identify Roof Snow Load Zone. (Pa. – SOUTH (20) ZONE)

Manufacturer Address		
Date of Manufacture		Plant Number
HUD Label No (s)	Manufacturer's Serial Number and Model Unit Designation	
Design Approval by (D.A.P.I.A.)		
This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture. (For additional information, consult owner's manual.)		
The factory installed equipment includes:		
Equipment	Manufacturer	Model Designation
For heating	_____	_____
For air cooling	_____	_____
For cooking	_____	_____
Refrigerator	_____	_____
Water Heater	_____	_____
Washer	_____	_____
Clothes Dryer	_____	_____
Dishwasher	_____	_____
Garbage Disposal	_____	_____
Fireplace	_____	_____
HOME CONSTRUCTED FOR <input type="checkbox"/> Zone I <input type="checkbox"/> Zone II <input type="checkbox"/> Zone III		
<p>This home has not been designed for the higher wind pressure and anchoring provisions required for ocean/coastal areas and should not be located within 1500' of the coastline in Wind Zones II and III, unless the home and anchoring and foundation system have been designed for the increased requirements outlined in Appendix 7.4B.</p> <p>This home has _____ been equipped with storm shutters or other protective coverings for windows and exterior door openings. For homes designed to be located in Wind Zones II and III, which have not been provided with shutters or equivalent covering devices, it is strongly recommended that the home be made ready to be equipped with these devices in accordance with the method recommended in manufacturer's printed instructions.</p>		
BASIC WIND ZONE MAP		
DESIGN ROOF LOAD ZONE MAP		
<p>North 40 PSF      South 20 PSF</p> <p>Middle 30 PSF      Other _____ PSF</p>		
L10 VALUE ZONE MAP		
<p>ZONES L10 VALUES</p> <p>1 0.118</p> <p>2 0.096</p> <p>3 0.079</p>		

**COMFORT HEATING**

This manufactured home has been thermally insulated to conform with the requirements of the federal manufactured home construction and safety standards for all locations within L10 value zone \_\_\_\_\_ (See map at bottom)

Heating equipment manufacturer and model (See list at left)

The above heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of \_\_\_\_\_ °F

To maximize furnace operating economy, and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (97 1/2%) is not higher than \_\_\_\_\_ degrees Fahrenheit

The above information has been calculated assuming a maximum wind velocity of 15 mph at standard atmospheric pressure.

**COMFORT COOLING**

Air conditioner provided at factory (Alternate I)

Air conditioner manufacturer and model (see list at left)

Certified capacity \_\_\_\_\_ B.T.U./hour in accordance with the appropriate air conditioning and refrigeration institute standards.

The central air conditioning system provided in this home has been sized assuming an orientation of the front back wall of the home facing \_\_\_\_\_. On this basis the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are \_\_\_\_\_ °F dry bulb and \_\_\_\_\_ °F wet bulb.

The temperature to which this home can be cooled will change depending upon the amount of exposure of the windows of this home to the sun's radiant heat. Therefore, the home's heat gains will vary dependent upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various locations, window exposures and shading are provided in Chapter 22 of the 1989 edition of the ASHRAE Handbook of Fundamentals.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.

Air conditioner not provided at factory (Alternate II)

The air distribution system of this home is suitable for the installation of central air conditioning.

The supply air distribution system installed in this home is sized for a manufactured home central air conditioning system of up to \_\_\_\_\_ B.T.U./hr rated capacity which are certified in accordance with the appropriate air conditioning and refrigeration institute standards, when the air conditioning and refrigeration equipment are rated at 0.3 inch water column static pressure or greater for the cooling air delivered to the manufactured home supply air duct system.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with the manufactured home.

Air conditioning not recommended (Alternate III)

The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.

To determine the required capacity of equipment to cool a home efficiently and economically a cooling load (heat gain) calculation is required. The cooling load is dependent on the orientation, location and the structure of the home. Central air conditioners operate most efficiently and provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals 1989 edition, once the location and orientation are known.

