



1307 West Lehigh Street
Bethlehem, PA 18018
610-866-9663 Office
info@keycodes.net
www.keycodes.net

Job # _____

RESIDENTIAL PERMIT APPLICATION

Municipality _____

1. **Project Address:** _____ **Date:** _____

2. **Owner:** _____ **Phone #:** _____ **Cell** _____

3. **Address:** _____ **State:** _____ **Zip** _____ **Email** _____

4. **Applicant:** _____ **Phone#** _____ **Cell** _____

5. **Address:** _____ **State:** _____ **Zip** _____ **Email** _____

6. **Type of Project:** ☐ New Home ☐ Addition ☐ Deck ☐ Basement finish ☐ Garage

☐ Patio ☐ Porch ☐ Remodeling ☐ Pool (above / in-ground / spa – Circle choice)

☐ Other _____ ☐ Estimated Cost _____

7. **Describe Proposed Work:** _____

8. **Total Square Feet of Project:** ☐ Basement _____ ☐ Garage _____ ☐ 1st Floor _____

☐ 2nd Floor _____ ☐ Porch _____ ☐ Patio _____ ☐ Deck _____

9. **Permit includes:** ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Energy / Insulation

Sub-contractor name: _____ Phone: _____

Sub-contractor name: _____ Phone: _____

Sub-contractor name: _____ Phone: _____

Sub-contractor name: _____ Phone: _____

Sub-contractor name: _____ Phone: _____

10. **Plans:** ☐ **Please include 3 complete sets of plans and specifications (as necessary)**

☐ All structural information (foundation, floor joists, walls, ceiling joists, rafters, trusses, steel beams, LVL beams)
(List all sizes, spans & all beam calculations)

What type of heat? _____

☐ Electrical plan

☐ Plumbing Plan- Including venting plan & sizes of all vents

☐ Mechanical Plan – Duct R- values, **Type of Heat**, Efficiency rating, A/C equipment,

☐ Energy Path (RESHCHECK or PA ALTERNATIVE)

- Provide all R-values of floors, walls and ceilings
- Provide all U-factor ratings of windows and doors

ENERGY INFORMATION:

11. **ENERGY CODE PATH:** ☐ RESCHECK ☐ PA ALTERNATIVE ☐ IECC

RESCHECK – 3 sets of all pages including the certificate must be submitted

PA ALTERNATIVE – All R-Values for walls, floors and ceiling must be shown. All exterior doors and window U-factor ratings must be shown. All heating and cooling equipment must be listed and the location of each unit. All duct work R-values must be shown.

To obtain a copy of the 2009 PA Alternative – Please contact our office and we can email one to you.

A programmable thermostat is required. Attic hatches must be insulated and weather sealed. Air barriers are required over the insulation at all exterior tubs / showers and zero clearance fireplaces.

ALL Duct work must be tested for “air leakage”. (RESCHECK / PA ALTERNATIVE / IECC)

NOTE: R- 20 is now the required minimum exterior wall R-Value.

PLUMBING INFORMATION:

12. **Description of Work:** _____

13. **Project Information:** *LIST NUMBER OF FIXTURES FOR EACH*

Water Closets _____ Bath Tubs _____ Showers _____ Lavatories _____ Sinks _____

Garbage Disposal _____ Urinals _____ Drinking Fountains _____ Cooler Fountain _____

Clothes Washing Machine _____ Floor Drains _____ House Trap _____ Laundry Tub _____

Other Fixtures Not Listed _____

Sanitary pipe material _____ Water pipe material _____

SHOW ALL VENT SIZES ON PLAN – ONE 3 INCH VENT REQUIRED FOR EACH DWELLING

ELECTRICAL INFORMATION:

Service size _____ Power company job number _____

Sub panels (quantity and size) _____

Quantities: Receptacles _____ Switches _____ Lights _____ Fans _____

Smoke Det. _____ Appliances _____ AG Pool _____ IG Pool _____ Spa _____

Other (describe) _____

MECHANICAL INFORMATION:

Description of Work: _____

14. **Project Information:** LIST NUMBER OF UNITS FOR EACH

HEATING UNITS _____ A/C UNITS _____ EXHAUST FANS _____ GAS
EQUIPMENT _____

OIL EQUIPMENT _____ PLENUM RETURN ☐ YES ☐ NO COOKING EXHAUST _____
LAUNDRY _____ (COMMERCIAL ONLY)

OTHER EQUIPMENT _____

*A CARBON MONOXIDE DETECTOR IS REQUIRED IF ANY FUEL BURNING EQUIPMENT OR
ATTACHED GARAGE(S) - RESIDENTIAL*

CONSTRUCTION DRAWINGS

Three sets of drawings are required for plan review purposes.

