



City of St. Marys, PA
Code Enforcement Department

Residential Building Permit Application Requirements

- Permits for Residential projects will not be issued until all forms & plans are complete. Any area not applicable to your project should be marked N/A.

To obtain your permit you will need the following items:

1. Completed Building Permit Application.
 2. Two full sets of plans drawn to scale...must be in ink or photocopied.
 3. Zoning, sewer/septic & stormwater management permits (if applicable).
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- Plans may be drawn by the homeowner or contractor and must be legible & include all pertinent information. You must also provide copies of any engineered materials being used (Trusses, LVL's, floor joist systems, etc.)



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PLAN REQUIREMENTS FOR ONE & TWO FAMILY DWELLINGS & ADDITIONS

These guidelines and cross section are designed to assist you with your new home/addition plans. Please include as much information as possible to speed up the plan review & building permit process.

Your building plans & cross section should show the following items, views & details:

1. Views of all sides of the building showing doors, windows, etc. (Also indicate final grade)
2. Floor plan of each level, labeling all rooms/spaces & dimensions. (include attached garages & decks)
3. Show footer depth, width & thickness...including piers and columns.
4. Indicate foundation wall construction. (ex. 8" concrete block, poured wall etc.) Full foundation must have a means of egress directly to the outside of home.
5. Concrete floor: Minimum thickness 3-1/2" with reinforcement & vapor barrier.
6. Treated sill plate with 1/2" diameter x 7" long anchor bolts spaced 4' on center and within 12" of corners.
7. Exterior and interior wall framing type, size & spacing on center.
8. Beam, header & joist locations, type, sizes & support.
9. Exterior wall covering materials. (ex. 1/2" OSB, house wrap, vinyl siding)
10. Roof framing: Trusses or stick-framed sizes & on center spacing.
11. Roof covering materials. (ex. 5/8" plywood w/ H-clips, ice & water shield, 30# felt paper, asphalt shingles)
12. Chimney & fireplace locations (masonry or factory built, footer size & thickness where applicable)
13. Energy Code Compliance (REScheck, 2015 IRC Ch. 11, 2015 IECC Ch. 4 or PA Alternative)
14. Window & door schedules: manufacturer & locations with corresponding numbers. (Bedroom windows must meet emergency escape & rescue opening sizes. Bathrooms without a window must have fan/light.)
15. Show stairway details. (stair rise & tread depth) and height of handrail, guardrail & ballister spacing.
16. If garage is attached to the dwelling unit you must have fire separation: 1/2" gypsum wallboard applied to the garage side. 5/8" gypsum wallboard applied to the garage ceiling if garage has living space above. Doors between a garage & dwelling unit must be 1-3/8" solid wood, steel or 20-minute fire-rated.

17. Plumbing plan indicating location of fixtures, sizes & type of materials for DWV piping and water supply lines.
18. Mechanical system plan indicating materials, size & type of heating/cooling source (Gas/electric, BTU, central air, hot water baseboard, ductwork materials etc.) Blower Door Test required no more than 5 ACH (Air Changes per Hour) – must provide mechanical ventilation (i.e. HRV, ERV).
19. Electrical plan: Location & size of electric service, conductor types & sizes, indicate Arc-fault, GFCI locations and interconnected, hard-wired smoke detector/carbon monoxide detector locations.

Attached building cross section is to help show most information but cannot be accepted as your only plan. If you are unsure of a code requirement please ask.

City of St. Marys Residential Building Permit Application

Office Use Only:

Permit No: _____ Permit Fee: _____
Date Issued: _____ Approved: _____
Plan Review Date: _____ Approved w/changes: _____
Permit Paid Date: _____ Check No: _____ [] Cash Receipt No: _____



Owner: _____ Phone: (____) _____

Owner Address: _____

Worksite Address: _____

Contractor: _____ Phone: (____) _____

Contractor Address: _____

TYPE OF WORK

- () New Home () Addition () Garage () Deck
() Alteration () Pool () Fence () Demolition
() Other Description of Work: _____

Utility Company Work Order # (when applicable):

West Penn Power _____ National Fuel _____

NEW BUILDING CHARACTERISTICS

Number of Stories _____ New Building Area All Floors _____ sq.ft.

Height of Structure _____ ft. Total Estimated Cost of Project: \$ _____

As the owner/owner's agent, I hereby certify that the proposed work will conform to the Pennsylvania Uniform Construction Code and all applicable laws of this jurisdiction.

Signature: _____ Date: _____

CROSS SECTION SUBMITTAL

(A) Ceiling Insulation:
 Type _____ R value _____

(B) Rafters/Trusses
 Type _____ Span _____
 Spacing _____

(C) Roof Sheathing
 Type _____ Thickness _____

(D) Roof Underlayment
 Type _____

(E) Roof Covering
 Type _____

(F) Wall Insulation
 Type _____ R value _____

(G) Wall Framing
 Stud Size _____ Spacing _____
 Type _____

(H) Wall Sheathing
 Type _____ Thickness _____

(J) Sill Plate Anchor
 Type _____ Spacing _____

(I) Sub-Floor Sheathing
 Type _____ Thickness _____

(K) Floor Joist/Truss
 Type _____ Span _____
 Spacing _____

(L) Foundation
 Type _____ Thickness _____

(M) Foundation Waterproofing system
 Type _____

(N) Floor
 Type _____ Thickness _____

(O) Footer
 Type _____ Thickness _____
 Width _____

