

Requirement checklist to obtain a building permit for a:

### NEW SINGLE-FAMILY DWELLING

- Completed two-page application (must be legible and signed) [2 COPIES]
  - Land Use Permit (signed/approved by the Municipality) [2 COPIES]
  - Site Plan (include all existing structures, proposed structure and their distances to all lot lines) [2 COPIES]
  - Building Plans (floor plan, elevation, footer, foundation, framing, etc.) [2 SETS]  
**Plans must be 11" x 17" minimum (Ledger Size)**
  - PA Residential Energy/Insulation Provisions Worksheet (see attached) [2 COPIES]
  - Deck plan if applicable (Required when attached to existing structure and/or over 30" high at any point around the perimeter, measured from ground to top of finished floor, additional permitting and inspections are required.) [2 SETS]
  - Copy of Contractors Certificate of Insurance for Workers Compensation  
**OR**  
If doing the work yourself submit Workers Compensation Insurance Coverage Waiver  
*[refer to the attached document].*
  - Driving directions from a known landmark or intersection
- ✓ After submitting all required documents your application will be reviewed.
  - ✓ PMCA will contact you to let you know if your application has been approved or denied.
  - ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges, i.e., administrative, inspections fees must be paid.
  - ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.

**If more detailed guidance on wood frame construction would be helpful refer to:**

**DETAILS FOR CONVENTIONAL WOODFRAME CONSTRUCTION**

*from the American Forest and Paper Assoc. 2001 (55 pages)*

Please ask our staff or visit our website if additional information is needed.