



Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 **Phone:** 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 **Phone:** 814 310-2326
Somerset Office: 318 Georgian Place, Somerset, PA 15501 **Phone:** 814 444-6112
Email: pmca@pacodealliance.com **Website:** <http://pacodealliance.com/>

Requirement checklist to obtain a building permit for a:

RESIDENTIAL POLE BUILDING

- 2 Completed copies of the two page application (must be legible and signed)
 - Land Use Permit (signed/approved by the Municipality)
 - 2 sets of building plans (floor plan, elevation, footer, framing, etc.)
 - 2 copies of site plan (include all existing structures, proposed structure and their distances to all lot lines)
 - Statement of Use for proposed building
 - Copy of the Contractors Certificate of Liability Insurance if contracting out the work
OR
If doing the work yourself submit a signed Workers Compensation Certificate of Liability
 - 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 Post Frame Buildings would be helpful – please ask our staff for the: **DESIGN FOR CODE ACCEPTANCE – POST FRAME BUILDINGS (5 pages).**



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APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE
 Applicable Codes: 2009 IBC/IRC, 2012 IBC Chapter 11, 2009 ICC A11 7.1

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

Permit Application Date _____ Permit Application No. _____

1. PROPERTY / SITE INFORMATION

Owner: _____ Tax Map / Parcel No.: _____

Site Address: _____
Complete Address Street City Zip

Municipality: _____ County: _____ Land Use Permit No. _____

Use: Single-Family Dwelling / Duplex Multi Family New Manufactured Home Relocated Manufactured Home
 Commercial Other _____ Floodplain present: Yes No

Improvement Type: New Addition Alteration Repair/Replacement Relocation Other _____

2. BUILDING OWNER'S INFORMATION

First Name _____ Mi. _____ Last Name _____ Phone No: _____

Street Address _____ City _____ State _____ Zip _____

3. BUILDING PERMIT APPLICATION

Provide below description of Work: *(Also provide details on plot plan: Show all improvements on lot & approx. distances to lot lines)*

Total Lot Area: _____ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION: \$ _____

ICC Use Group: _____ ICC Construction Type: _____

ESTIMATED START DATE: ____/____/____ ESTIMATED COMPLETION DATE: ____/____/____

4. CERTIFICATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903.

APPLICANT SIGNATURE: _____ DATE: ____/____/____

PRINT NAME *(legibly)*: _____

Address: _____ Phone No.: _____

5. CONTRACTOR INFORMATION

Please list additional general contractor information on additional sheet(s) if needed.

Additional sheet(s) attached

Name of Contractor: _____ Phone No: _____

Contractor Street Address _____ City _____ State _____ Zip _____

Person in Charge of Work: _____ Phone No.: _____

Email: _____ Cell No.: _____

Workman's Compensation Insurance: Provided On Record Exempt PA Home Improvement Contr. Reg. # _____

6. PROJECT DETAILS

Trades: Building Electrical Work Plumbing Work Mechanical Work (HVAC) Fire Suppression/Fire Alarm System

Heat Source (if applicable): _____ Fuel Type: _____

Foundation Type: Crawlspace Foundation Slab at Grade Piers Other: _____

7. SUBCONTRACTOR INFORMATION

Please list subcontractors for major trades. Use additional sheet(s) if needed.

Additional sheet(s) attached

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

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Contractor _____ Address _____ Phone No _____ Pa HIC # _____

For official use only

9. OFFICE INFORMATION

APPLICATION FEE: \$ _____

ISSUANCE DATE ____/____/____

PERMIT FEE: \$ _____

EXPIRATION DATE ____/____/____

INSPECTION FEES \$ _____

EXTENSION DATE ____/____/____

TOTAL FEES \$ _____

APPLICATION IS: GRANTED DENIED INCOMPLETE: _____

SIGNATURE OF PERMIT OFFICER: _____ DATE ____/____/____

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.

