DUBLIN BOROUGH
119 Maple Avenue
Dublin, PA 18917
www.dublinborough.org

BUILDING PERMIT PROCEDURES

BUILDING PERMIT PROCEDURE: Complete all applicable permit applications and submit one (1) copy and one (1) digital copy of building plans with specifications. All plans must be provided with an architect seal. The Borough reserves the right to waive this requirement. A non-refundable application fee of **$100** must accompany the building permit application.

NOTE: If Zoning Approval is required, that must be obtained prior to submitting a building permit application.

BUILDING PERMIT PLANS AND SPECIFICATIONS:

- DIMENSIONS: Show ALL dimensions of ALL proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- FOUNDATION & FOOTINGS: Give ALL foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 8”). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and PSI (pounds per square inch) of concrete and/or other sub-materials.
- MAIN BEAMS: Give size and description of materials of beam and column supports. Spans between columns must be indicated. **If using Manufactured Beams, structural plans must be sealed by Engineer or Architect.**
- FLOORS: Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. **If using Manufactured Floor Trusses, structural plans must be sealed by Engineer or Architect.**
- WALL: Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the use of wall insulation, its thickness and R factor. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.
- CEILING & ROOF FRAMING: Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness, and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. **If using Manufactured Roof Trusses, structural plan must be sealed by Engineer or Architect.**
- ATTACHING TO EXISTING STRUCTURE: Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- INTERIOR: Indicate type and thickness of materials to be used on interior walls and ceilings.

NOTE FOR POOLS: Temporary fencing (such as snow fencing) must be provided around excavation during construction. Details of permanent pool fencing showing compliance with Borough Codes must be shown on plot plan. **Permanent fencing must be in place before pool is filled.**

PERMIT GRANTED: Work may not start until a permit has been approved and granted. The permit card(s) are to be displayed so as to be visible from the street.

INSURANCE REQUIREMENTS: ALL CONTRACTORS MUST provide a Certificate of Insurance verifying valid Worker’s Compensations coverage. In addition, each contractor must show proof that you are registered as a home improvement contractor with the State of Pennsylvania.

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119 Maple Avenue, Dublin PA 18917
Telephone: 215-249-3310 · Fax: 215-249-9875
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Permit #_____

CONSTRUCTION WORK APPLICATION

Is Owner Applicant?
◯ Yes
◯ No

PERMIT TYPE: ☐ Building ☐ Electrical/Alarm ☐ Plumbing ☐ HVAC/Mechanical/Sprinkler ☐ Other

Description: –

PROPERTY INFORMATION (Site address where work is to be performed)

Street Address	City/State/Zip
Tenant / Business Name (Non-Residential Only)	

PROPERTY OWNER INFORMATION

Name	Daytime Phone #
Email Address	Cell Phone #
Street Address	City/State/Zip

CONTRACTOR INFORMATION (ALL CONTRACTORS MUST BE PROPERLY REGISTERED BEFORE PERMIT IS ISSUED)

CONTRACTOR		NAME / ADDRESS / EMAIL ADDRESS DAYTIME PHONE #	Estimated VALUE $
GENERAL			
ELECTRICAL			
ALARM			
PLUMBING			
HVAC/MECH			
SPRINKLER			
ROOFING			
FOUNDATION			
CARPENTERS			
OTHER			

COMPLETE FOR NEW CONSTRUCTION ONLY

	NO.		SQ. FT. OF
Stories		Basement Area	
Bedrooms		1st Floor	
Full Baths		2nd Floor	
Partial Baths		3rd Floor	
Garage (bays)		Garage Area	
Height Above Grade		Attic	
Fireplaces (Custom)		Deck/Patio	
Fireplace (Factory)		Rear Porch/Sunroom/Breakfast Nook	
TOTAL CONTRACT VALUE $		**TOTAL SQ. FT.**	

PROPOSED GENERAL CONSTRUCTION WORK

☐ ADDITION	☐ GENERATOR	☐ ROOF OVER FRONT PORCH
☐ BASEMENT RENOVATION (Bedroom requires 2nd means of egress)		☐ SHED
☐ BATHROOM RENOVATION	☐ INTERIOR ALTERATION	☐ SOLAR
☐ DECK	☐ KITCHEN RENOVATION	☐ SUNROOM / ENCLOSED REAR PORCH
☐ DECK WITH ROOF	☐ NEW CONSTRUCTION	☐ TENANT FIT-OUT
☐ FENCE	☐ PATIO	☐ WALKWAY
☐ FENCE CROSSING EASEMENT	☐ PATIO WITH ROOF	☐ OTHER
NOTE: Manual J Heat Load Calculations - required for all new construction or new living space if using existing heat system		
FRAMING: _____Steel _____ Masonry _____ Concrete _____ Wood _____ Other _____		
DETAILED DESCRIPTION OF WORK:		
Construction Type: ☐ NonResidential ☐ Residential	CONTRACT VALUE FOR GENERAL CONSTRUCTION (EXCLUDING: ELEC,PLUMB,HVAC/SPR) $	Sq. Ft. of Total Project

