

## Building Permit Checklist for Applicant

**All the items below must be supplied by owner in triplicate prior to ANY building permit application being reviewed**

- \_\_\_\_\_ Detailed drawings (as specified on building permit application)  
\*(Commercial must be signed and sealed by architect or engineer)
- \_\_\_\_\_ Certificate of Liability Insurance (required for anybody other than the homeowner doing the work)
- \_\_\_\_\_ Workman's Comp Insurance (required for anybody other than the homeowner doing the work)
- \_\_\_\_\_ Zoning Permit
- \_\_\_\_\_ Sewer Capacity Letter or Sewer Connection Notice
- \_\_\_\_\_ Driveway Permit (if new or replacement driveway)
- \_\_\_\_\_ Plumbing Permit & copy of approved stamped plans
- \_\_\_\_\_ HVAC Permit & copy of approved stamped plans
- \_\_\_\_\_ Electrical Permit & copy of approved stamped plans
- \_\_\_\_\_ L&I approved stamped plans-ADA/Accessibility (Commercial only) or letter stating no compliance necessary (on L&I letterhead)
- \_\_\_\_\_ Approval from Berks County Conservation District for Erosion Control Measures

# BUILDING CONSTRUCTION/ADDITIONS

(Swimming Pools are exempt)

Code Compliance 2009 ICC, International Residential Code

## Application Process for Building Permit

- I. The following are required for review when applying for a building permit:
  - Property Survey/Plot Plan (done by a Registered Surveyor) – used to check zoning.
  - If Contractor is used – They must give Sinking Spring Borough a Certificate of Worker’s Compensation Insurance and PA Contractor Number.
  - Construction drawings (to scale) plan view, side elevation and front or rear elevation.
  - Application showing owner and contractor’s name, address and telephone number, etc.
  - Architect or P.E. design is required for steel beams or girders, trusses or other alternate methods of construction.
  - Once the building permit is issued it must be displayed at the job site and no deviation from the approved construction drawings or plot plan is permitted without first notifying the Building Inspection Department.
  - Ready to service agreements (new construction, water and sewer).
  
- II. The Construction Drawings, which are submitted, must be drawn to scale and distinguish between the existing structure and new construction. These drawings shall be of sufficient clarity and show that all the designs meet code. Submit 3 sets of construction plans that include:
  - **Site Development:** site preparation; storm drainage; flood hazard areas
  - **Structural:** structural design criteria; footings; foundations; framing
  - **Finishes and Weather Protection:** interior and exterior finishes and weather protection
  - **Health and Safety:** home and fire safety; healthy living environment; chimneys and fireplaces
  - **Building Utilities:** mechanical and fuel gas; plumbing; electrical
  - **Energy Conservation:** energy efficiency
  
- III. It is the permit holder’s responsibility to schedule the following inspections by notifying the Building Inspection Department 24 hours prior to the required inspection:
  - Footer – before pour
  - Foundation – before pour
  - Foundation Wall Backfill/Waterproofing/Drainage – before backfill
  - Building Sewer – before backfill
  - Rough Framing – framing completed
  - Flashing/Siding – before siding
  - Rough Plumbing – rough completed ready for pressure testing
  - Rough Electric – rough completed
  - Energy – insulation completed ready for pressure testing
  - Drywall – completed before joint compound application
  - Final Plumbing/Mechanical – completed
  - Final Electrical – completed
  - Occupancy – final close out

**BOROUGH OF SINKING SPRING**  
**3940 PENN AVENUE**  
**SINKING SPRING, PA 19608**  
Phone: 610-678-4903 Fax: 610-678-5802  
**BUILDING PERMIT APPLICATION**

**Applicant's Name:** \_\_\_\_\_

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

**Phone No.:** Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

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

**Phone No.:** Home: \_\_\_\_\_ Work: \_\_\_\_\_

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**Job Site Location:** \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot# \_\_\_\_\_

**Lot Size:** \_\_\_\_\_

**Type of Improvement** (Check one or all that apply)

New Building                       Addition                       Alteration  
 Wrecking                               Moving                       Other

If other is checked above, then describe the type of improvement: \_\_\_\_\_

\_\_\_\_\_

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**Proposed Use (Residential)**

One Family                       Two Family                       Hotel/Motel  
 Shed                                       Garage                       Other

If other is checked above, then describe the type of improvement: \_\_\_\_\_

\_\_\_\_\_

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**Proposed Use (Non-Residential)**

