

# TINICUM TOWNSHIP

## BUILDING PERMIT REQUIREMENT CHECKLIST

**In order to expedite your permit application the following documentation may be required as a condition for approval: *All plans must be folded prior to submission***

- \_\_\_\_ Completed Building Permit Application (**UCC Fee required \$4.50**)
- \_\_\_\_ Completed Plumbing Permit Application
- \_\_\_\_ Completed Plumbing Registration (**Master Plumber & Journey Man**)
- \_\_\_\_ Completed HVAC Permit Application w/cut sheet
- \_\_\_\_ Completed Electrical Permit Application – **(2) Sets of Plans Must be separated from complete set for UCC Inspector review (Low Voltage, Fire Alarms Etc., Permits Must Be Submitted)**
- \_\_\_\_ Completed Grading Permit Application (Use for drilling, boring, test hole, patios, etc.)
- \_\_\_\_ Completed Contractor &/or Sub Contractor Registrations (**List Of Contractors & Subs Need To Be Submitted With Applications**)
- \_\_\_\_ Completed Fire Alarm Application w/ (4) set of cut sheets (**Separate Permits are Required**)
- \_\_\_\_ Completed Sprinkler Application w/ (4) set of cut sheets (**Separate Permits are Required**)
- \_\_\_\_ **New** construction must comply with the International Energy Conservation Code
- \_\_\_\_ Workers Compensation Form pursuant to the Worker's Compensation reform Act, P.A. 44.  
*Homeowners are **NOT** considered contractors.*
- \_\_\_\_ **Four (3 Paper & 1 CD) sets of Blueprints depicting scope of work** and A Registered Architect must seal the plans. The Building Official may waive the registered design professional seal if the work is of a minor nature.
- \_\_\_\_ **Three (3) Plot Plans indicating** – Zoning requirements, Driveway, Utilities, etc.
- \_\_\_\_ **Three (3) Sets of Grading Plans** demonstrating compliance with proper Stormwater Management, Erosion & Sediment Controls per the Township's Grading Ordinance.  
**(All Fees for Grading Inspections/Engineers Service Must be PAID)**
- \_\_\_\_ **Road Opening Permit** for new access to lot indicating clear sight triangle, distances, drainage swales.  
(State Highway required State approval – Copy to be submitted to Township Prior to the start of **ANY** work)
- \_\_\_\_ **Electrical Plans** must be review by a UCC Electrical Inspector, **It Must Be the SAME inspector/agency to perform all inspections**, the rough wire and final electrical inspection and Final inspection forms/cards must be submitted to the Township for your job.
- \_\_\_\_ **Plumbing Plans** must be review by a UCC Plumbing Inspector, **It Must Be the SAME inspector/agency to perform all inspections**, the rough plumbing and final plumbing inspection and submit inspection forms/cards to the Township for your job.
- \_\_\_\_ **All application fees must be submitted with applications (See Fee Schedule for Tinicum Township [www.Tinicumtwpdelco.com](http://www.Tinicumtwpdelco.com))**

### **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

This list does not preclude any other Local, Federal or State approvals. When in doubt please contact the Building Inspector at (610)-521-3530.

Applicant Signature \_\_\_\_\_

Receivers' Signature \_\_\_\_\_

# TINICUM TOWNSHIP

## PROCEDURE FOR APPLICATION FOR BUILDING PERMIT UNDER THE PARAMTERS OF ACT 45 THE UNIFORM CONSTRUCTION CODE/2015 INTERNATIONAL BUILDING CODE.

**Chapter 1, Section 112.0. Application for Permit,** of the International Building Code requires the following documentation to be submitted:

The application shall be accompanied with the following plans and specifications:

**ICC 106.1 Plans and Specifications:** The application shall be accompanied by not less than (4) copies of specifications and of plans sealed by a registered design professional drawn to scale, with sufficient clarity and dimensions to show the nature of character of the work to be performed. The building official may waive the requirement for filing plans when the work involved is of a minor nature.

**ICC 106.2 Site Plan:** There shall also be a site plan showing to scale the size and location of all the new construction and all existing structure on the site, distances for lot lines, the established street grades and the proposed finished grade, and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the plot plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site of plot. The building official is authorized to waive or modify the aforementioned requirements if warranted.

