Permit Application will be automatically REJECTED if all highlighted areas are not filled out. All other areas of application pertaining to the project shall also be filled out.

Code Inspections, Inc.

Child Care Application

CONSTRUCTION PERMIT APPLICATION

Note: Read page four (4) in its entirety prior to completing this application

County: _____ **Municipality:** _____

Application Date: _____ **Approval Date:** _____ **Permit Number:** _____

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Site Address: _____ Tax Parcel # _____

Lot #_____ Subdivision/Land Development:_____ Phase:_____Section:_____

Check all that apply

☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Relocation ☐ Deck ☐ Other

☐ Foundation Only ☐ Change of Use ☐ Plumbing ☐ Mechanical ☐ Electrical ☐ Pool ☐ Porch

Describe the proposed work:_____

Owner:_____ Phone#_____ Fax#_____

Mailing Address:_____ E-Mail: _____

Contractor Information

	License #	Name	Address	Phone #
Applicant				
Design Professional				
Principal Contractor				
Excavation				
Masonry				
Concrete				
Carpentry				
Plumbing				
Sewer				
Electrical				
Mechanical				
Roofing				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

TOTAL ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) $_____

- **Permit fees are not based on construction costs**

DESCRIPTION OF BUILDING USE *(Check One)*

RESIDENTIAL ☐ One-Family Dwelling ☐ Two-Family Dwelling

NON-RESIDENTIAL

Specific Use: _____

Use Group: _____

Maximum Occupancy Load: _____

Change in Use: ☐ YES ☐ NO

If YES, indicate Former: _____

Maximum Live Load: _____

Building Section: ESTIMATED COST OF BUILDING WORK (Contract Value) **$**_____

Number of Residential Dwelling Units: _____Existing _____Proposed

Type of Structural Frame: ☐ Wood ☐ Masonry ☐ Concrete ☐ Manufactured Dwelling

☐ Steel ☐ Other; Explain:_____

Does or will your building contain any of the following:

Elevator/Escalators/Lifts/Moving Walks: ☐ YES ☐ NO Pressure Vessels: ☐ YES ☐ NO

Sprinkler System: ☐ YES ☐ NO Refrigeration Systems ☐ YES ☐ NO

Fireplace(s): Number_____ Type Fuel_____ Type Vent_____

Bed Rooms (number)		Stories (number)		Street Frontage (feet)	
Full Baths (number)		Building Area (sq/ft)		Front Setback (feet)	
Partial Baths (number)		Living Area (sq/ft)		Rear Setback (feet)	
Garages (number)		Basement Ares (sq/ft)		Left Setback (feet)	
Garage Area (sq/ft)		Office/Sales (sq/ft)		Right Setback (feet)	
Outside Parking (number)		Service (sq/ft)		Height Above Grade (feet)	

Plumbing Section: ESTIMATED COST OF PLUMBING Work (Contract Value) **$**_____

Enter the Number and size of Fixtures Being Repaired, Replaced or installed

Tub/Showers		Laundry Tubs		Sewage Ejectors	
Shower Stalls		Dishwashers		Back Flow Preventers	
Lavatories		Garbage Disposals		Water Pumps	
Toilets		Water heaters		Water Service	
Urinals		Water Softeners		Sewer Connection	
Sinks		Other			

Water Service: *(Check)* ☐ Public ☐ Private

Sewer Service: (Check) ☐ Public ☐ Private (Septic Permit #)_____

Mechanical Section: ESTIMATED COST OF MECHANICAL WORK (Contract Value) **$**_____

Enter the Number and Size of Units Being Replaced or installed

Forced Air Furnace		Space Heater		A/C Compressor	
Solid fuel Appliance		Unit Heater		Split A/C Unit	
Heat Pump		Boiler		Coil Unit	
Air Handling Unit		Gravity Furnace		Gas/Oil Conversion	
Electric Furnace		Incinerator		Air Cleaner	
Other:					

Fuel Type: ☐ Gas ☐ Oil ☐ L.P. ☐ Electric ☐ Coal ☐ Wood ☐ Other

Electrical Section: ESTIMATED COST OF ELECTRICAL WORK (Contract value) $_____

Service Amps_____ Number of Circuits_____ Number of Service Outlets:_____110V_____220V

List Devices	Qty	Load/Output	List Devices	Qty	Load/Output	List Devices	Qty	Load/Output
Switches			Dishwasher					
Receptacles			Washer					
Circuit Panel			Dryer					
Lights			Spa/Hot Tub					
Smoke Detectors			A/C Unit					

Fire Protection Section: ESTIMATED COST OF FIRE PROTECTION WORK (Contract Value) $_____

Enter the number and size of equipment being replaced or installed

Sprinkler System		Hood Suppression System		Fire Alarm System	
Stand Pipe		Fire Hydrants		Smoke Control System	
Suppression System		Fire Pumps		Fire Detection System	
Other:					

FLOODPLAIN

Is the site located within an identified flood hazard area? ☐ YES ☐ NO

Will any portion of the flood hazard area be developed? ☐ YES ☐ NO

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:_____

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, right-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. NOTE: Per Sections 403.43(g) and 403.63(g) A permit becomes invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction for just cause. The building code official may grant extensions of time to commence construction in writing. A permit may be valid for no more than 5 years from its issue date.

