

**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:**

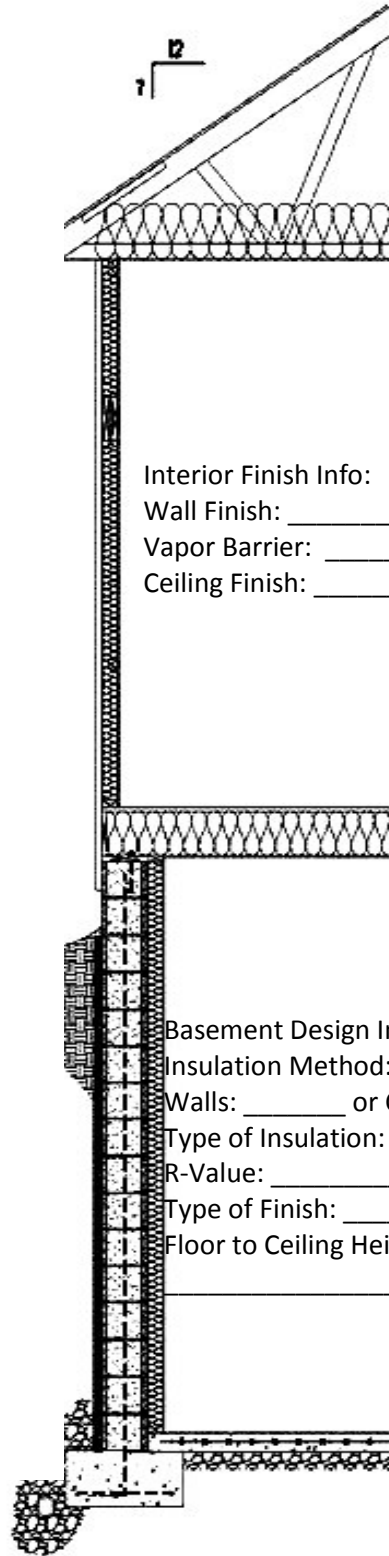
Type of Floor Joist: \_\_\_\_\_  
 Floor Joist Span: \_\_\_\_\_  
 Floor Joist Spacing: \_\_\_\_\_  
 Floor Sheathing: \_\_\_\_\_  
 Type of Support Beam: \_\_\_\_\_  
 Support Beam Span: \_\_\_\_\_

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

