

# MVCOG

MOSHANNON VALLEY COUNCIL OF GOVERNMENTS  
501 E. MARKET STREET  
SUITE 7  
CLEARFIELD, PA 16830  
814-765-3080

1. **ITEMS TO SUBMIT:**
  - A. COMPLETED AND SIGNED APPLICATION
  - B. SIGNED PRIOR MUNICIPAL APPROVAL PAGE
  - C. TWO (2) SETS OF PLANS
  - D. ANY OTHER ITEM(S) LISTED ON THE SUBMITTAL HANDOUT CHECKLIST
  
2. **GET PRIOR APPROVAL FORM SIGNED BY THE MUNICIPALITY IN WHICH THE WORK WILL BE DONE.**
  
3. **PLEASE PROVIDE ACCURATE MAILING ADDRESS INFORMATION ON THE APPLICATION FOR THE MAILING OF YOUR CERTIFICATE OF OCCUPANCY.**
  
4. **WHEN ALL NECESSARY PAPERWORK HAS BEEN COMPLETED, RETURN IT TO THE MVCOG OFFICE OR TO YOUR MUNICIPAL OFFICE. AFTER YOUR APPLICATION HAS BEEN REVIEWED, YOU WILL BE CONTACTED WITH THE AMOUNT OF THE PERMIT FEE. PERMIT MUST BE PAID FOR IN FULL BEFORE ISSUANCE.**
  
5. **ONCE PERMIT IS ISSUED, IT IS YOUR RESPONSIBILITY TO SCHEDULE ALL NECESSARY INSPECTIONS.**

*\*FOR RESIDENTIAL PROJECTS, CALL JACK CARNS AT 814-591-0186.*

*\*FOR COMMERCIAL PROJECTS, CALL BRIAN WRUBLE AT 814-590-2933.*

**FAILURE TO CALL FOR A FINAL INSPECTION COULD RESULT IN ADDITIONAL FEES AND/OR PENALTIES.**

6. **IF ANY ASSISTANCE IS NEEDED, CONTACT THE MVCOG OFFICE.**
  - A. PHONE (814) 765-3080
  - B. FAX (814) 765-3082
  - C. [moshannonvalleycog@gmail.com](mailto:moshannonvalleycog@gmail.com)

(OFFICE HOURS ARE MONDAY AND THURSDAY FROM 9 AM TO 3 PM)

**PENNSAFE BUILDING INSPECTION SERVICES LLC – PERMIT APPLICATION**

175 Beaver Drive, P.O. Box 486 – DuBois, PA 15801

Phone: 814-375-1111 Fax: 814-375-1117 Toll Free: 855-PENNSAF

Permit No. \_\_\_\_\_

**LOCATION OF PROPOSED WORK OR IMPROVEMENT**

Municipality: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

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

Lot# \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF WORK OR IMPROVEMENT (Circle all that apply)**

New Building Addition Alteration Repair Demolition Relocation  
Change of Use Plumbing Electrical Mechanical Other \_\_\_\_\_

Describe the Proposed work: \_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION (Reasonable fair market value)** \_\_\_\_\_

**DESCRIPTION OF BUILDING USE (Check one then complete applicable info)**

**RESIDENTIAL**

Single Family Dwelling  
Duplex  
Townhouse  
Total Sq. ft. of finished living space \_\_\_\_\_

**NON-RESIDENTIAL (Commercial)**

Specific Use \_\_\_\_\_  
Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_  
Change of Use (indicate former and proposed): \_\_\_\_\_  
Maximum Occupant Load: \_\_\_\_\_  
Maximum Live Load: \_\_\_\_\_

**Sprinkler system to be installed:** (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

**BUILDING DIMENSIONS**

Existing Building Area: \_\_\_\_\_ sq. ft.      Number of Stories: \_\_\_\_\_  
Proposed Building Area: \_\_\_\_\_ sq. ft.      Height Above Grade: \_\_\_\_\_ ft.  
Total Building Area: \_\_\_\_\_ sq. ft.      Area of Largest Floor: \_\_\_\_\_ sq. ft.

**FLOODPLAIN INFORMATION**

Is the site located within an identified flood plan area? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

Note: All proposed development shall be in accordance with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act.

**HISTORIC DISTRICT INFORMATION**

Is the site located within a Historical District? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

Note: If yes, you must provide proper Historical District certification per the UCC Law.