POLE BUILDING Supplemental Informational Sheet

<p>Building Dimensions Width ____ ft. (30 ft. maximum) Length ____ ft. (48 ft. maximum) Eave height ____ ft. (12 ft. maximum) Bay size ____ ft. (12 ft. maximum) Total height ____ ft. (20 ft. maximum)</p>	<p>Site Conditions Wind speed 90 mph Snow load 35 psf or greater – location specific Soil pressure 2500 psf or greater – site specific</p> <p>Building Materials Manufactured trusses only</p>

1. Using the charts below fill in the blanks on the worksheet:

<p>_____ Building width _____ Building length _____ Pole size _____ Hole diameter _____ Hole depth _____ Bay width _____ Purlin size _____ Purlin spacing _____ Girt size _____ Girt spacing _____ Type of girt _____ Truss attachment to post _____ Corbel attachment to post</p>	<p>Required hole depth and diameter</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;">Eave height</td> <td style="text-align: left;">Hole depth</td> <td style="text-align: left;">Hole diameter</td> </tr> <tr> <td>0'-8'</td> <td>36" min</td> <td>12" min.</td> </tr> <tr> <td>8'-10'</td> <td>42" min.</td> <td>18" min.</td> </tr> <tr> <td>10'-12'</td> <td>48" min.</td> <td>18" min.</td> </tr> </table> <p>Truss and corbel attachment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;">Eave height</td> <td style="text-align: left;">Corbel to post</td> <td style="text-align: left;">Truss to post</td> </tr> <tr> <td>0'-8'</td> <td>(6) 20d nails</td> <td>1/2" thru-bolt</td> </tr> <tr> <td>8'-10'</td> <td>5/8" thru-bolt</td> <td>5/8" thru-bolt</td> </tr> <tr> <td>10'-12'</td> <td>3/4" thru-bolt</td> <td>3/4" thru-bolt</td> </tr> </table> <p>Girt spacing, size and orientation</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;">Bay width</td> <td style="text-align: left;">Barn style</td> <td style="text-align: left;">Flat style</td> </tr> <tr> <td>0'-10'</td> <td>2 x 6 @ 20" o.c</td> <td>2 x 6 @ 24" o.c</td> </tr> <tr> <td>10'-12'</td> <td>2 x 6 @ 16" o.c</td> <td>2 x 6 @ 24" o.c</td> </tr> </table>	Eave height	Hole depth	Hole diameter	0'-8'	36" min	12" min.	8'-10'	42" min.	18" min.	10'-12'	48" min.	18" min.	Eave height	Corbel to post	Truss to post	0'-8'	(6) 20d nails	1/2" thru-bolt	8'-10'	5/8" thru-bolt	5/8" thru-bolt	10'-12'	3/4" thru-bolt	3/4" thru-bolt	Bay width	Barn style	Flat style	0'-10'	2 x 6 @ 20" o.c	2 x 6 @ 24" o.c	10'-12'	2 x 6 @ 16" o.c	2 x 6 @ 24" o.c
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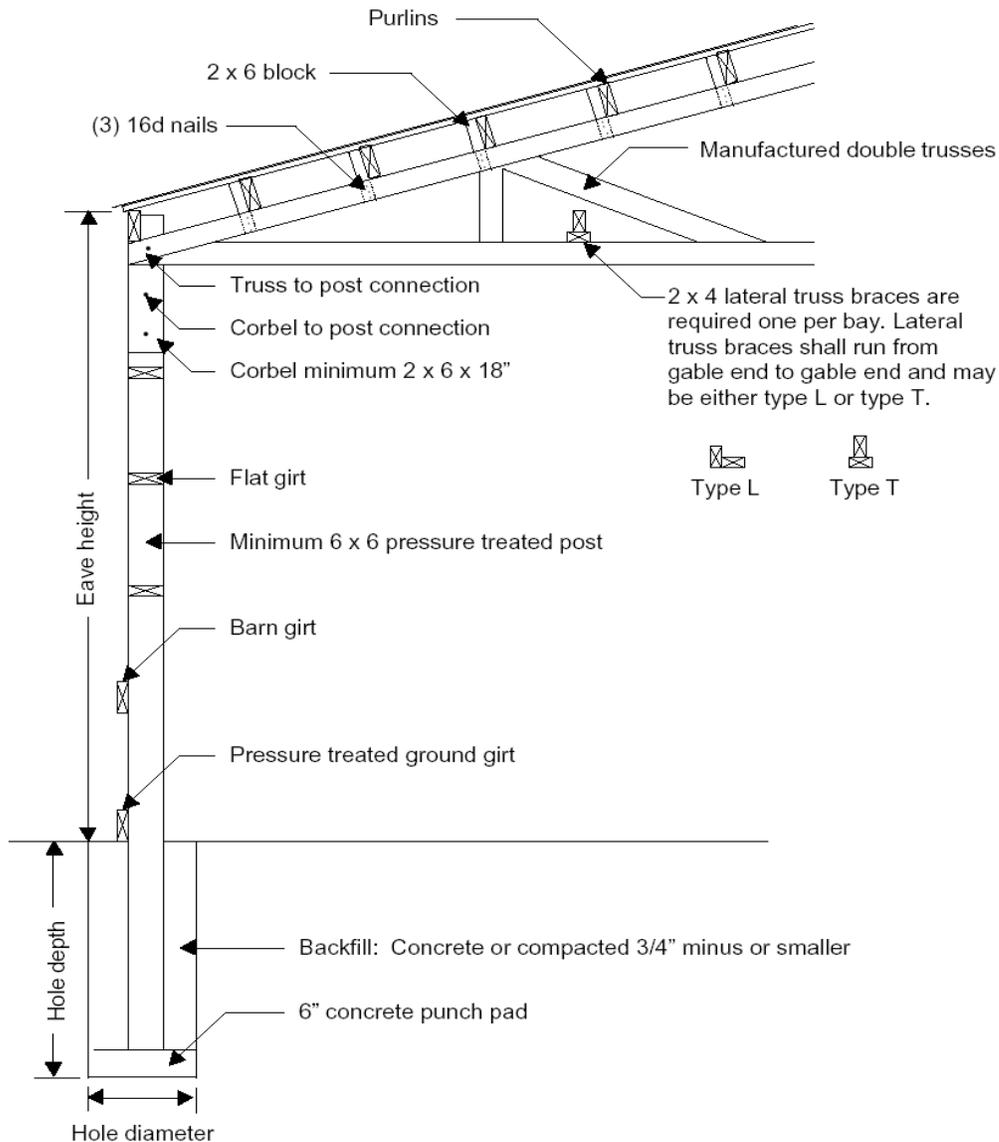
Purlin size and spacing: Minimum 2 x 6 @ 24" o.c

