

**CUSTOMER ASSISTANCE GUIDE
PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

SIGNS

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior submitting your application.

___ “Affidavit of Exemption” (See attached form). If you are hiring a contractor to construct your structure, and they have workers’ compensation, have the contractor or their insurance carrier provided us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the structure, the attached form must be completed and notarized.

___ 3 (three) complete sets of sealed drawings that show the design and construction including all material, loads and stresses.

___ Drawings must be in compliance with 2015 IBC Appendix H (attached).

___ Site plan showing placement of sign on lot and or building.

___ Support structure or attachment of sign.

___ Type of lighting.

___ Electrical wiring method, size, type and location including disconnects required. (Reference NEC Article 600)

___ Height of sign from grade.

___ Workers compensation insurance certificate or an affidavit of exemptions.

___ Completed permit application.

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

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BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

DEMOLITION CONSTRUCTION GUIDELINES

- Notify PA One Call at 800-242-1776 or at www.paonecall.org at least 3 days prior to start of any demolition or excavation.
- Identify the type and location of site utilities such as gas, electric, water service lateral, public sewer lateral, on-lot well or on-lot sewer system on the site plan.
- Utility Disconnections: Service utility connections shall be disconnected and capped in accordance with the approved rules and requirements of the authority having jurisdiction. International Building Code Sections 3303.6.
- Identify on the site plan if any existing underground or aboveground storage tanks. (Combustible and flammable liquids) are present on the property. A separate permit shall be applied for and obtained prior to removal of any storage tanks. Permit shall be obtained from the Pennsylvania Department of Labor and Industry.
- Asbestos shall be removed in accordance with Pennsylvania Department of Environmental Protection air Quality's regulations. View the department's website at <http://depweb.state.pa.us/dep/site/default.asp>. Asbestos removal is regulated by the Department of Labor and Industry. Call Pennsylvania Department of Labor and Industry at 717-772-3396 for more information.
- Pedestrian Protection: The work of demolishing and building shall not commence until pedestrian protection is in place. Refer to Section 3306 of the 2009 IBC for specific protection requirements. IBC Section 3303.2.
- Site Maintenance: Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade. Only clean fill is to be used in backfilling of demolished structures. IBC Section 3303.4.
- Water accumulation: Provisions shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property. IBC 3303.5.
- Future construction (if applicable) requires backfilling with approved engineered fill or excavation to virgin soil.

DEMOLITION PERMIT CHECKLIST AND CONSTRUCTION GUIDELINES

Complete the following checklist for the building demolition. Items that required an acknowledgement only mark with your initials. Items which do not apply, mark with "N/A" or not applicable.

- ___ Complete permit application form with the required permit fee.
- ___ Three (3) site plans clearly identifying the location and footprint square footage of the structure(s) being demolished.
- ___ Acknowledge that the electrical service has been disconnected by the serving Utility.
- ___ Acknowledge that the gas service has been disconnected by the serving utility.
- ___ When on-lot septic systems are present: (1) Tanks must be pumped.
(2) Any associated piping must be removed and properly disposed of, and
(3) Tanks must be removed and properly disposed of or abandoned in-place with holes punched in the tank bottom and filled with clean fill.
- ___ When public sewer is present and the lateral is being abandoned: Laterals must Be capped at the public main as directed by local sewer authority.
- ___ On-lot wells to be abandoned shall have a pump removed: The shaft shall be filled with clean stone and permanently capped 12" below finished grade.

Authorized Agent/Property Owner Signature:

Date: _____

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**SWIMMING POOLS (IN-GROUND OR ABOVE-GROUND)
SPAS AND HOT TUBS (CONTAINS WATER OVER 24 INCHES DEEP)**

- Please read all of the following information.
- Reference ISPSC 2015 for all proposed work. [Click Here](#).
- The following is a check list. You must have a “checklist” in all the sections listed below prior to submitting your application.

____ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your pool, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the pool, the attached form must be completed and notarized.

____ A site plan showing the proposed pool, hot tub or spa location including the distances in feet, to the front, sides and rear property lines.

____ Three (3) sets of complete construction documents that show in detail code compliance for all work proposed to included but not limited to the following information;

____ Safety barrier – show type for your specific pool installation, (fence, walls, etc.) including height. (Barrier requirements attached).