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 ways, 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 ordinances of the Municipality or any other governing body. The applicant hereby 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 authorized agent of either, or by the authorized registered Design Professional** employed in connection with the proposed work.

**I certify that the Code Administrator or the Code Administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the applicable codes to such permit.**

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

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Directions to Worksite:** \_\_\_\_\_

**OFFICE USE ONLY below**

Permit Fee: \$ \_\_\_\_\_

Plan Submittal Checklist Attached: yes \_\_\_\_\_ no \_\_\_\_\_

Plan Review Approval Date: \_\_\_\_\_

**MUNICIPAL PRIOR APPROVAL CHECKLIST**

Name of Municipality\_\_\_\_\_

Name of Applicant\_\_\_\_\_

Parcel#\_\_\_\_\_ Lot#\_\_\_\_\_

**This Section below to be completed by the Authorized Municipal Representative**

**CHECKLIST ITEMS**

Is the project site located in a Flood Area? (Check one) yes\_\_\_\_\_ no\_\_\_\_\_

**(Circle one)**-----**Residential Project** or **Commercial Project**

Description of Work: \_\_\_\_\_

Zoning or Land Use Permit                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Stormwater Management                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Street cut/ Driveway                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Sewage/Onlot Permit                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Water Permit                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

PennDot Highway Occupancy                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Floodplain Permit                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

Other\_\_\_\_\_                      Approved\_\_\_\_\_                      Not applicable\_\_\_\_\_

I certify that all required Municipal Codes, Ordinances and Regulations have been met and approval thereby is granted to issue the requested Permit.

Authorized Municipal Representative signature:\_\_\_\_\_

Date:\_\_\_\_\_

**\*\*NOTE THAT THIS PERMIT APPLICATION PACKAGE MUST BE COMPLETED AND THEN SUBMITTED WITH THE PROJECT CONSTRUCTION PLANS AND THE CORRESPONDING SUBMITTAL CHECKLIST\*\***

**PENNSAFE BUILDING INSPECTION SERVICES LLC**

**NEW COMMERCIAL BUILDING UCC PLAN REVIEW HANDOUT AND CHECKLIST**

Every item below must be checked as completed (if applicable), or marked n/a (if not applicable), as it pertains to your construction project. This form must be completed in its entirety then returned with project submittal package.

**Project Name:**

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**Project Address:**

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**Owner/Agent:**

**Telephone:**

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**Design Professional Contact Info:**

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Phone

Fax

Email

**"Section A" - \*General Requirements\*:**

All plans and drawings signed, dated and sealed by the Pennsylvania Licensed Design Professional – Architect or Engineer. **The only exception to the above regulations is when all of the following apply:**

- The proposed work only involves remodeling or renovations of an existing building or structure.
- The proposed work does not contain any structural change to the building or to the means of egress.
- The person preparing the project plans is not compensated for the preparation of the drawings.

All drawings are required to be drawn to scale, be clearly legible and all dimensions shall be indicated.

This procedural checklist is designed as an aid for the plan designer. It is a thorough handout that is provided to help facilitate and expedite the project plan review approval process. It is mandated that all information is completed in its entirety and then submitted with the plan submittal documents. All work performed on the construction project must conform to all of the provisions of the Pennsylvania Uniform Construction Code – Act 45, whether or not depicted on the plan submittal documents.

**\*Check the item directly below to indicate it is included\*:**

- Permit Application
- Municipal Prior Approval Form
- Two full sets of plans including site plans
- One set of project specifications

**The following checklist information is required to be completed in its entirety then returned with the attached drawings and plan submittal package. Every item must be checked (if applicable), or marked n/a (if not applicable), for your project.**

**"Section B" - \*SITE PLAN\*:**

- Yes     N/A    Site plan must be drawn to a scale of not less than 1"=20', show north arrow and site location map.
- Yes     N/A    Show project correct street address, identify all property lines and right of ways, with distance from property lines and adjacent buildings.
- Yes     N/A    Show required accessible access routes, ramps and curb cuts.
- Yes     N/A    Show all existing and proposed driveway entrances.
- Yes     N/A    Identify adjacent land uses and zoning designation.
- Yes     N/A    Show all easements, flood areas and required buffers.
- Yes     N/A    Show all existing and proposed utilities that serve the project site.
- Yes     N/A    Show all existing and proposed finish grades.
- Yes     N/A    Show all building elevations, details and sections for proposed project.
- Yes     N/A    Show all required parking and loading spaces, including calculations.
- Yes     N/A    Show all accessible parking spaces, signage, routes and slopes to conform to the ICC/ANSI A117.1 and the International Building Code.

