

PERMIT REQUIREMENTS FOR BUILDING IN COTTRELLVILLE TOWNSHIP

Building Permit – All construction to comply with current State Codes

When completing an application, you must provide:

- ___ 1. A site plan or plot plan showing the size of the building site.
- ___ 2. A copy of your tax bill and/or a survey of your property.
- ___ 3. The size and location of all existing buildings.
- ___ 4. The size and location of the project you are applying for.
- ___ 5. An approved source of potable water (if applicable).
- ___ 6. An approved sanitary sewer service (if applicable).
- ___ 7. Two (2) complete sets of building plans, showing the structure or alteration you are applying for, including front, back and side yard views, foundation, wall sections and roof sections (if applicable). These plans must be neat and legible. One set of plans will remain with the Township.

After your building permit is issued, these minimum inspections are included in the permit fee. Charge for additional inspections, as required.

1. Footing inspection – before footings are poured.
2. Backfill (not required for crawl space)
3. Rough inspection – before walls and ceilings are covered and after electrical, mechanical and plumbing rough inspections have been approved.
4. If bricked – Brick flashing and weep hole inspection
5. Insulation inspection – before covering insulation.
6. Final inspection – after final electrical, mechanical and plumbing approval, and the completion of the building.

You **MUST** obtain a Certificate of Occupancy or use before you may legally occupy or use your building.

OTHER PERMITS

- A. Electrical permit** – required for any electrical work. Two (2) inspections – rough & final. Underground inspection requires an additional fee.
- B. Plumbing permit** – required for any plumbing work. Two (2) inspections – rough & final.
- C. Mechanical permit** – required for any heating, refrigeration or air conditioning work. Two (2) inspections – rough & final.

REQUIREMENTS – Please request inspection at least twenty-four (24) hours in advance.

HOUSE ADDRESS MUST BE POSTED AT ROAD BEFORE ANY INSPECTION WILL BE DONE. NUMBERS MUST BE A MINIMUM OF THREE (3”) INCHES.

BUILDING PERMIT REQUIREMENTS (NEW HOME)

GENERAL CONTRACTOR IS RESPONSIBLE FOR THE FOLLOWING:

- ⇒ All construction is to be in accordance with State Building Codes
- ⇒ Request building inspections as required, including:
 1. Footing/foundation inspection-Contractor responsible for verifying proper setbacks.
 2. Sand-Compacted base and vapor barrier where required.
 3. Backfill (not required for crawl space foundations).
 4. Rough Frame-After roof, framing, fire stopping, draft stopping and bracing are in place; and plumbing, electrical and mechanical roughs are approved.
 5. Masonry inspection-shall be prior to the installation of masonry veneer and after the installation of base course flashing as specified in R-703.7.5 and weather resistant sheathing as specified in Section R-703; Inspection again after masonry construction is complete (could be at final).
 6. Insulation- (minimum requirements R-30 ceiling; R-13 walls; R-5 in crawl).
 7. Final Inspection- Must have approval of electrical, mechanical and plumbing inspections, before final building inspection.

- ⇒ Contractor required to obtain separate permits for electric, mechanical and plumbing
- ⇒ Assure new home, or area of construction, is not occupied until a final certificate of occupancy is issued.
- ⇒ Post permit on job site and have one set of approved plans on site.
- ⇒ All new homes installing sidewalks must meet the Township of Cottrellville ordinance specifications.
- ⇒ Permanent address must be posted upon completion; temporary address during construction.
- ⇒ Crawl Space: Insulation (R-5) used in crawl space must have a flame spread rating of 25 or less and a smoke developed rating of 450 or less when test in accordance with ASTM E84 (See Section R320.1 of the State Building Code). Vapor barrier 6 mil. Required in crawl space. Provide 1 sq ft of ventilation per 150 sq ft of under floor space area; Access to crawl minimum 18" X 24".
- ⇒ If blown-in insulation is used in attic space, provide documentation indicating R-value from contractor doing work.
- ⇒ At final inspection provide access to attic space above house and garage and access to crawl.
- ⇒ Truss design drawings to be provided to Building department prior to rough inspection.
- ⇒ Stairway tread depth minimum 9" w/ 1" nosing; Riser height: 8-1/4" maximum; handrails installed between 34"-38" above tread.
- ⇒ Provide toilet facilities at temporary construction sites.

Electrical, Mechanical and Plumbing Permits – Two (2) inspections (rough & final).

Underground inspection requires additional fee.

All inspection requests must be called in twenty-four (24) hours in advance.

Address must be posted at the road before any inspection will be performed.

Water and Sewer Tap Permit Policy

Any necessary plans must be approved prior to a permit being issued.

Permits must be issued prior to the start of any excavation and paid with the Building Permit on all new homes.

Miss Dig requires 72 hours notice prior to excavation.

Water pit & line shall be a minimum of 5' from any driveway.

24 Hours notice for inspection is required by the DPW and Water Department.

A final Grade Stake is to be placed so that the water meter pit will be installed 2" above the correct grade. If the Grade level is not properly staked and the pit is installed at the incorrect grade, the contractor will be responsible for costs for the re-placement of the pit to the proper grade.

Water Dept 810-765-4730

DPW Dept 810-765-4730

To All Contractors:

Most new buildings and most basements especially finished basements do not provide enough indoor air for combustion. You must calculate air requirements to comply with the M.M.C. and the I.F.G.C. In most cases outside air will be required.

Outside ventilation air must be installed on replacement furnaces due to upgrading of building insulation and tightness.

Out side gas piping must be protected from corrosion by painting or other means.