*All existing buildings must utilize Chapter 34 of the International Building Code or the Existing Building Code. The Accessibility Advisory Board in Harrisburg can only approve all waivers from Accessibility requirements. Forms are available upon request.*

**No permit will be issued without the required plans and specifications being submitted and approved by the Township. In addition, a permit will not be issued until the appropriate fees have been paid in accordance with Section 108. Fees shall be as established by the Township Commissioners currently in use at time of application.**

***A Use or/& Occupancy permit will not be issued until the permit fees along with all inspection fees have been paid.***

*When the above information is received, this office will complete the plan review. If you have any questions or require any additional information, contact Tinicum Township at  
610-521-3530*

# TINICUM TOWNSHIP

## PROCEDURE FOR APPLICATION FOR BUILDING PERMIT UNDER THE PARAMETERS OF ACT 45 THE UNIFORM CONSTRUCTION CODE/2015 INTERNATIONAL RESIDENTIAL CODE

Section R 105.3. Application for Permit, of the International Residential Code requires the following documentation to be submitted:

The application shall be accompanied with the following plans and specifications:

- IRC-R106- Plans and Specifications: The application for the permit shall be accompanied by not less than four (4) copies of specifications and of plans sealed by a registered design professional drawn to scale, with sufficient clarity and detail dimensions to show the nature of character of the work to be performed. The building official may waive the requirements of construction documents and/or the seal of a registered design professional when the work involved is of minor nature.
- IRC-R106.2 Site Plan: There shall also be a site plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines. In the case of demolition the plot plan shall show all existing structures and construction that are to remain on the site of plot
- Zoning Permits and a site plan are required for detached accessory structures under 1000 square feet and decks less than 30 inches from finished grade are considered non-regulated structures. A Building Permit is not required.
- Numerous exemptions are provided under the Uniform Construction Code. Please contact the Building Inspector for clarification.

***No permit will be issued without required plans and specifications being submitted. In addition, a permit will not be issued until the appropriate fees have been paid in accordance with Section R108. Fees shall be as established by the Township Commissioners currently in use at time of application. A use & occupancy permit will not be issued until the permit fee along with all inspection fees has been paid.***

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# Tinicum Township

## MANDATORY BUILDING INSPECTION STAGE

- **ZONING SET BACK** – Prior to excavation to determine the structures compliance with Zoning requirements (this inspection can be waved at the discretion of the Zoning Official).
- **CONCRETE** – Footing/Foundation/Walls/Slabs/Piles, etc – Prior to the placement of Any concrete after excavation/forms/auger holes, etc. is complete and all required reinforcement is in place. Independent Testing Agency certification may be required.
- **BACKFILL** – Before backfill is placed. Foundation waterproofing, insulation and footing drains, etc. are complete.
- **PRE CLOSE** – Prior to the installation of insulation and drywall after all electrical wiring, plumbing, piping, and HVAC are complete. A pressure test is required on piping, duct testing (high presser only) and a rough electrical inspection is required.
- **INSULATION/THERMAL** – Prior to installation of drywall, and/or any form of thermal product to assure compliance with the International Energy Conservation Code.
- **FINAL INSPECTION** – Prior to Issuance of Certificate of Occupancy. All construction work, grading and seeding, is complete. Final Electrical Inspection is required by a Certified Electrical Inspection Agency. Township Engineer’s approval of site work is MANDATORY.
- **OTHER INSPECTIONS** – In addition to inspection listed above the Building Inspector may make and/or require any other inspections to ascertain compliance with the Building Code and Ordinances of the Township.
- **CERTIFICATE OF USE OR/& OCCUPANCY** – A certificate of use or/& occupancy, indicating completion of the work for which a permit was issued, must be obtained prior to the occupancy of any structure.
- ***NOT ALL OF THE AFORMENTIONED INSPECTIONS MAY BE APPLICABLE TO YOUR PROJECT. WHEN IN DOUBT, PLEASE CONTACT THE BUILDING INSPECTOR.***
- ***ALL SITE WORK, EROSION & SEDIMENTATION CONTOL; STORMWATER MANAGEMENT MUST BE INSPECTED BY THE TOWNSHIP ENGINEER.***
- ***IT IS THE CONTRACTORS RESPONSIBILITY TO SCHEDULE INSPECTIONS.***

***\*\*\*All inspections require 48 Hours Notice\*\*\****

*Acknowledged and accepted* \_\_\_\_\_

<i>Submitter, Contractor &amp; Sub Contractor</i>	<i>Date</i>
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*Township Official*

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# REQUIRED SUBMISSIONS

## COMMERICAL/RESIDENTIAL – ADDITIONS/NEW CONSTRUCTION

(If Applicable)

Items required by Tinicum Township to comply with the Uniform Construction Code of Pennsylvania.