**"Section C" - \*ARCHITECTURAL PLANS\*:**

- Yes     N/A    Provide floor plans of every floor on pages not less than 18"x24" drawn to a scale of not less than 1/8" per 1'.
- Yes     N/A    Show the square footage of each floor and total of all floors.
- Yes     N/A    Provide use group and type of construction for project.
- Yes     N/A    Identify names and uses of each room and provide occupant load.
- Yes     N/A    Provide calculations for all means of egress widths per the designated occupant load for each floor and total for building exits.
- Yes     N/A    Provide total occupant load for entire building.
- Yes     N/A    Show elevation and cross-sections denoting overall building height and floor to floor heights.
- Yes     N/A    Provide details of all accessible entrances, routes, facilities, equipment, signage and elements.
- Yes     N/A    Furnish door and glazing schedules indicating type, size, hardware and fire resistance ratings.

- Yes     N/A    Identify and show all fire resistant design assemblies for all building elements. Provide corresponding approvals for all ratings and testing of all assemblies, (i.e. UL).
- Yes     N/A    Indicate size and location of portable fire extinguishers.
- Yes     N/A    Provide details of all fire rated penetrations per approved testing methods.
- Yes     N/A    Provide calculations for percentage of basement below grade areas.
- Yes     N/A    Show wall sections with proposed materials, sizes, and methods used.
- Yes     N/A    Show fixed seating for assembly areas to determine occupancy posting.
- Yes     N/A    Show roof details indicating slopes, drainage methods and calculations.
- Yes     N/A    Show proposed plumbing fixtures, include fixture calculations.
- Yes     N/A    For masonry construction, provide vapor barrier, flashing and weep hole and brick tie detail. Indicate method for waterproofing.
- Yes     N/A    Identify all hazardous materials and control areas. Provide Material Safety Data Sheet for each and required fire resistant barriers and assemblies.
- Yes     N/A    Show methods for roof ventilation.
- Yes     N/A    Show mezzanine and penthouse construction details.
- Yes     N/A    Provide energy code compliance path and all applicable information.

**“Section D” - \*STRUCTURAL PLANS\*:**

- Yes     N/A    Provide detailed foundation design plans indicating all types, composition, dimensions, elevations and frost protection methods.
- Yes     N/A    Provide sub-base and soil analysis data – if required.
- Yes     N/A    Provide footing schedule indicating types, sizes and reinforcing methods.
- Yes     N/A    Show location and details of grade beams, pilings and column pads.
- Yes     N/A    Provide floor slab info indicating type, thickness and reinforcement details.
- Yes     N/A    Indicate type, size, and location of reinforcing steel.
- Yes     N/A    Provide concrete strength details in accordance with the soil report.
- Yes     N/A    Provide schedules for all header and lintel installations.
- Yes     N/A    Show all structural components (i.e. beams, joists, girders, trusses) with connections, bearing details, anchoring and fastening methods.
- Yes     N/A    Provide code summary of design loads for all building components and elements.
- Yes     N/A    Show locations and details for all shear walls, concentrated loads, etc.

**“Section E” - \*FIRE PROTECTION PLANS\*:     N/A**

- Yes     N/A    Complete and provide a sprinkler design data sheet on the first page of sprinkler drawings. Indicate Standard used for system design 13, 13R, 13D.
- Yes     N/A    Show floor plan for each identified room on each floor with sprinkler piping type, layout, sizes and hanger details. Plans must be approved prior to installation of such system.
- Yes     N/A    Show ceiling plans for each room on each floor with sprinkler head type, and layout locations.

- Yes     N/A    Provide sprinkler system design criteria showing hydraulic calculations, water flow test data, built in safety margin and fire pump summary.
- Yes     N/A    Provide approved testing agency details for all fire rated assemblies and penetrations of them.
- Yes     N/A    Provide fire alarm riser detail showing connections, tamper switches, backflow prevention devices, etc.
- Yes     N/A    Indicate commodity class and high piled storage areas per the International Fire Code.
- Yes     N/A    Provide calculations for flow and pressure at each sprinkler head and flow diagram for grid system.