Certificate of Occupancy.

§ 403.46(a) A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official.

§ 403.46(d) A building code official may suspend or revoke a certificate of occupancy when the certificate was issued in error, on the basis of incorrect information supplied by the permit applicant or in violation of the Uniform Construction Code. Before a certificate of occupancy is revoked, a building owner may request a hearing before the board of appeals under § 403.122 (relating to appeals, variances and extensions of time).

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. *By checking the box by the SIGNATURE BLOCK below I certify I am the owner or authorized agent of the project for which this application is filed and I certify that all information provided on this application is correct and true to the best of my knowledge.*

_____ ☐ _____

Signature of Owner or Authorized Agent - Printed name will be accepted if box is checked

Print Name of Owner or Authorized Agent

_____

Address

_____

Date

DIRECTIONS TO SITE:

(FOR ADMINISTRATIVE USE ONLY)

ADDITIONAL PERMITS/APPROVALS REQUIRED

STREET CUT/DRIVEWAY	APPROVED	YES ☐	NO ☐	BY:	DATE:_____
CUT AND FILL	APPROVED	YES ☐	NO ☐	BY:	DATE:
PENNDOT HIGHWAY OCCUPANCY	APPROVED	YES ☐	NO ☐	BY:	DATE:
DEP FLOODWAY OR FLOODPPLAIN	APPROVED	YES ☐	NO ☐	BY:	DATE:
SEWER CONNECTION	APPROVED	YES ☐	NO ☐	BY:	DATE:
ON-LOT SEPTIC	APPROVED	YES ☐	NO ☐	BY:	DATE:
ZONING	APPROVED	YES ☐	NO ☐	BY:	DATE:
HARB	APPROVED	YES ☐	NO ☐	BY:	DATE:
OTHER	APPROVED	YES ☐	NO ☐	BY:	DATE:

APPROVALS

BUILDING PERMIT DENIED **DATE:**_____ **DATE RETURNED:**_____

BUILDING PERMIT APPROVED **DATE:**_____

CODE ADMINISTRATOR: _____

BUILDING PERMIT FEE:	$_____	FLOODPLAIN PERMIT FEE:	$_____
ELECTRIC PERMIT FEE:	$_____	ZONING PERMIT FEE	$_____
PLUMBING PERMIT FEE	$_____	COG FEE:	$_____
MECHANICAL PERMIT FEE	$_____	ADMINISTRATIVE FEE	$_____
ENERGY PERMIT FEE	$_____	STATE FEE	$_____
ACCESSIBILITY PERMIT FEE	$_____		

TOTAL SQUARE FOOTAGE USED FOR FEE: _____ TOTAL OF ALL PERMIT FEES $_____

APPLICATION

The following sections located on page one must be completed in full:

1. **County and Municipality**
2. **Location of proposed work or improvement, most importantly, site location, tax parcel number and lot number.**
3. **Type of improvement including a brief description of work.**
4. **Owner information with complete mailing address.**
5. **Estimated cost of construction is required to be provided.**

The contractor section is required to be completed only when work is performed within Municipalities that require contractor registration. However, Code Inspections, Inc. requests a minimum of the primary contractor information to be provided in case correspondence or contact is necessary.

Page two needs to be completed for only the sections that apply to the proposed project, or work to be performed.

Page three needs to be completed for Floodplain information, and a signature by the property owner, or agent of the owner must be provided on page three. The bottom of page three is intended for administrative use and will be completed by Code Inspections, Inc. during the application review.

PLANS AND SUBMITTALS

- **The submittal shall include two complete sets of plans and specification sufficient to indicate the scope of work being proposed. Listed below are some basic examples of information necessary to complete a plan review. Additional information may be requested depending on the intended project.**
- **Project design shall conform to the most current code edition of the International Residential Code.**
- **Drawings shall specify all site information such as address, lot number, TMP number, owner name and type of work proposed. This information shall be reflected on all pages**
- **Drawings shall include floor plan showing new construction in comparison to existing, room labels or use of rooms, bearing locations, window and door sizes, header sizes and all other pertinent information.**
- **Footing details and specifications shall be provided for all locations. Detail should include a footprint or outline of the scope of work as well as specifying pier or continuous footings where applicable.**
- **Pre-cast concrete panels and all other pre-manufactured products shall have manufactures engineered designs and specs.**
- **Insulation and thermal values shall be indicated for walls, ceiling, floors, basement walls and slab perimeter.**
- **Indicate electrical components including locations and sizes.**

SWIMMING POOLS

- **Provide swimming pools construction specifications.**
- **Swimming pool enclosures and barriers shall be shown and include fence, gate and gate device details.**

COMMERCIAL PERMIT APPLICATION AND SUBMITTAL REQUIREMENTS

The Application shall be completed as explained in the Residential information listed above.