Amusement                       Church                       Industrial                       Parking  
 Utility                                       Hospital                       Office                       Store  
 Other

If other is checked above, then describe the type of improvement: \_\_\_\_\_

\_\_\_\_\_

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Describe in detail the proposed use of the building, (such as food processing, machine shop, parking garage, laundry building, etc...). If the use of the existing building is being changed from the current use, describe the new use.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost of Improvement**

Building \_\_\_\_\_  
Electrical \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Heating/Air \_\_\_\_\_  
Other \_\_\_\_\_  
TOTAL COST \_\_\_\_\_

**Principal Type of Construction**

\_\_\_\_ Masonry (Wall Bearing)  
\_\_\_\_ Wood Frame  
\_\_\_\_ Steel Structure  
\_\_\_\_ Reinforced Concrete

**Type of Sewage Disposal**

\_\_\_\_ Community System  
\_\_\_\_ Private (On-Lot System)

**Dimensions (Residential)**

Sq. Ft. of Basement \_\_\_\_\_  
Sq. Ft. of 1<sup>st</sup> Floor \_\_\_\_\_  
Sq. Ft. of 2<sup>nd</sup> Floor \_\_\_\_\_  
Sq. Ft. of Garage \_\_\_\_\_

**Type of Water Supply**

\_\_\_\_ Community System  
\_\_\_\_ Private (Well)

**Size of Building**

Number of Stories \_\_\_\_\_  
Width \_\_\_\_\_  
Length \_\_\_\_\_  
Height \_\_\_\_\_

**Principal Type of Heating**

\_\_\_\_ Gas    \_\_\_\_ Oil    \_\_\_\_ Electric  
\_\_\_\_ Other (Describe) \_\_\_\_\_

**Central Air Conditioning**    \_\_\_\_ Yes    \_\_\_\_ No

**Facilities**

Numbers of Bedrooms \_\_\_\_\_  
Number of Bathrooms \_\_\_\_\_

**Number of Off-Street Parking Spaces**

Enclosed \_\_\_\_\_    Outdoor \_\_\_\_\_

**Contractor's Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**Architect/Engineer Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_

# Complete this page for all wood frame construction

## I. Footings

### A. Size

1. Width \_\_\_\_\_
2. Height \_\_\_\_\_
3. Depth Below Grade \_\_\_\_\_

### B. Size of Support Column Footer

1. Size \_\_\_\_\_
2. Height \_\_\_\_\_

C. Is there an elevation change that will require a step in the footer?  Yes  No

## II. Foundation

1. Poured Concrete Wall Thickness \_\_\_\_\_ Height \_\_\_\_\_  
(From basement floor to outside grade)
2. Concrete Block Wall Thickness \_\_\_\_\_ Height \_\_\_\_\_  
(From basement floor to outside grade)
3. Other (Specify) \_\_\_\_\_

## III. Sill Plate

1. Size  2x6  2x8 Other \_\_\_\_\_
2. Type  Pressure Treated  Untreated
3. Anchors  10" for poured walls  18" for block walls Spacing \_\_\_\_\_  
(6' max., 1' from corner)

B. What is the distance from the bottom of the sill plate to the finished grade? \_\_\_\_\_

## IV. Girder

- A. Steel Size \_\_\_\_\_ Spacing of support columns \_\_\_\_\_
- B. Wood Size \_\_\_\_\_ Spacing of support columns \_\_\_\_\_
- C. Other (explain) \_\_\_\_\_

## V. Floor Joists

- |                    |                    |
|--------------------|--------------------|
| A. First Floor     | B. Second Floor    |
| 1. Size _____      | 1. Size _____      |
| 2. Spacing _____   | 2. Spacing _____   |
| 3. Max. Span _____ | 3. Max. Span _____ |

## VI. Type of Roof

- Engineered Truss  
 Framed

## VII. Insulation Thickness

- A. Walls \_\_\_\_\_
- B. Ceiling \_\_\_\_\_
- C. Floor \_\_\_\_\_

## VIII. Ceiling Height

- A. Basement \_\_\_\_\_
- B. First Floor \_\_\_\_\_
- C. Second Floor \_\_\_\_\_

