

# PROCEDURE FOR BUILDING PERMITS

Richardson Inspection Services, LLC.

2879 Mercer Butler Pike (Rte. 258)

Grove City, PA 16127

When applying for a Building Permit from Richardson Inspection Services, LLC. the following items are needed for submittal.

1. Building permit application (available on website: [applications/procedures](#))
2. Check for \$ 45.00 for your plan review fee (payable to Richardson Inspection Services, LLC.)
3. 2 sets of plans (see required plans for residential projects: [applications and procedures](#))
4. Septic Permit (if new home, adding a bedroom, or if system has been out of use for more than a year)
5. Driveway permit (if applicable -contact your Township or Borough)
6. Zoning permit (if applicable -contact your Township or Borough)
7. Plan review and Liability disclaimer (available on website: [applications and procedures](#))
8. Workman's Comp (Homeowners doing their own work are exempt)

## MUST INCLUDE TAX PARCEL # ON BUILDING PERMIT APPLICATION

After submitting these items your plan review will be processed and your permit available for pick up in **1-2 business days**. Note your inspection fees must be paid when picking up your permit. Your permit may be picked up at our drop-off location or the municipality depending on location.

Richardson Inspection Services, LLC. guarantees your inspections the next business day if your inspection is called in prior to 3:00 pm Monday thru Friday. Please be sure to schedule all inspection through the office at 724-406-0031.

If you need to reach Jeff, your inspector for code questions, you may contact him directly on his cell phone at 724-992-0401.

Should you have any question or need additional information please feel free to contact our office at 724-406-0031.

NOTE: When calling in your inspections the following information is required:

- Township or Borough or Building permit number
- Site Address
- Type of Inspection
- Your name and Phone number

\* Unfortunately, if all of the above mention items are not provided your inspection can not be guaranteed the next day.

**Richardson Inspection Services, LLC.**  
**2879 Mercer Butler Pike**  
**Grove City, Pa 16127**  
**Phone: (724) 406-0031**  
**Fax: (724) 406-0119**

**Building Plan Requirements for Residential Projects**

**Note: Plans may be hand drawn and are not required to be to scale.**

- A. MUST INCLUDE TAX PARCEL # ON BUILDING PERMIT APPLICATION
- B. FLOOR PLAN SHOWING:
  - a. Exterior dimensions
  - b. Identify use of all rooms
  - c. Size and location of all doors and windows
  - d. Size and location of any stairs
- C. FLOOR FRAMING PLAN SHOWING:
  - a. Size, spacing and orientation of floor joists, piers and girders
- D. ROOF FRAMING PLAN SHOWING:
  - a. Size, spacing and orientation of roof rafters and ceiling joists
- E. WALL SECTION:
  - a. A sectional view showing the footing, foundation, floor joist, wall framing and roof framing. All coverings - wall, ceiling and roof, and all insulation.

# UCC PERMIT APPLICATION

DATE \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_ MERCER COUNTY

TAX PARCEL/MAP # \_\_\_\_\_ OWNER NAME \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_, PA ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_ REGIS. # \_\_\_\_\_

## TYPE OF WORK/IMPROVEMENT (CHECK ALL THAT APPLY)

New Building  Single Family  Multi Family  Addition  Repair  Mobile Home  
 Alteration  Electrical DR # \_\_\_\_\_  Change of Use  Relocation  
 Plumbing  Demolition (complete separate check list)  Other (specify) \_\_\_\_\_

## Description of proposed work:

\_\_\_\_\_  
(Must include 2 copies of design plans with this application)

Approximate Start Date: \_\_\_\_\_ Approximate End Date: \_\_\_\_\_

Total Estimated Cost \$ \_\_\_\_\_

#stories \_\_\_\_\_ Total square footage \_\_\_\_\_ Storm Water Plan: Y / N (separate application required if yes)

Septic Permit: Y / N (attach copy of permit) Municipal Sewer Tap: Y / N permit # \_\_\_\_\_

Zoning: Y / N (attach copy of permit) Zoning approval date: \_\_\_\_\_

Water Service:  public  private well

Flood Plain: Is the site located within an identified flood hazard area? Y / N

Will any portion of the flood hazard area be developed? Y / N Lowest floor level \_\_\_\_\_

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 166-1978, sec. 60.3

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 documents or ordinances of the municipality or any other governing body. The applicant 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 agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or code administrator's authorized representative shall have the opportunity to enter areas covered by such permit at any reasonable hour to enforce the provisions of the codes applicable to such permit.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

**NOTE: ALL BOLD AREAS MUST BE COMPLETED PRIOR TO SUBMISSION TO THE ASSESSMENT OFFICE OR WILL BE RETURNED!**  
Permit applications should be mailed to the Tax Assessment office on at least a MONTHLY BASIS! Demo permits mailed AFTER final inspection.

**BUILDING PERMIT #:** \_\_\_\_\_

## **Plan Review and Liability Disclaimer**

Richardson Inspection Services, LLC. recommends that all projects be prepared by a design professional. The intent of the plans review process is to direct the applicant to the applicable code sections pertaining to his project to ensure that upon installation the project will conform to the PA Uniform Construction Code or "UCC". Richardson Inspection Services, LLC. does not guarantee or assume any responsibility for the application of the information provided by the plans review process. It is the responsibility of the persons performing the work to ensure that all the provisions of the UCC that pertain to your project are met prior to calling for an inspection. Richardson Inspection Services, LLC. has been hired as the Building Code Official by the municipality and represents only the municipality. Richardson Inspection Services, LLC. does not represent the owner of the property and is not working for the owner of the property.

Richardson Inspection Services, LLC. (or any of its employees or subcontractors charged with the enforcement of this code), while acting for the municipality in good faith and without malice in the discharge of the duties required by the UCC or other pertinent law or ordinance, shall not thereby be rendered liable. Richardson Inspection Services, LLC. is hereby relieved from liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of its official duties unless otherwise provided by law.

I hereby certify as the owner that the proposed work is authorized.

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Site Address