**INFORMATION PROVIDED BY THE MANUFACTURER**  
NECESSARY TO CALCULATE SENSIBLE HEAT GAIN

Walls (without windows and doors) \_\_\_\_\_ °F

Ceiling and roofs of light color \_\_\_\_\_ °F

Ceiling and roofs of dark color \_\_\_\_\_ °F

Floors \_\_\_\_\_ °F

Air ducts in floor \_\_\_\_\_ °F

Air ducts in ceiling \_\_\_\_\_ °F

Air ducts installed outside the home \_\_\_\_\_ °F

The following are the duct areas in this home

Air ducts in floor \_\_\_\_\_ sq ft

Air ducts in ceiling \_\_\_\_\_ sq ft

Air ducts outside the home \_\_\_\_\_ sq ft

FH-2007-01-01 REV 10/01

**NOTE- Pennsylvania design criteria:**  
Home manufactured after OCTOBER 1994 - CLIMATE ZONE 3.  
Homes manufactured between June 1976 – October 1994 - CLIMATE ZONE 2.



# Habitability Checklist for Relocated Manufactured Homes

Use this checklist to aid in confirming compliance with the habitability guide for relocated manufactured homes. All items must be correct prior to occupancy. A completed checklist must be submitted to the local building code official as part of the building permit process.

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

## Data Plate, Serial Number & Certification Label

- Locate the serial number from the front chassis crossmember and the certification labels from the exterior siding. Cross reference to the data plate in the home. See page 2.
- Verify the home was certified as a manufactured home and that it was designed and constructed for the Pennsylvania climate zone.

## Floors

- Floor is structurally sound. Floor coverings are secure and do not present tripping hazards.
- Floor insulation is properly installed in floor cavity, especially at access areas.
- Bottom Board is patched and secure. See page 5.

## Walls

- Walls are structurally sound, without holes, breaks or protrusions.
- Doors and windows are operational with proper glazing. See page 3.
- Doors are equipped with proper hardware. See page 3.

## Exterior Coverings

- Roofing material free from obvious defects, holes, etc.
- Roof caps, vents, flashing, etc. are properly installed. Fireplace chimneys are the proper height (3' above the roof where it passes and 2' higher than any part of the building with 10' of the chimney).
- Siding material is free from obvious defects, holes, etc. and is properly channeled or sealed around penetrations.

## Sanitary Facilities

- Plumbing system is in good working order and free from defects, leaks and obstructions. See page 4.
- Drain piping under the floor is properly sloped and supported every 4'. See page 4.
- Water supply line crossover insulation and covers are properly installed.
- Hot water appliance is properly installed and in good working order.

## Ventilation

- Clothes dryer exhaust ducts terminate outside of the skirting crawl space enclosure. See page 4.
- Kitchen, bath and toilet compartment fans are operational. For homes built after Oct 25, 1993, see page 4.

## Heating

- Heating facilities are in working order.
- Registers and grills are in place at all outlets and intakes for the heating system.

## Fuel Burning Appliances

- All vents, flu pipes, chimneys, etc. are properly installed, and are free from rust, damage or any condition that could result in a leak of combustion gases into the home. See page 4.
- Fire-blocking is adequately installed where vents, flu pipes, chimneys or other penetrations are present in the ceiling or walls inside furnace and water heater compartments. See page 5.
- Fuel supply piping is properly installed and supported.
- Fuel supply piping has been tested for leaks by qualified personnel.

## Electrical Systems

- All electric receptacles, switches, junction boxes, fixtures, etc. are properly installed with appropriate cover plates. See page 5.
- All electrical crossovers are properly assembled and secured. See page 5.
- Operational test assured that all electrical devices operate properly.
- Ground Fault Circuit Interrupters (GFCI) where required, test and reset properly. See page 5.
- All exposed metal parts likely to be energized have been bonded.
- Proper smoke detectors/alarms placement and operation. See page 3.
- Proper carbon monoxide alarm placement and operation, if applicable. See page 4.

**City of DuBois – Permit Application**

**PO Box 408, 16 West Scribner Ave – DuBois, PA. 15801**

**Phone: 814-371-2000**

**Fax: 814-375-2307**

I certify that all items on this checklist have been inspected and are in compliance with PA Habitability Guidelines per the Manufactured Housing Improvement Act (35 P.S. 1658.5) as amended by May 9, 2012.

---

Signed

---

Date