

# MVCOG

MOSHANNON VALLEY COUNCIL OF GOVERNMENTS  
501 E. MARKET STREET  
SUITE 7  
CLEARFIELD, PA 16830  
814-765-3080

1. **ITEMS TO SUBMIT:**
  - A. COMPLETED AND SIGNED APPLICATION
  - B. SIGNED PRIOR MUNICIPAL APPROVAL PAGE
  - C. TWO (2) SETS OF PLANS
  - D. ANY OTHER ITEM(S) LISTED ON THE SUBMITTAL HANDOUT CHECKLIST
  
2. **GET PRIOR APPROVAL FORM SIGNED BY THE MUNICIPALITY IN WHICH THE WORK WILL BE DONE.**
  
3. **PLEASE PROVIDE ACCURATE MAILING ADDRESS INFORMATION ON THE APPLICATION FOR THE MAILING OF YOUR CERTIFICATE OF OCCUPANCY.**
  
4. **WHEN ALL NECESSARY PAPERWORK HAS BEEN COMPLETED, RETURN IT TO THE MVCOG OFFICE OR TO YOUR MUNICIPAL OFFICE. AFTER YOUR APPLICATION HAS BEEN REVIEWED, YOU WILL BE CONTACTED WITH THE AMOUNT OF THE PERMIT FEE. PERMIT MUST BE PAID FOR IN FULL BEFORE ISSUANCE.**
  
5. **ONCE PERMIT IS ISSUED, IT IS YOUR RESPONSIBILITY TO SCHEDULE ALL NECESSARY INSPECTIONS.**

*\*FOR RESIDENTIAL PROJECTS, CALL JACK CARNS AT 814-591-0186.*

*\*FOR COMMERCIAL PROJECTS, CALL BRIAN WRUBLE AT 814-590-2933.*

**FAILURE TO CALL FOR A FINAL INSPECTION COULD RESULT IN ADDITIONAL FEES AND/OR PENALTIES.**

6. **IF ANY ASSISTANCE IS NEEDED, CONTACT THE MVCOG OFFICE.**
  - A. PHONE (814) 765-3080
  - B. FAX (814) 765-3082
  - C. [mvkog@pennswoods.net](mailto:mvkog@pennswoods.net)

**(OFFICE HOURS ARE MONDAY, WEDNESDAY AND THURSDAY FROM 10:00 AM TO 2:00 PM.)**

**PENNSAFE BUILDING INSPECTION SERVICES LLC – PERMIT APPLICATION**

175 Beaver Drive, P.O. Box 486 – DuBois, PA 15801

Phone: 814-375-1111 Fax: 814-375-1117 Toll Free: 855-PENNSAF

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\*\***

# PENNSAFE BUILDING INSPECTION SERVICES LLC

## 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: \_\_\_\_\_

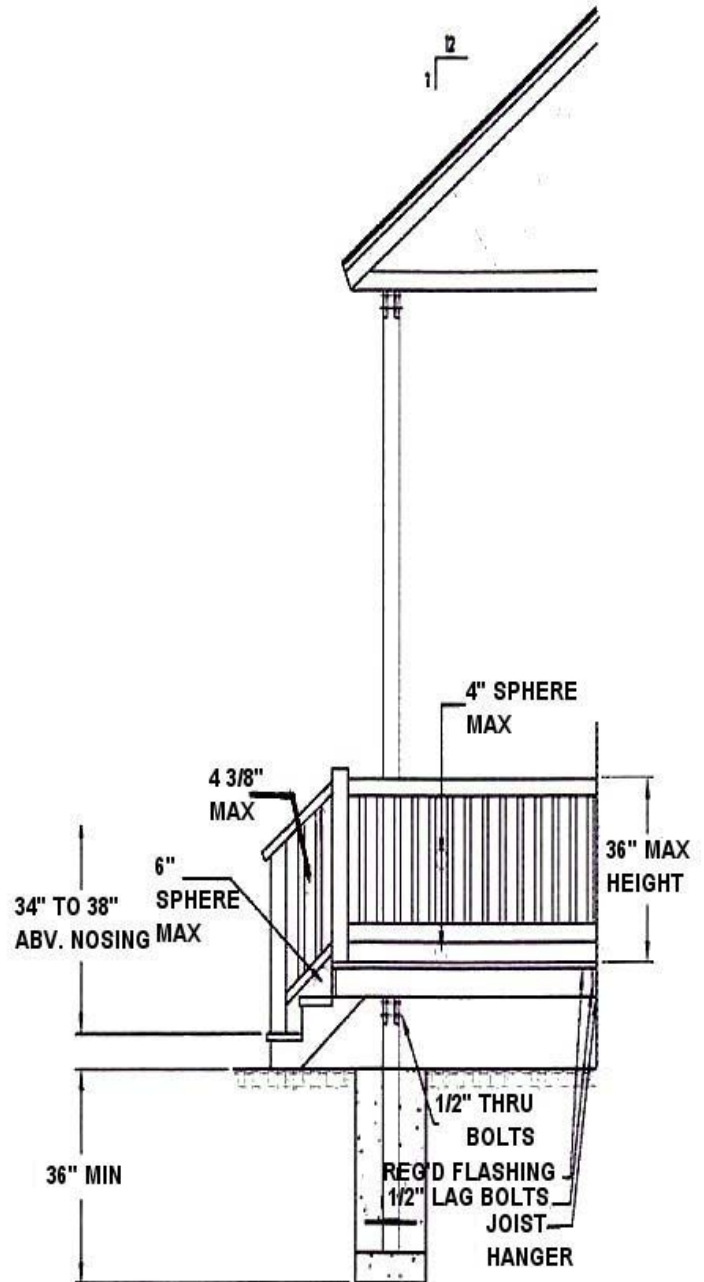
Floor Joist: Size: \_\_\_\_\_ Span: \_\_\_\_\_

Decking Material: \_\_\_\_\_

Number of Steps: \_\_\_\_\_

Riser Height: \_\_\_\_\_

Tread Depth: \_\_\_\_\_



**PENNSAFE BUILDING INSPECTION SERVICES LLC**  
**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\*\***

## **PENNSAFE BUILDING INSPECTION SERVICES LLC**

### **RESIDENTIAL 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**

**CHECK ONE: NEW HOME  USED HOME**

- 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.

**(Continued)**

## **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\*\***