- 1. Sealed design plans may be required by our office under R106.1.1 of the 2009 IRC code.**
- 2. SITE PLAN** – A site plan shall be submitted showing all property dimensions and proposed structures (addition, garage, deck, pool, etc.) See example attached.
- 3. ELEVATION DRAWINGS** – All elevations must be shown and indicate the height of the structure and the height of the finish grade. If there is going to be a walk out basement the sloped grading must be indicated on the plans.
- 4. WALL BRACING**– A plan showing all wall bracing requirements shall be submitted and follow the 2006 IRC R602.10 to R602.11.3.
- 5. ROOF FRAMING** – A roof framing detail plan must be submitted indicating if the roof will be constructed with standard framing lumber or roof trusses.
 - If standard framing will be used all rafters, hip rafters and ridge board sizes must be indicated along with the spans of each and roof pitch.
 - If roof trusses will be used then the type / style of roof truss must be indicated, the spacing of each truss and an engineered truss design must be submitted with the engineer's professional seal.
- 6. CROSS SECTION DETAIL** – A cross section detail plans must be included and show all materials from the footer up to the roof and include all material sizes and spacing. This plan shall show as much details as possible including (rebar, psi of concrete, vapor barrier, anchor bolts, floor joists, wall studs, sheathing, house wrap, insulation R-values, ceiling joists, rafters, ridge board, roof trusses, hurricane tie down clips, roof sheathing, snow & ice shield) The foundation area shall be noted as "full basement, crawl space or slab on grade) See attached example.
- 7. ENGINEERED MATERIALS** – Any material that is engineered (I-joists, floor trusses, LVL beams, roof trusses, superior wall foundations) shall have all the design specifications submitted. All steel beam sizes shall be noted on the plans and shall have documentation of how the steel beams were sized. **Anything that is "engineered" shall have the design professional's seal on the information submitted.**

8. **FLOOR PLANS** – All floor plans must be submitted including basement, first floor and second floor.
- A foundation plan shall show location of second egress and location of sump pit, HVAC equipment and any future bathroom plumbing.
 - All rooms shall be labeled for the intended use and room sizes shall be indicated.
 - All doors and windows shall be shown and the sizes of each shall be noted on the plans
 - Tempered glass and all safety glazing shall be noted on the plans and which windows and doors will be tempered and/or safety glazing.
 - Bedroom windows shall be labeled “EGRESS” and comply with the egress code requirements.
 - All electrical devices shall be indicated on the floor plan.
 - Smoke and Carbon Monoxide detectors shall be shown on the floor plans.
9. **ENERGY** - All R-values of insulation (basement walls or ceiling, walls and attic ceiling)
- All windows and doors U-factor ratings (.35 or better)
 - The chosen Energy Code path must be indicated (PA Alternative 2009 / RESCHECK or the 2009 IECC)
 - A programmable thermostat is required
 - Attic hatches must be insulated and weather sealed per the chosen code path.
 - All HVAC equipment energy ratings shall be provided.
 - Walk out basement areas must have 2 inch rigid foam (R-10) on the interior perimeter of the foundation.
 - The energy certificate must be placed on the electrical panel box for final inspection.
10. **PLUMBING** – All water and sanitary piping materials shall be indicated on the plans. A venting schematic plan must be submitted showing all drain, waste and vent sizes.
11. **MECHANICAL** – All duct work R-values shall be indicated on the plans. All equipment specifications must be submitted.
12. **ELECTRICAL** – Note the NEC code edition on the plans. If submitting a plan, show all placements of all electrical devices.
13. **BASEMENT CEILING** – If using engineered I-joists or floor trusses or any other type of engineered floor system the basement ceiling must have a minimum of ½ inch gypsum, 5/8 inch wood structural panels or No Burn applied / attached to the ceiling per Act 1 2011 (HB 377)

I have read the above instructions and agree to provide the required information, as determined by Keystone Code Consulting and Enforcement and all municipal authorities. I understand that my permit application is subject to review and approval prior to issuance. I further understand and agree not to begin construction until a building permit has been issued.

OWNER SIGNATURE

DATE



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Instructions for Completing Your Permit Application

RESIDENTIAL:

- Select the residential application if your permit is for a one or two family dwelling alteration, addition or new construction project.
- Complete the application and provide three sets of drawings showing the proposed construction.
- Please note that our website www.keycodes.net has specific applications you may want to use for a deck, pool and a few other common residential projects.

COMMERCIAL:

- Select the commercial application for all other alterations, additions or new construction projects.
- Complete the application and provide three sets of drawings showing your proposed construction. Please note that drawings must be prepared and sealed by a design professional registered with the State of Pennsylvania for commercial additions, new construction, structural alterations or changes to the egress for commercial projects.

Submittals shall be reviewed by our plans examiners and once approved will be returned to the municipal official. Approved documents will include a copy which must remain on the jobsite during construction. Also included will be a listing of required inspections and contact information for you so you know how to request your inspections.

Please call our office at 610-866-9663 or email us at info@keycodes.net if you have any questions or need any assistance completing your permit application.