

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: _____

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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_____
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Stormwater Management	Approved_____	Not applicable_____
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Street cut/ Driveway	Approved_____	Not applicable_____
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Sewage/Onlot Permit	Approved_____	Not applicable_____
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Water Permit	Approved_____	Not applicable_____
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PennDot Highway Occupancy	Approved_____	Not applicable_____
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Floodplain Permit	Approved_____	Not applicable_____
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Other_____	Approved_____	Not applicable_____
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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 NEW MANUFACTURED AND INDUSTRIALIZED HOMES 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.

CHECK ONE: INDUSTRIALIZED (Modular) ☐ MANUFACTURED DOUBLE OR SINGLE WIDE ☐

- ☐ Permit Application
- ☐ Municipal Prior Approval Form
- ☐ Two (2) full sets of plans
- ☐ Manufacturers Installation Manual to be located at project site
- ☐ Manufactured Home Installer Certification must be provided before receiving Occupancy Permit.

****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.

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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****

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: _____