PLANS AND SUBMITTALS

The submittal shall include three complete sets of plans and specification bearing the signature and seal of a licensed Design Professional. Plans and specifications shall, at a minimum, be required to contain the information specified within the sections listed below.

§403.2a(b) A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the building code official with the permit applications. The applicant shall submit three sets of documents.

§ 403.42a (b) A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the building code official with the permit application. The applicant shall submit three sets of documents

§ 403.42a(c) A licensed architect or licensed professional engineer shall prepare the construction documents under the Architects Licensure Law (63 P. S. §§ 34.1— 34.22), or the Engineer, Land Surveyor and Geologist Registration Law (63 P. S. §§ 148—158.2). An unlicensed person may prepare design documents for the remodeling or alteration of a building if there is no compensation and the remodeling or alteration does not relate to additions to the building or changes to the building's structure or means of egress.

§ 403.42 a (e) The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

§ 403.42 (f) All of the following fire egress and occupancy requirements apply to construction documents:

§ 403.42 a (f) (1) The permit applicant shall submit construction documents that show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the Uniform Construction Code.

§ 403.42 a(f) (2) The construction documents for occupancies other than Groups R-2 and R-3 shall contain designation of the number of occupants to be accommodated on every floor and in all rooms and spaces.

§ 403.42 a (f) (3) The permit applicant shall submit shop drawings for a fire protection system that indicates conformance with the Uniform Construction Code in accordance with the following:

§ 403.42 a (f) (i) The shop drawings shall be approved by the building code official before the start of the system installation.

§ 403.42 a (f) (ii) The shop drawings must contain the information required by the referenced installation standards contained in Chapter 9 of the ''International Building Code.''

§ 403.42a (g) Construction documents shall contain the following information related to the exterior wall envelope:

§ 403.42a (g) (1) Description of the exterior wall envelope indicating compliance with the Uniform Construction Code.

§ 403.42a (g) (2) Flashing details.

§ 403.42a (g) (3) Details relating to intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane and details around openings.

§ 403.42 a (h) Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

§ 403.42 a (h) (1) The size and location of new construction and existing structures on the site.

§ 403.42 a (h) (2) Accurate boundary lines.

§ 403.42 a (h) (3) Distances from lot lines.

§ 403.42 a (h) (4) The established street grades and the proposed finished grades.

§ 403.42 a (h) (5) If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.

§ 403.42 a (h) (6) Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.

§ 403.42 a (l) A building code official may waive or modify the submission of construction documents, that are not required to be prepared by a licensed architect or engineer, or other data if the nature of the work applied for does not require review of construction documents or other data to obtain compliance with the Uniform Construction Code. The building code official may not waive the submission of site plans that relate to accessibility requirements.

§ 403.42 a (m) An applicant for an annual permit under § 403.42(f) shall complete an application and provide information regarding the system that may be altered and the date that approval was previously provided for the approved electrical, gas, mechanical or plumbing installation.

§ 403.42 a (n) A permit applicant shall comply with the permit, certification or licensure requirements of the following laws applicable to the construction:

§ 403.42 a (n) (1) The Boiler and Unfired Pressure Vessel Law (35 P. S. §§ 1331.1— 1331.19).

§ 403.42 a (n) (2) The Propane and Liquefied Petroleum Gas Act (35 P. S. §§ 1329.1— 1329.19).

§ 403.42 a (n) (3) The Health Care Facilities Act.

§ 403.42 a (n) (4) The Older Adult Daily Living Centers Licensing Act (62 P. S. §§ 1511.1—1511.22).

