

RESIDENTIAL ADDITIONS

Bedroom - Family Room – Kitchen – Attached Garage

Thank you for building in Logan Township. The following information and checklist is being provided to assist in the completion of an application for a building permit. You may choose to draw your own plans or hire a professional. If you have a question(s) while preparing your plan, or the required documentation, please call the Logan Township Building Code Official at 814-944-5349 during normal business hours 8:00 AM – 4:30 PM – Monday thru Friday.

All plans submitted to the Township must be in compliance with the Pennsylvania Uniform Construction Code (Code) and Logan Township Ordinances. The current adopted version of the Code is the 2009 International Residential Code

An initial review of your plan and documentation will be made by the Logan Township Building Code Official to ensure the application is complete and that all required plans and documentation are included. If the initial review determines that the plan is complete it will be forwarded to the Middle Department Inspection Agency (MDIA) for review. MDIA’s review will be made to ensure that the plans and drawings are in compliance with the current Code.

The Township and MDIA will make every effort to review and approve the plan and documentation within fifteen (15) business days of the date submitted. The applicant will be contacted to provide any missing information. If additional information is required, the fifteen (15) business day period will begin again when the additional information is provided to the Township and/or MDIA.

If MDIA determines that the minimum requirements are met, the plan will be marked “approved”.

The applicant will be contacted when the plans have been approved. At this time the applicant will be informed of the building and zoning permit fees due and when the permit may be picked up at the Logan Township Planning and Zoning Department. Note: The permit will not be issued until all fees are paid.

SPECIAL NOTE: Although plans may be reviewed and approved, it is sometimes necessary to make revisions in the field to meet the Code and adjust due to applicant/contractor changes or unforeseen circumstances. Please check with the MDIA inspector prior to making any revisions to the approved plan. All revisions will need to be approved by the inspector for Code compliance.

A final inspection will be made by the MDIA inspector and the Logan Township Building Code Official. Upon a successful final inspection, the Certificate of Occupancy will be issued by the Township Building Code Official within five business days.

When completing the Building Permit Application the detail for each check marked item must be shown on your plans and drawings. The following are to be included in the applicaton:

1. _____ Complete the Building permit application. Make sure to include the applicant name, the address of the residential addition, and what the addition will be used for, e.g., bedroom, kitchen, and garage.
2. _____ “Affidavit of Exemption”. If you are hiring a contractor to construct your addition who has workers’ compensation insurance, have the contractor or their insurance carrier provide you with a “Certificate of Insurance”. The Certificate of Insurance will be submitted as part of the permit application. If the homeowner or a contractor without workers’ compensation is constructing the addition, the attached “Affidavit of Exemption” must be completed and notarized.

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3. _____ A site plan with applicable documentation showing the proposed addition, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines. Please note that the setback requirements are different for the sides, back and front of the structure. If you are unsure of the setback requirement please contact the Logan Township Planning and Zoning Department at 814-944-5349.

4. _____ Three (3) complete sets of your plan with documentation must be submitted. The plans shall show in detail that the proposed addition is in compliance with the present Code.

Detailed Checklist for Assisting in the Completion of the Building Permit Application

Please ensure that each applicable item per the following list is shown on the plan, drawings and all required documentation is included:

(a) _____ Floor plan – show width and length of rooms in feet and inches. The size of each floor determines the framing required.

(b) _____ Footer detail - must include the depth which shall be at least thirty-six (36) inches below grade (ground level).

(c) _____ Foundation Type - show the type of masonry, e.g., concrete block, poured concrete or other – be specific. Also include the thickness, width, rebar size and placement, and waterproofing type.

(d) _____ Roof Rafter Size – show species, e.g., hemlock, spruce; grade, e.g., #1, #2, #3; size, e.g. 2" x 6", 2" x 8", 2" x 10"; and length of the wood. If you are using pre-built roof trusses, the manufacturer's specification sheets must be provided.

(e) _____ Rafter Spacing – show the spacing between the rafters, e.g., 16" on center or 24" on center.

(f) _____ Roof Sheathing – show the type to be installed, e.g., plywood, osb; and thickness, e.g., 1/2", 5/8", 3/4".

(g) _____ Roofing – show the type, e.g., shingles, rubber, and metal. Include the ice and water guard which is required for a shingled roof.

(h) _____ Ceiling Joist Size – show the size of the board, e.g., 2" x 4", 2" x 6", 2" x 8"; length; and spacing, e.g., 16" on center, 24" on center.

(i) _____ Floor Joist – show the size, e.g., 2" x 4", 2" x 6", 2" x 8"; the spacing, e.g., 16" on center, 24" on center. If using pre-manufactured floor joists, the manufacturer's specification sheets must be provided.

(j) _____ Wall Sections – for each wall section - show top plate, e.g., 2" x 4", 2" x 6", 2" x 8"; and bottom plate, e.g., 2" x 4", 2" x 6", 2" x 8".