## IX. Chimney

- A. Type  Steel  
 Masonry

## Exterior Wall Studs

1. Size \_\_\_\_\_
2. Spacing \_\_\_\_\_
3. Bracing  Diagonal  Plywood

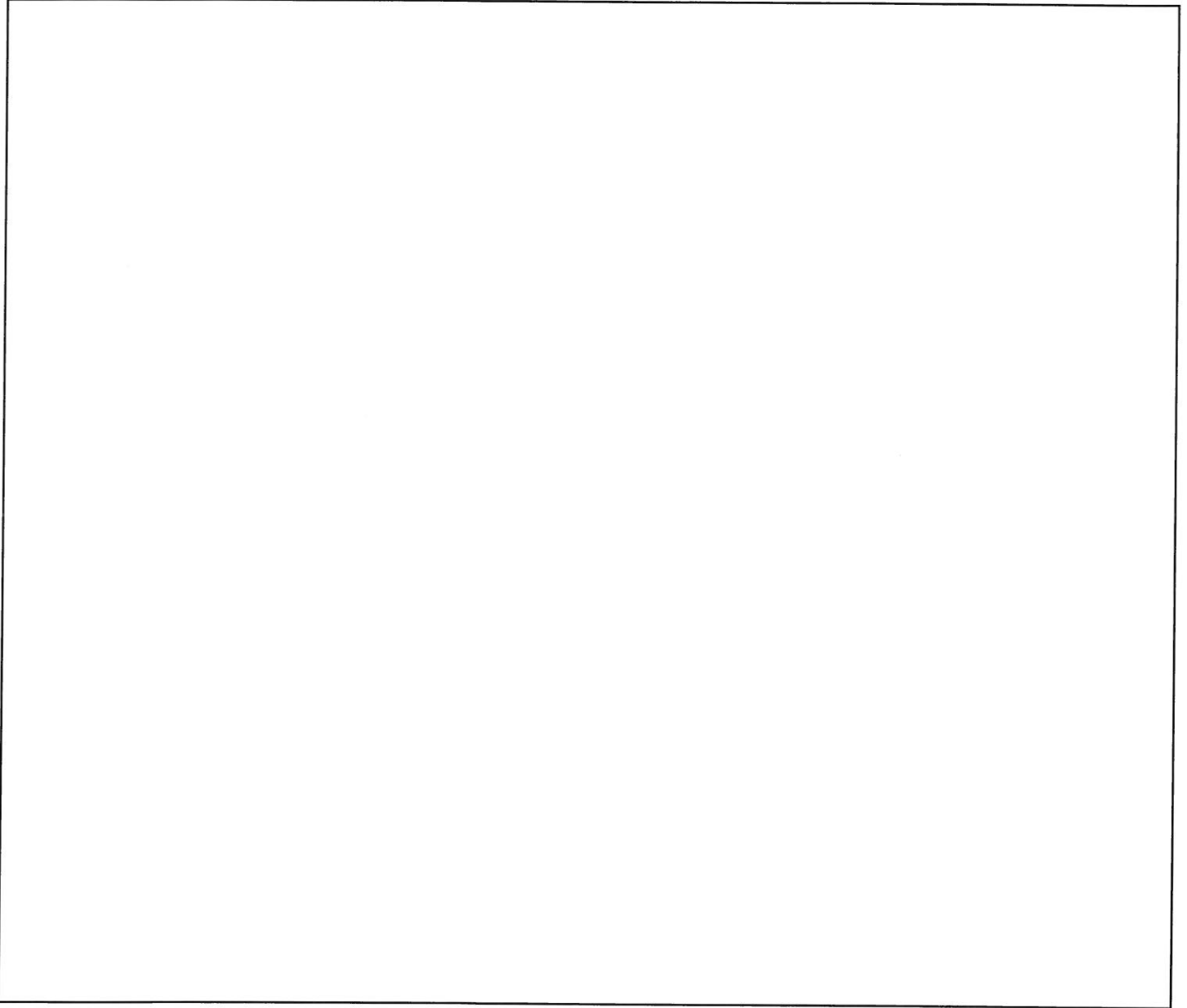
- B. Type of Appliance  Gas  
 Oil  Solid Fuel  
(wood, coal, etc.)

## Location of Improvements

Submit a plot plan of the boundary of the property, to scale, showing the following improvements:

1. Location of all existing and proposed structures and buildings.
2. Septic Systems (tanks and drain fields).
3. All public and private roads that border the property.
4. All streams, ponds, etc...
5. Driveways and parking, loading areas, etc...

### PLOT PLAN



I hereby certify that the proposed work is authorized by the owner of record and that I am or have been authorized by the owner to make this application as his or her authorized agent and that we agree to conform to all applicable laws of jurisdiction. I also certify that I have read the supplemental forms outlining inspection requirements and procedures and agree to comply.

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Signature of Applicant

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Date