ELECTRICAL - Provide a digital copy and (1 PLAN SET) and/or FIRE / SPRINKLER ALARM (1 PLAN SET)

Total Service _____ Amps	No. of Circuits ___ 2-Wire ___ 3-Wire ___ 4-Wire	No. of Services Outlets _____ 110V _____ 220V
New Service _____ Amps	Upgrade Service _____ Amps	
DESCRIPTION OF WORK:		
TOTAL ELECTRIC CONTRACT VALUE $		
TOTAL ALARM CONTRACT VALUE $		

HVAC / MECHANICAL WORK - Digital copy and (1-PLAN SET) and/or SPRINKLER (1-PLAN SET)

Residential System (check one) : ☐ New ☐ Replace ☐ Removal	Commercial System(check one) : ☐ New ☐ Replace ☐ Removal

PROPOSED WORK

☐ Above ground Tank _____ gallons	☐ Coil Unit	☐ Sprinkler System – Alteration
☐ AC Compressor	☐ Electric Furnace	☐ Sprinkler System – New
☐ Air Cleaner	☐ Exhaust Hood	☐ Stand Pipe
☐ Air Handling	☐ Extension of existing supply/return ducts only	☐ Stove – Wood/Coal/Pellet
☐ Alarm System – Alteration	☐ Indoor/Outdoor Fireplace or insert	☐ Underground Tank _____ gallons
☐ Alarm System – New	☐ Forced Air Unit	☐ Underground Tank Removal _____ gal
Ansul System	Gas/Oil Conversion Unit	Emergency Generators
Boiler	Roof Top Unit	☐
DESCRIPTION OF WORK:		
TOTAL HVAC / MECHANICAL CONTRACT VALUE $		
TOTAL SPRINKLER CONTRACT VALUE $		#SPRINKLER HEADS:

BUILDING PERMIT

PLUMBING WORK

ENTER THE NUMBER OF FIXTURES BEING INSTALLED OR REPLACED
PROVIDE RISER DIAGRAM ON BACK OR SEPARATE SHEET

FIXTURES:	QUANTITIES:				
	Bsmt	1st flr	2nd flr	3rd flr	4th OR ABOVE
Bath / Tubs / Showers					
Dishwashers					
Drinking fountains					
Ejector pumps					
Floor drains / Floor sinks					
Garbage Disposal / Grease trap / Interceptors					
Irrigation System					
Water heaters (expansion tank required)					
Washing Machine/ Hose Bib					
Sinks / Mop Sinks					
Urinals / Water Closets					
Water Service Line - Interior Water-Sewer Line					
Water Softener					
Other:					
TOTAL PLUMBING CONTRACT VALUE $			TOTAL # FIXTURES:		

NOTE: PERMIT SUBMISSION *DOES NOT* GRANT "APPROVAL" TO START WORK.

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit. I understand that the issuance of the permit creates no legal liability, express or implied, on Dublin Borough; and certify that all the above information is accurate. A permit issued is subject to Section 105.4 of the IRC and the IBC, as amended. Permit expires if work is not started in 6 months, not completed in 12 months, or if work is discontinued for 6 months in the judgment of the Borough. The Building Inspector, or the Inspector's authorized agent, is authorized to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the proposed work. Failure to comply with the above will result in a STOP WORK order. The Borough reserves the right to request a copy of all contracts for work performed.

Owner/Authorized Agent Signature **Date**

BUILDING PERMIT REMINDER: Complete all applicable permit applications and submit two (2) copies and one (1) digital copy of building plans with specifications. All plans must be provided with an architect seal. The Borough reserves the right to waive this requirement.

TO BE COMPLETED BY BOROUGH STAFF

Building Code Official:_____ Date:_____

Approved ☐ Denied ☐

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WORKERS COMPENSATION INSURANCE COVERAGE INFORMATION

A. The applicant is _____

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

◯ Yes ◯ No

If the answer is "yes," complete section B and C below as appropriate.

B. Insurance Information

Name of Applicant_____

Federal or State Employer Identification No._____

Applicant is a qualified self-insurer for workers' compensation.

☐ *Certificate Attached*

Name of Workers' Compensation Insurer_____

Workers' Compensation Insurance Policy No._____

☐ *Certificate Attached*

Policy Expiration Date_____

C. Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

◯ Contractor with no employees. **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Borough.**

◯ Religious exemption under the Workers' Compensation Law. (**MUST BE NOTARIZED)**

_____ _____

Signature of Applicant Date