____ If installing deck at pool – take submittal requirements for deck also.

____ Electrical service (pump, filter, receptacles, etc.) show location and type of wiring method. (Electrical requirements attached).

____ Complete building permit application

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

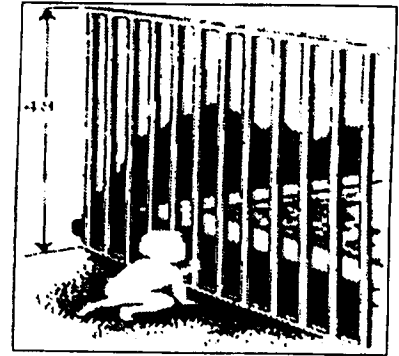
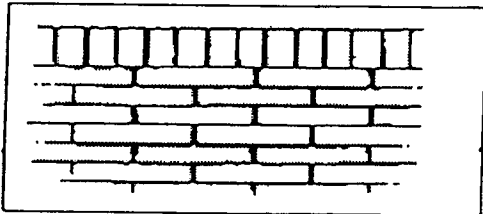
Outdoor private swimming pools, including an in-ground, above-ground or on-ground pools, hot tub or spa shall be provided with a barrier. Access gates for private pools shall be equipped to accommodate a locking device.

Swimming Pool Barrier Guidelines

A successful pool barrier prevents a child from getting **OVER, UNDER, or THROUGH** and keeps the child from gaining access to the pool except when supervising adults are present. A young child can get over a pool barrier if the barrier is too low or if the barrier has handholds or footholds for a child to use when climbing.

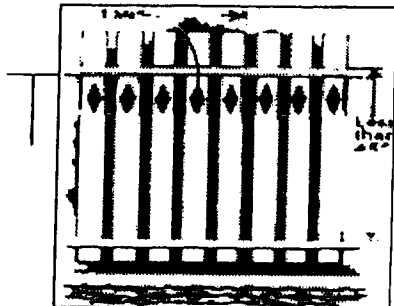
The top of a pool barrier must be at least **48 inches** above grade, measured on the side of the barrier which faces away from the swimming pool.

For a Solid Barrier: no indentations or protrusions shall be present, other than normal construction tolerances and masonry joints.



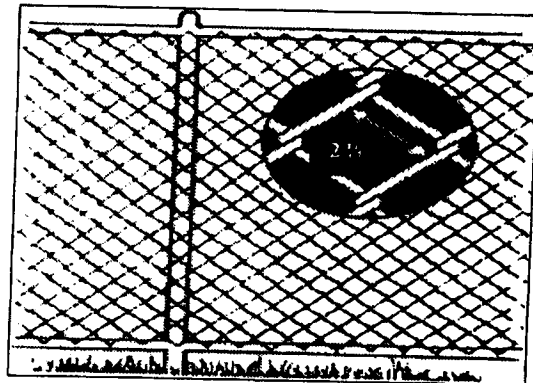
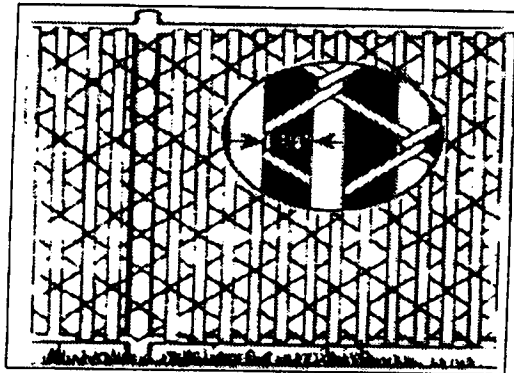
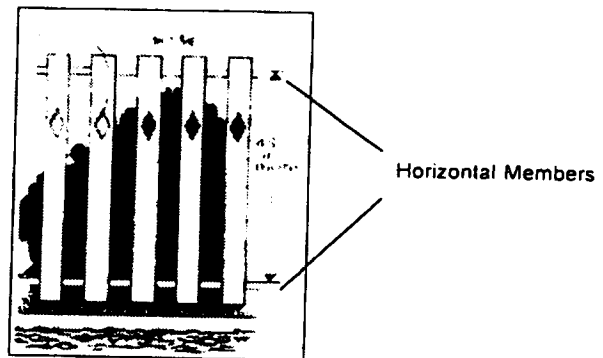
Barriers (Fences) Made Up of Closely Spaced Horizontal Members:

If the distance between the tops of the horizontal members is **less than** 45 inches, the horizontal members shall be on the swimming pool side of the fence. The spacing of the vertical members shall not exceed 1-3/4 inches. This size is based on the foot width of a young child and is intended to reduce the potential for a child to gain a foot hold. If there are any decorative cut-outs in the fence, the space within the cutouts shall not exceed 1-3/4".



