



Building Permit Submittal Requirements

Residential - New Construction, Additions and Alterations



CITY OF WARREN - BUILDING CODE DEPARTMENT
318 W. Third Avenue, Warren, PA 16365 · (814) 723-6300 · www.cityofwarrenpa.gov

The instructions outlined below will assist you in providing the necessary information required to obtain a building permit. All the required information is necessary to adequately determine compliance with the provisions of the Pennsylvania Uniform Construction Code (UCC). No work is to be commenced until a building permit has been issued. To obtain a building permit, the following information is required to be submitted for review:

- ☑ **Completed Application for Building Permit**
- ☑ **A site plan including the following:**
 - Size and location of all new construction and all existing structures on the site.
 - Distances to the front sides and rear property lines.
 - Established street grades and the proposed finish grade.
- ☑ **Two (2) sets of complete construction documents** with sufficient clarity, details and dimensions to show the nature and extent of the work proposed. This information is required to be submitted to determine compliance with the applicable building code(s). These details include but not limited to the following information:
 - Elevation views of all sides of the structure showing approximate finish grade.
 - Floor plan showing overall size of structure and sizes of individual room(s). Show the size and location of any decks, porches, stairs, ramps or landings.
 - Footer detail including depth below grade, thickness, width and location of rebar.
 - Foundation wall detail showing type of masonry, waterproofing and anchorage of structure to foundation.
 - Floor joist size and spacing.
 - Thickness and type of subfloor material.
 - Location and size of all beams.
 - Ceiling joist size and spacing.
 - Roof rafter size and spacing.
 - Thickness and type of roof sheathing.
 - Roofing and siding material.
 - Wall sections showing framing members, bottom plates, headers, beams, girders, posts, sheathing, wall coverings, stairs, rafters, trusses, roof covering, attic ventilation and insulation.
 - Show any additional framing details for non-standard situations such as point or linear loading of joists, cathedral and vaulted ceilings. If using LVL beams, truss-joists, or glulam members, document the adequacy of support with loading diagrams and calculations from manufacturer. Loading situations not covered by tables in the code may require analysis by a professional structural engineer. **All engineered components must be accompanied with plans showing the job specific title, address and PA design professional's seal.**
 - Stair details showing dimensions of width, riser height, tread depth, railings, guards and height of ceiling above stair.
 - Size and type of all doors and windows. Include dimension of the largest net clear window opening in each sleeping room window. (Emergency egress)

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Construction documents (continued)

- Dwelling unit / garage separation details.
- Location of all smoke alarms and carbon monoxide detectors.
- If the structure is heated, show energy code compliance details. Show U values for windows and doors and R values for exterior walls, attic and foundation insulation. PA Alternative or REScheck may be used in lieu of prescriptive compliance method.
- Mechanical details: Show location, type and size of all HVAC equipment, chimneys, appliances, ducts, piping, venting methods, and vent termination points. Show cross-section of any fireplace constructed.
- Plumbing details: Provide details of all plumbing elements including sizes and locations of all piping. An isometric drain/waste/vent riser diagram is preferred.
- Electrical details: Show size and location of service. Show location of receptacles, switches and lighting on each floor.

Zoning Permit. For new construction, additions or changes in the use of a structure or portion of structure, a copy of the approved Zoning Permit must be submitted. (May not be required in municipalities that do not have zoning regulations.)

Stormwater Permit. For new construction and additions located in the City of Warren, an approved Stormwater Permit must be submitted. In addition to new construction and additions, the requirement for Stormwater Permit also applies the creation of any new impervious surfaces such as sidewalks, driveways and parking.