Code Inspections, Inc.
A Full Service Agency Providing
Professional Inspection Services

605 Horsham Road
Horsham, PA 19044

Phone: 215-672-9400
Toll free:1-888-264-2633
Fax: 215-672-7642

Office Information

Corporate office: 603 Horsham Rd, Horsham, Pa 19044 Monday thru Friday 7:30/4:00
Phone: 215-672-9400 Fax: 215-672-7642 Email: SE-PaCII@codeinspectionsinc.com

Athens Office: PO Box 27 45 Herrick Avenue, Sayre, PA 18840 Tuesday and Thursday 1:00/3:00
Phone: 888-264-2633 Email: athens@codesinpectionsinc.com

Dorrance Office: 7844 Blue Ridge Trail, Mountain Top, PA 18707 Tuesday and Thursday 9-11am
Phone: 570-868-8482 Fax: 570-868-8487 Email: dorrance@codeinspectionsinc.com

Dushore Office: PO Box 308, 268 Overton Road, Dushore, PA 18614 Monday thru Friday 8:00/4:30
Phone: 570-928-9208 Fax: 570-928-9183 Email: dushore@codeinspectionsinc.com

East Troy Office: 961 Gulf Rd Suite 102, Troy, PA 16947 Tuesday & Thursday 12-2pm
Phone: 570-297-3928 Fax: 297-3918 Email: troy@codeinspectionsinc.com

Linden Office: 4910 Route 220, Linden, PA 17744 Tuesday 9:30-11:30am, Thursday 12-2pm
Phone: 570-321-1851 Fax: 570-321-1852 Email: linden@codeinspectionsinc.com

Lycoming Office: 2104 Route 54, Montgomery, PA 17752 Monday thru Friday 9am-2:30pm
Phone: 570-547-0488 Fax: 570-547-0481 Email: montgomery@codeinspectionsinc.com

Pike County Office: PO Box 308 Dushore, PA 18614 Milford Twp Monday 9:30-11:00am Dingman Twp
Phone: 888-264-2633 Fax: 570-928-9183 Email: pike@codeinspectionsinc.comWed & Fri 9:30-11am

Wyalusing Office: Phone: 570-746-5013 PO Box 729, Wyalusing, PA 18853 Tuesday and Thursday 8:00/10:00
Fax: 570-746-4953 Email: wyalusing@codeinspectionsinc.com

For inspections on permits issued through corporate office please call 1-800-288-2633.

For all other offices please call 1-888-264-2633.

You will need the following information when scheduling an inspection, Code Inspections construction permit number, your name, type of inspection, phone number, county and municipality where your construction project is located. Thank you for your cooperation.

<u>Child Day Care Facilities Policy Guidelines and Requirements</u>

Code Inspections Inc.

All the following information shall be given to Building Code Official for approval.

A. Completed Code Inspections Inc Permit Application
B. Two (2) sets of Building Floor plans showing all floors.
   Preferably PDF
C. Plans shall include all the applicable information listed below.

Definition:
Child Day Care Facility- A dwelling unit where child day care services are provided for less than 24 hours for 4 to 12 children is an R-3 occupancy if the dwelling unit is used primarily as a private residence and the provision of day care services is accessory to the principal use of the dwelling unit as a residence.

1. **A day care facility, which provides day care services to 4-6 children shall comply with all of the flowing:**

   A. Have a smoke detector on each floor and in the basement. The smoke detector may be powered by a nonreplicable, UL listed lithium battery that is warranted for 10 years and should sound an alarm when activated that is audible to persons in the unit's indoor child care space with all intervening doors closed. Where this type of detector is utilized, the unit owner of the detector shall keep the proof and date of purchase of the detector in the unit's fire drill logs.
   B. Have a portable fire extinguisher rated for Class B Fires in the kitchen and other cooking areas.
   C. Meet the exiting requirements for a R-3 Occupancy and licensure under 55 Ps. Code Chapter 3290 (relating to family day care homes).
      1. Stairways, hallways, exits from rooms, exits from the facility and other means of egress serving as an exit shall be unobstructed.
      2. Protective gates and devices that can be opened easily are permitted, if they open easily and are not disapproved by building codes or local ordinances.
      3. If a door or doorway opens or exits directly into a stairwell and if there is no landing beyond the door or doorway, the door shall be resisted from opening or shall be removed and a secure barrier to prevent access to the stairwell shall be erected.

2. **A Day care facility that is a R-3 Occupancy, which provides day care services to 7-12 children shall comply with all the following:**

   A. Have an interconnected smoke detector system.
   B. Have a fire extinguisher rated for Class B Fires in the kitchen and other cooking areas.
   C. Meet the exiting requirements for a R-3 Occupancy and licensure under 55 Pa. Code Chapter 3280 (relating to group child care homes).
      1. Stairways, hallways, exits from rooms, exits from the facility and other means of egress serving as an exit shall be unobstructed.
      2. Protective gates are permitted, if they open easily and are not disapproved by building codes or local ordinances.
      3. If a door or doorway opens or exits directly into a stairwell and if there is no landing beyond the door or doorway, the door shall be restricted from the opening or shall be removed and a secure barrier to prevent access to the stairwell shall be erected.

3. **All other child day care facilities shall be classified under Chapter 2 of the "International Building Code". The facilities shall meet all Uniform Construction Code standards for these occupancy classifications.**