

BUILDING PLAN SUBMITTAL CHECKLIST

With the completed Application for Plan Exam and Building Permit, **three (3) complete sets of Drawings and Specifications must be submitted.** One set of approved drawings will be returned to the applicant and must be kept on the jobsite at all times and available to the Code Inspector.

At a minimum, the site plan must include the location and size of the proposed construction and all existing structures. Proposed finished grades, lot line setbacks and streets must be shown.

Plans for Commercial Projects must be prepared by, signed by and sealed by a registered design professional. Plans also must include detailed drawings (including riser diagrams as applicable) for the Electrical, Mechanical, Plumbing and Fire Protection Systems.

All Plans and Specifications must include the following as applicable:

- Description of uses and the proposed use groups for all portions of the building.
- Occupancy load
- Proposed type of construction of the building
- Building area and height
- Details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors and stairs
- Exit signs and means of egress lighting, including power supply
- Handicapped accessibility provisions
- Description and details of proposed special occupancies
- Details of safety glazing installation
- Details of required fire protection systems
- Elevations of all sides of building and room ceiling heights
- Complete floor plans with all rooms and spaces labeled and dimensioned
- Size (width and depth) of Footings and Piers along with rebar details
- Size and type of Foundations along with anchor and rebar details
- Type, size and location of all beams, columns and supports
- Concrete floor details (vapor barrier as required)
- Species and grade of all framing lumber
- Size, spacing and direction of floor joists
- Details of framing for all openings in floors and roofs
- Size, type and grade of all sheathing
- Size, grade and spacing of all interior and exterior wall studs
- Size, type and location of all headers
- Size, type and location of interior and exterior wall covering
- Size, direction, and spacing of all roof rafters and ceiling joists. If trusses are used, stamped specification sheets must be submitted and available on the jobsite.
- Pitch, type and details of all roofing and ventilation
- Stairway tread and riser sizes, headroom, height of handrail.

- Fireplace hearth, firebox, distance to combustibles, lintel & chimney construction
- Chimney footing sizes, termination level above roof, flue and thimble size
- Sizes, type and manufacturer of all windows and doors including the “U Factor” – rating sticker must left on windows for final inspection
- Location and type of all wall, ceiling and floor insulation including “R value” (Please indicate the Compliance Path used to meet the International Energy Conservation Code and include specific calculations for review).
- Location, size, type and manufacturer of all mechanical equipment including efficiency ratings – ratings must be on equipment for final inspection

Upper Mount Bethel Township
387 Ye Old Highway
Mt. Bethel, PA 18343
(570)-897-6127
(Fax) 570-897-0108

UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: _____

Municipality: _____

Site Address: _____

Tax Parcel # _____

Lot # _____ Subdivision/Land Development: _____

Phase: _____ Section: _____

Owner: _____ Applicant _____

Owner Mailing Address: _____

Ph# _____ Fax # _____

Applicant Mailing Address: _____

Ph# _____ Fax# _____

Principal Contractor: _____

Ph# _____ Fax# _____

Mailing Address: _____

E-Mail _____

Architect: _____ Ph# _____

Fax# _____

Mailing Address: _____

E-Mail: _____

TYPE OF WORK OR IMPROVEMENT (Check One)

- New Building Addition Alteration Repair
 Demolition Relocation Foundation Only
 Change of Use Plumbing Mechanical Electrical
 Swimming pool (above ground or Inground circle one) Deck

Describe the proposed work:

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value)

\$ _____

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DESCRIPTION OF BUILDING USE (Check One)

Specific Use: _____
Use Group: _____
Change in Use: YES NO
If YES, Indicate Former: _____
Maximum Occupancy Load: _____
Maximum Live Load: _____

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____ Proposed
Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning
(i.e., electric, gas, oil, etc.) _____
Water Service: (Check) Public Private
Sewer Service: (Check) Public Private
Septic Permit # _____)
Electric Service Rating: _____
Type of Construction: _____

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____
Elevator/Escalators/Lifts/Moving walks: (Check) YES NO
Sprinkler System: YES NO
Pressure Vessels: YES NO
Refrigeration Systems: YES NO

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft. NO. of Stories: _____
Proposed Building Area: _____ sq. ft.
Height of Structure Above Grade: _____ ft.
Total Building Area: _____ sq. ft.
Area of the Largest Floor: _____ sq. ft.

FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One) YES NO

Will any portion of the flood hazard area be developed? (Check One)
 YES NO N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3
Lowest Floor Level: _____

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HISTORIC DISTRICT

Is the site located within a Historic District? _____ YES _____ NO
If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

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, rights-of way, 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 certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the 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 code(s) applicable to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site: .