**“Section F” - \*PLUMBING PLANS\*:**                       N/A

- Yes     N/A    Show a site utilities plan indicating all water and sewer service lines. Provide type and locations of meters, backflow preventers, etc.
- Yes     N/A    Show type and location of interceptors applicable to project. Provide flow rate sizing calculations.
- Yes     N/A    Provide minimum facilities calculations for project.
- Yes     N/A    Provide plumbing plan layout for each floor detailing installation of all piping systems. (i.e. water, gas, sewer, dwv, storm leaders, etc.)
- Yes     N/A    Furnish all room names and numbers as well as floor levels on plans.
- Yes     N/A    Provide a piping schedule for all materials, sizes, slopes and hanger details.
- Yes     N/A    Show the location of all major equipment.
- Yes     N/A    Provide fixture schedule include installation details.
- Yes     N/A    Identify all fixtures on floor plans and in riser diagrams.
- Yes     N/A    Indicate roof drains and scuppers type, location and sizing of each.
- Yes     N/A    Show all toilet/bathroom layouts using a minimum of ¼”=1” scale.
- Yes     N/A    Show all drinking fountain and eyewash locations.

**“Section G” - \*MECHANICAL PLANS\*:**                       N/A

- Yes     N/A    Furnish room names and number for each room and area on every floor.
- Yes     N/A    Indicate the type, location and sizes of all mechanical equipment.
- Yes     N/A    Indicate location and proper support of roof mounted equipment.
- Yes     N/A    Provide mechanical plans of all equipment, piping, ductwork, include schedules, details and schematics necessary for system installation.
- Yes     N/A    Show mechanical room layouts in sufficient dimensional scale to verify servicing and clearance requirements.
- Yes     N/A    Show sizes and composition of all ductwork.
- Yes     N/A    Indicate air distribution devices and show cfm for all supply, return and exhaust equipment.
- Yes     N/A    Show the location of all listed and approved fire dampers, smoke dampers and fire doors.



- Yes     N/A    Show all existing and new fire rated walls with their ratings. Provide approved manufacturer's penetration installation details.
- Yes     N/A    Show the smoke ventilation of atriums and pressurization of high-rise stairwells.
- Yes     N/A    Indicate controls for fan shutdown including emergency manual and automatic smoke detection.
- Yes     N/A    Show all condensate drain installation from the unit to the point of discharge.
- Yes     N/A    Indicate toilet room exhaust requirements.
- Yes     N/A    Provide outside air ventilation rate for project per the International Mechanical Code.

**"Section H" - \*ELECTRICAL PLANS\*:     N/A**

- Yes     N/A    Provide panel schedules with circuit and feeder loading, overcurrent protection, and NEC load summaries for all new and affected panels and services. Include fault current data, short circuit ratings and fault current protection coordination.
- Yes     N/A    Provide a single line riser diagram showing all new and/or affected services. Indicate feeders, wire sizes and insulation types, and conduit sizes and types.
- Yes     N/A    Indicate number of service mains and subpanels. Show their actual physical locations within the project.
- Yes     N/A    Indicate the grounding electrode system, including conductor size for new and/or affected services and transformers. Provide details on grounding methods.
- Yes     N/A    Show physical locations of all new and/or affected panels and switchgear.
- Yes     N/A    Show electrical plans for every affected floor and roof.
- Yes     N/A    Provide wiring methods. Indicate conductor and conduit types and sizes.
- Yes     N/A    Provide receptacle plans with circuit directory.
- Yes     N/A    Provide lighting plans with circuit directory. Show energy code compliance.
- Yes     N/A    Indicate the design and operation of all emergency life safety systems such as: generator, smoke detection, egress and emergency lighting, shaft pressurization and relief, and fire alarms.
- Yes     N/A    Indicate all hazardous classified areas including specific wiring methods to comply with NEC. Provide details and notes.
- Yes     N/A    Indicate all patient care areas and provide specific wiring methods to comply with NEC. Provide details and notes.
- Yes     N/A    Provide all HVAC equipment and appliances nameplate data.
- Yes     N/A    Indicate all motor horse power ratings.
- Yes     N/A    Provide submittal statements indicating all equipment and materials are listed and labeled by an approved testing agency or laboratory.

**\*\*THIS COMPLETED FORM IS REQUIRED TO BE SUBMITTED WITH THE PROJECT PLANS\*\***