



11 LaFayette Street
P.O. Box 1994
Saint Marys, PA 15857

(814) 781-1718
Fax (814) 834-1304
www.cityofstmarys.com

Residential Building Permit Application Requirements

- Permits for Residential projects **WILL NOT** be issued until **ALL** forms & plans are complete. Any area not applicable to your project should be marked N/A.

To obtain your permit you will need the following items:

1. Completed Building Permit Application.
2. Two full sets of plans drawn to scale... must be in ink or photocopied.
3. Zoning, sewer/septic & stormwater management permits (if applicable).

- Plans may be drawn by the homeowner or contractor and must be legible & include all pertinent information. You must also provide copies of any engineered materials being used (Trusses, LVL's, floor joist systems, etc.)



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PLAN REQUIREMENTS FOR ONE & TWO FAMILY DWELLINGS & ADDITIONS

These guidelines and cross section are designed to assist you with your new home/addition plans. Please include as much information as possible to speed up the plan review & building permit process.

Your building plans & cross section should show the following items, views & details:

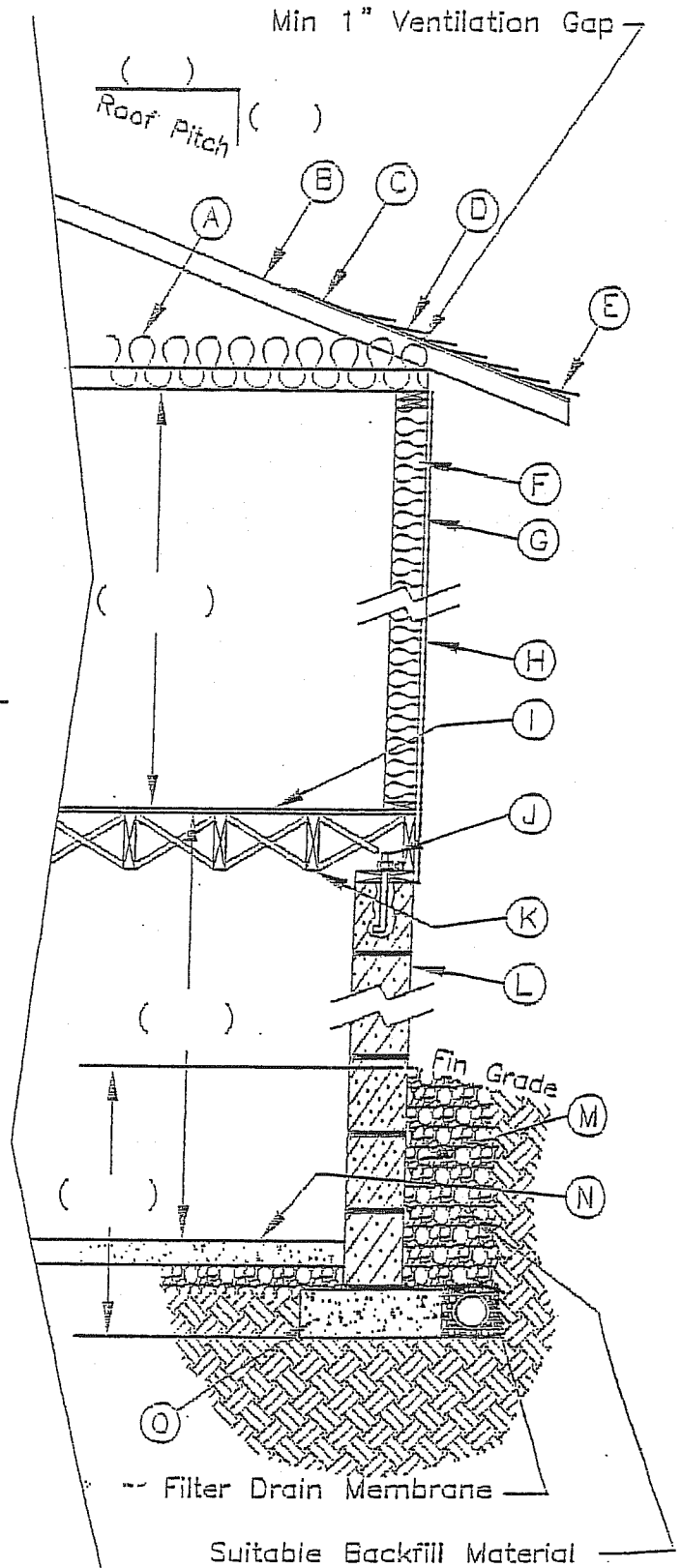
1. Views of all sides of the building showing doors, windows, etc. (Also indicate final grade)
2. Floor plan of each level, labeling all rooms/spaces & dimensions. (include attached garages & decks)
3. Show footer depth, width & thickness...including piers and columns.
4. Indicate foundation wall construction. (ex. 8" concrete block, poured wall etc.) Full foundation must have a means of egress directly to the outside of home.
5. Concrete floor: Minimum thickness 3-1/2" with reinforcement & vapor barrier.
6. Treated sill plate with 1/2" diameter x 7" long anchor bolts spaced 4' on center and within 12" of corners.
7. Exterior and interior wall framing type, size & spacing on center.
8. Beam, header & joist locations, type, sizes & support.
9. Exterior wall covering materials. (ex. 1/2" OSB, house wrap, vinyl siding)
10. Roof framing: Trusses or stick-framed sizes & on center spacing.
11. Roof covering materials. (ex. 5/8" plywood w/ H-clips, ice & water shield, 30# felt paper, asphalt shingles)
12. Chimney & fireplace locations (masonry or factory built, footer size & thickness where applicable)
13. Energy Code Compliance (REScheck, 2009 IRC Ch. 11, 2009 IECC Ch. 4 or PA Alternative)
14. Window & door schedules: manufacturer & locations with corresponding numbers. (Bedroom windows must meet emergency escape & rescue opening sizes. Bathrooms without a window must have fan/light.)
15. Show stairway details. (stair rise & tread depth) and height of handrail, guardrail & ballister spacing.
16. If garage is attached to the dwelling unit you must have fire separation: 1/2" gypsum wallboard applied to the garage side. 5/8" gypsum wallboard applied to the garage ceiling if garage has living space above. Doors between a garage & dwelling unit must be 1-3/8" solid wood, steel or 20 minute fire-rated.