(k) _____ Header - identify the size, e.g., 2" x 4", 2" x 6". 2" x 8"; length, and if doubled or tripled.

(l) _____ Wall Bracing - show the material type, size, placement and fasteners

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(m) _____ Beam (s) – show the size, location and type, e.g., laminated, manufactured, steel or other. In addition, the manufacturer’s specification sheets must be provided.

(n) _____ Doors - show the size, e.g., 32” x 78”, 36” x 78”; and location. All egress doors must have a minimum landing of three (3) feet deep. The width of the landing shall be at least the width of the door. If there is a step down to the landing, the step depth may be no greater than 7 ¼”.

(o) _____ Windows - show the location, height off of the finished floor, and the size, e.g., 32” x 60”, 24” x 48”. The net clear opening dimensions of all sleeping room windows must be shown for emergency egress purposes. At least one (1) window in a sleeping room must have an opening that is six (6) square feet. That is, when the bottom half of the window is opened it must have an open space (without restrictions) of six (6) square feet. The U values for each window must be listed, e.g., U-0.65, U-0.75. The sticker indicating the U values shall not be removed until the addition receives approval for occupancy.

(p) _____ Smoke alarms and carbon monoxide alarms - show the number and which room (s) they are installed. If more than one (1) is being installed, they must be direct wired with battery back-up and interconnected.

(q) _____ Insulation - show the R values for exterior walls, attic and foundation e.g. R-21, R-30, R-38. The R value requirements per the Code are different for basements ceiling/walls, living space ceilings/walls and under the roof. If you are not sure what is required, call the MDIA inspector.

(r) _____ Heating - show the type, size and heat calculations of any new heating unit. If a new unit is not being installed, the heat calculations of the existing unit must be provided to verify that the existing unit will handle the new load/area. The existing heating unit must be able to heat the total square feet of the new addition unless a secondary source of heat is available, e.g., pellet, electric, coal or wood stove.

(s) _____ Plumbing - if the addition requires plumbing, show the location, size and type of fixtures, water and drain lines.

(t) _____ Electrical – show the location of receptacles, lights, fans; and the wire type and size. Receptacles must have at least 6” of excess wire.

(u) _____ Stairs – show the location and design. The maximum riser height of all stairs is 8 ¼” and the minimum tread depth is 9”. The width of all stairs is 36” and minimum headroom is 80”.

(v) _____ Stair Handrail – show the location. The height from the nose of the tread shall be a minimum of 34” and a maximum of 38”. All handrails must have a return into the wall or newel post.

(w) _____ Guardrails – show the location of the guardrail. The minimum is 34” as measured vertically from the nose of the tread.

(x) _____ Basement emergency exit – if the addition has a basement area, show the location, type and size of the escape opening.

(y) _____ Wall Bracing – show the material, length and fastening types.

MDIA BUILDING INSPECTION PROCESS

Call Brian Rearick, MDIA Inspector, at 1-800-682-6342 for all inspections.

The permit applicant or authorized agent is responsible for scheduling all inspections. When you call MDIA to schedule an inspection, you must supply your building permit number – not your zoning permit number.

A minimum of twenty four (24) hours notice is required to schedule a MDIA inspection. The best time of the day to call is between 8am and 9am. Do not schedule an inspection if the work is not ready!

If you are using a contractor it is advised that you remind your contractor to review and adhere to the approved plans and drawings. Please note that a change to the approved plans must be approved by the MDIA inspector for code compliance prior to proceeding with the changes.

The following are required during the construction of the addition:

1. The building permit must be posted on the site of the work and clearly visible from the road until the project is complete.
2. Approved plans must be on the job site and available for review by the inspector. These must be the plans that were marked “Approved” by the MDIA inspector.

The building addition will be inspected in the following order by the MDIA Inspector:

1. Footer – limited to the inspection of the forms – concrete is not to be poured until the footer forms are inspected and approved.
2. Foundation – for the inspection of the french drain which is required around the foundation – includes the inspection for the water proofing of the foundation and the poured concrete footer.
3. Plumbing - under slab (rough-in) done prior to pouring the concrete floor.
4. Framing – for the inspection of all framing to include the “roughed in” of all new heating, plumbing and wiring. This inspection is conducted prior to any exterior finishes being applied and the installation of any insulation.
5. Energy conservation – limited to the inspection of the installed insulation. NOTE: There are different R value requirements for basement, ceilings and walls. The Code is specific to the type and the installation of faced insulation.
6. Wallboard – inspected if installed – wallboard is required if there is an integral or attached garage.
7. Final Inspection – when job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.

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AFFIDAVIT OF EXEMPTION – REQUIRES A NOTARY SEAL

The undersigned affirm 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:

_____ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

_____ Contractor has 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 municipality.

_____ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

Signature of Applicant

County of Blair

Municipality of Logan

Subscribed, sworn to and acknowledged
before me by the above _____
this _____ Day

of _____

20 _____.

SEAL

Notary Public