***Submit four (4) complete set of the following:***

- **Site Plans** – a site plan is required that indicates the location of each building as it relates to other structures, property lines and public ways.
- **Street Opening Permit** – Driveway and/or access roads entering onto state highways require PENNDOT permits prior to building permit. (Copy of approval needs to be submitted to the Township.
- **Construction Plans** – Please Provide four (4) complete sets of construction documents. Plans should bear the original signature and seal of a Pennsylvania registered design professional. Please provide plans of adequate scale to clearly discern all notes, details and drawings. Plans drawn to ¼ scale will often satisfy the requirements.
- **Plumbing Plans** – Please provide detailed plumbing plans. This should include pipe sizing, pitch, length of run etc.; Plumbing plans should include drain, waste, vent domestic water, and gas piping and type of material to be used.
- **Mechanical Plans** – Please provide mechanical plans and calculations. Please Indicate on plans the duct size and CFM per register. Unit specifications should also be included.
- **Energy Code** – Please provide energy code date. This may be submitted in any fashion permitted by the International Energy Conservation Code. In our experience the ResCheck software available free from the Department of Energy, is an excellent (and easy) means of designing a buildings energy package. It can be found online at: [www.energycodes.gov](http://www.energycodes.gov)
- **Electric** – Please provide an electrical layout plan. Plans must be submitted to an approved electrical underwriter for plan review. Resubmit signed copies to the Township. The underwriter is also responsible to conduct rough and final inspections.
- **Engineered Products** – Please provide specifications on all engineered wood products. Roof truss plan, engineered beams, floor trusses (open-web, or I-joint type), engineered layout plans and certifications, signed & Sealed by a design professional.
- **Liability Statement** – Must be signed by homeowners or authorized agent and returned with application.
- **Code data summary** – the code data for the building is required to be on the plans. For your reference, the current adopted codes are as follows:
  - 2015 International Residential Code (IRC)
  - 2015 National Electrical Code (NEC)
  - 2015 International Fire Code (IFC)
  - 2015 International Energy Code (IECC)

**\*\*\*\*Please note: Some code have been amended; please contact the Township for a complete copy for the local amendments.\*\*\*\***

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*610-521-3530*



## Tinicum Township Final Inspection for Use or Occupancy

The Following documentation and/or certifications are required to be submitted to the Township prior to the Final Inspection for Use or Occupancy:

1. Application for a Certificate of Use or/& Occupancy, Must be submitted to the Township prior to completion of Job. Applications are available at Town hall or via the web site ([www.tinicumtwpdelco.com](http://www.tinicumtwpdelco.com))
2. A letter of Substantial Completion from the Architect and/or Design Professional.
3. Fire Protection Systems if installed/altered
  - a) NFPA 13 Certification Forms
  - b) NFPA 72 Certification Forms
4. Final Electrical Inspection Certificate for all electrical work including low voltage.
5. HVAC Documentation as required per Section 503.2.9, 2015 International Energy Conservation Code.
6. Commercial Kitchen – Documentation of successful completion of the required tests per Section 507.16 and Section 509 of the 2015 International Mechanical Code.
7. Approval by the Township Engineer
8. Approval by the Township Fire Marshal
9. Approval by the Township Plumbing Inspector
10. Approval by Health Official
11. Accessibility Certification/Inspection
12. PA State Elevator Certification
13. PA State Boiler Certification
14. Special Inspection approval by Third Party Agency
15. 48 hour notice required for all inspections

**NOTE ALL OF THE AFOREMENTIONED MAY BE APPLICABLE TO YOUR PROJECT  
WHEN IN DOUBT PLEASE CONTACT THE BUILDING OFFICIAL.**

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## **Tinicum Township**

### **UNIFORM CONSTRUCTION CODE UPDATE CONTRACTOR NOTICE**

ATTACHED ARE THE NEW REQUIREMENTS ADOPTED BY THE STATE OF PENNSYLVANIA REGARDING SUBMITTALS FOR ALL NON-RESIDENTIAL PLAN SUBMITTALS THAT BECAME EFFECTIVE October 1 2018.

ALL ACCESSIBILITY (HANDICAPPED) PLAN SUBMITTALS MUST COMPLY WITH THE PROVISIONS OF CHAPTER 11 AND APPENDIX E OF THE 2012 INTERNATIONAL BUILDING CODE. THE AMERICANS WITH DISABILITIES ACT IS A FEDERAL STANDARD ADMINISTERED BY THE FEDERAL GOVERNMENT  
ALL OTHER CODE REQUIREMENTS MUST COMPLY WITH CHAPTER 2-10, 12-29 AND 31-35 OF THE 2009 INTERNATIONAL BUILDING CODE.

### **Annex "A"**

#### **Title 34. Labor and Industry**

#### **Part XIV. Uniform Construction Code**

#### *Chapter 401. Uniform Construction Code Training and Certification of Code Administrators*

##### **~401.1. Definitions.**

The following words and terms, when used in the part, have the following meanings, unless the context clearly indicates otherwise:

*International Building Code* – Chapter 2-10, 12-29 and 31-35 of the "International Building Code 2009" (first Printing) issued by the ICC and Chapter 11 and Appendix E of the "International Building Code 2015" issued by the ICC. The term includes all errata issued by the ICC.

#### **Chapter 403. Administration Standards**

##### **~403.21. Uniform Construction Code**

(a) The Department adopts and incorporates by reference the following codes as the Uniform Construction Code:

(1) The Provisions of Chapter 2-10, 12-29 and 31-35 of the "International Building Code, " (2015)

(2) Chapter 11 of the International Building Code of 2015.

(12) Appendix E of the ["International Building Code."] of 2015.

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