17. Plumbing plan indicating location of fixtures, sizes & type of materials for DWV piping and water supply lines.
 18. Mechanical system plan indicating materials, size & type of heating/cooling source (Gas/electric, BTU, central air, hot water baseboard, ductwork materials etc.)
 19. Electrical plan: Location & size of electric service, conductor types & sizes, indicate Arc-fault, GFCI locations and interconnected, hard-wired smoke detector/carbon monoxide detector locations.
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Attached building cross section is to help show most information but cannot be accepted as your only plan. If you are unsure of a code requirement please ask.

CROSS SECTION SUBMITTAL

- (A) Ceiling Insulation:
Type _____ R value _____
- (B) Rafters/Trusses
Type _____ Span _____
Spacing _____
- (C) Roof Sheathing
Type _____ Thickness _____
- (D) Roof Underlayment
Type _____
- (E) Roof Covering
Type _____
- (F) Wall Insulation
Type _____ R value _____
- (G) Wall Framing
Stud Size _____ Spacing _____
Type _____
- (H) Wall Sheathing
Type _____ Thickness _____
- (J) Sill Plate Anchor
Type _____ Spacing _____
- (I) Sub-Floor Sheathing
Type _____ Thickness _____
- (K) Floor Joist/Truss
Type _____ Span _____
Spacing _____
- (L) Foundation
Type _____ Thickness _____
- (M) Foundation Waterproofing system
Type _____
- (N) Floor
Type _____ Thickness _____
- (O) Footer
Type _____ Thickness _____
Width _____



City of St. Marys Residential Building Permit Application

Office Use Only:			
Permit No: _____			
Permit Fee: _____			
Date Issued: _____			
Plan Review Date: _____		Approved: _____	Approved w/changes: _____
Permit Paid Date: _____		Check No: _____	[] Cash Receipt No: _____

Owner: _____ Phone: (____) _____

Owner Address: _____

Worksite Address: _____

Contractor: _____ Phone: (____) _____

Contractor Address: _____

TYPE OF WORK

() New Home () Addition () Garage () Deck

() Alteration () Pool () Fence () Demolition

() Other Description of Work: _____

Utility Company Work Order # (when applicable): West Penn Power _____
National Fuel _____

NEW BUILDING CHARACTERISTICS

No. of Stories _____ Height of Structure _____ ft.

New Building Area All Floors _____ sq.ft.

Total Estimated Cost of Project: \$ _____

As the owner/owner's agent, I hereby certify that the proposed work will conform to the PA Uniform Construction Code and all applicable laws of this jurisdiction.

Signature: _____ Date: _____