General Notes

- Posts and ground girts must be pressure treated
- Posts must be a minimum size of 6 x 6
- Pole holes are required to have a 6" thick concrete punch pad in bottom.
- Punch pad must be in bottom of hole at time of pole hole inspection.
- Post backfill must be concrete or crushed rock (3/4 minus gravel or smaller)
- Roof trusses are required to be labeled by an approved third agency.
- Truss engineering is required to be onsite at time of inspection.

NOTE: This pole building supplement may be rejected and a full set of plans required at any time if the department deems it necessary to show compliance with building code.

POLE BUILDING TYPICAL CROSS-SECTION



Truss headers or carrier beams must be doubled and must meet the span and spacing requirements of the IBC. (ie: 2-2X12 span 12' with no stories above, 2-2x10 span 10' with no stories above, 2-2x8 span 8', etc. one story above divide span by 2 or 2-2x12 span 6', etc.).

Roof framing must be manufactured truss construction only. Trusses shall be designed by a professional engineer licensed in Pennsylvania to practice in the design of buildings.

Blocking, straps, approved framing anchors or mechanical fasteners shall be installed from the side of the roof framing member to the exterior posts or other supporting members. Tie straps shall be 1 1/8 -inch (28.6 mm) by 0.036-inch (0.91 mm) (No. 20 gage) sheet steel and shall be corrosion resistant.

Purlins shall be installed with the wide dimension perpendicular to the load that it supports. Purlins shall be supported on top of the trusses or shall be provided with approved hangers.

2x4 lateral truss braces are required at least one per bay. Lateral truss braces shall run from gable end to gable end and may be either L type or T type, attached to the bottom cord.

No single opening for doors, windows or other purposes that exceed 16 feet in width shall be placed in exterior walls.

Location on Site

- A) Fire resistance ratings may apply to buildings based on distances from other structures and property lines.
- B) Land Use Permits are required and shall comply with all local rules.

Footings

- A) It shall be the responsibility of the person who prepares the plans to design the footings with respect to the bearing capacity of the soil.
- B) Footings shall be a minimum of 36 inches below grade and bear on virgin soil.
- C) Backfill around poles with soil compacted at 8-inch intervals.
- D) Footing drains are required where the final grade is located above the finished floor. Drains must be a minimum of 4-inch approved pipe with washed gravel or crushed stone 2 inches below and 12 inches above. Location of drain piping shall be below the finished floor plane and be terminated to an approved location.

Wind Cleats

- A) Minimum (2) 2 X 6 pressure treated wind cleats shall be fastened to the bottom of each pole or an alternate method shall be subject to approval by the Building Official.

Baseboards

- A) Baseboards shall be pressure treated tongue and groove lumber and installed from the top of the slab to not less than 8 inches above the slab or final grade - whichever is highest.
- B) Finished grades shall be sloped away from baseboards.

Lumber

- A) All wood in contact with ground or in proximity to ground according to the building code shall be natural decay resistant, insect resistant, and pressure treated per AWPA standards.
- B) It shall be the responsibility of the person who prepares the plans to specify the species, grade and fiber stress of all lumber. General assumption shall be No. 2 or better (SYP).

Concrete Slabs

- A) All topsoil shall be removed and replaced with an approved granular base and a minimum of 4 inches of 3500psi concrete.

Poles

- A) Minimum pole sizes shall be based on design loads with a maximum pole spacing of 8-feet on center.
- B) Rectangular cross sectional poles shall have the longer dimension perpendicular to the exterior wall.

Truss Carrier Beams

- A) Minimum truss carrier beam sizes shall be based on design loads. Continuous beams are assumed to support roof loads only and shall be nailed (min. 20d ring shank) or notched into poles or through bolted (min. ½" bolts) to poles. Jacks may be required for headers for certain door openings.
- B) Alternative methods of connecting beams to poles shall be subject to approval by the Building Official.

This information is not meant to be a substitute for accepted engineering practice or contrary to the governing building codes. The Building Official may require plans be sealed by a Professional Engineer or Architect registered in Pennsylvania proving that the proposed building does not exceed allowable loads, stresses, fastener load capacities, deflections, foundation capabilities and soil bearing capacity. Trusses shall be designed by a Professional Engineer or Architect in accordance with accepted engineering practice. The snow load factor must meet or exceed a snow load of the area in which the structure is to be installed.

If shingled roof is to be used, please provide:

Sheathing thickness: _____

Shingle Weight: _____

Pre-engineered Truss @ _____" x _____" Purlins @ _____" o.c.

_____ ' _____" o.c.

_____ Gauge Metal Deck

Ground Snow Load:

_____ psf

2 - _____" x _____" Truss Headers

Fasteners: _____

_____ "x _____" Girt @ _____" o.c.

_____ "x _____" Poles @ _____" o.c.

_____ "x _____" Mud Sill (2"x8" min.)

_____ " Thick floor slab
(3,500 psi min.)

_____ "x _____" x Concrete Pad
(_____ " thick)

Wind Cleats: _____

Height of Pole Above Grade _____

Depth of Hole _____

Note: If height is over 14ft, Design
Professional Seal Required.

TYPICAL POLE BUILDING

DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: _____ Phone: _____

Site Street Address: _____

Directions: _____

Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.

When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
 - A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
 - Drawings showing details of the construction you want to do. (2 copies)
 - If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
 - A copy of the signed Land Use Permit from the Municipality (Borough or Township)
-

After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
 - PMCA will contact you with an approval or denial.
 - If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.
-

After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

✓ Checklist for the Site Plan to be provided with the Building Application

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

Provide dimensions of the property getting the proposed improvement

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

Existing Buildings / Structures with Corresponding Dimensions

- | | |
|------------------|--|
| ○ Houses | ○ Deck / Patios |
| ○ Sheds | ○ Other buildings or structures on the property |
| ○ Barns | ○ Location of on lot well and septic IF applicable |
| ○ Swimming Pools | |

Proposed Improvement(s)

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

SAMPLE SITE PLAN ►