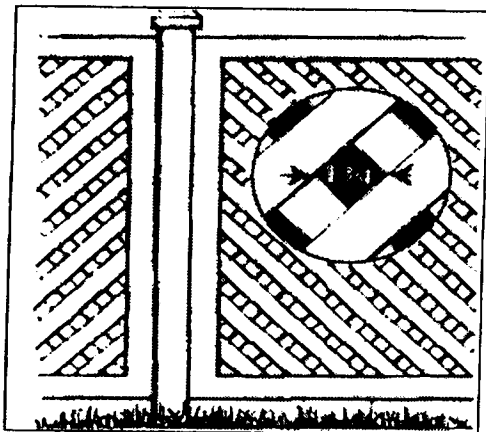
Barriers (Fences) Made Up of Widely Spaced Horizontal Members

If the distance between the tops of horizontal members is more than 45 inches, the horizontal members may be on the side of the fence facing away from the pool. The spacing between vertical members should not exceed 4 inches. This size is based on the head breadth and chest depth of a young child and is intended to prevent a child from passing through an opening. Again, if there are any decorative cutouts in the fence, the space within the cutouts shall not exceed 1-3/4 inches.



Barriers Made of Chain Link Fence

The mesh size shall not exceed 2-1/4 inches square unless slats, fastened at the top or bottom of the fence, are used to reduce mesh openings to no more than 1-3/4 inches.



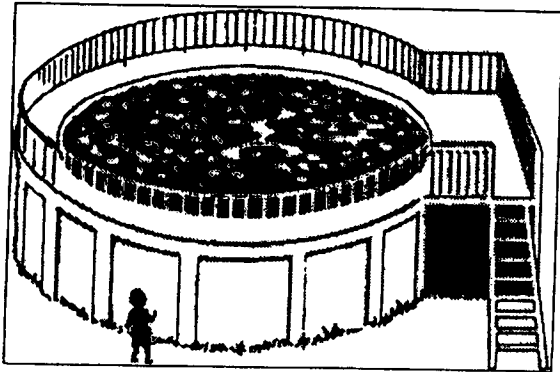
Barriers Fences Made Up of Diagonal Members (Latticework)

The maximum opening in the lattice should not exceed 1-3/4 inches.



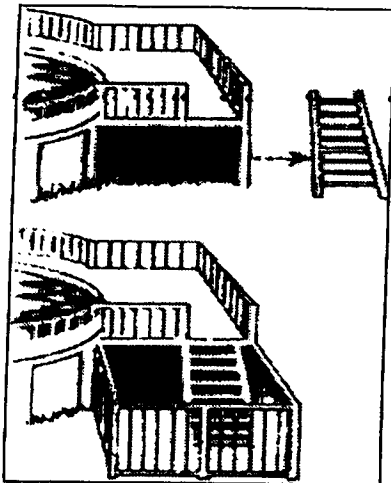
In-ground Pools

For any pool barrier, the maximum clearance at the bottom of the barrier shall not exceed 2 inches above grade, when the measurement is done on the side of the barrier facing away from the pool.



Above-ground Pools

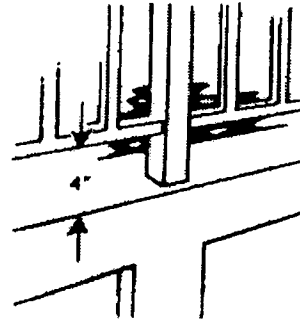
Aboveground pools shall have barriers. The pool structure itself may serve as a barrier fence or a barrier is mounted on top of the pool structure.



The steps or ladder can be designed to be secured, locked or removed to prevent access, or the steps or ladder can be surrounded by a barrier such as those described above.

ABOVE-GROUND POOL WITH BARRIER ON TOP OF POOL

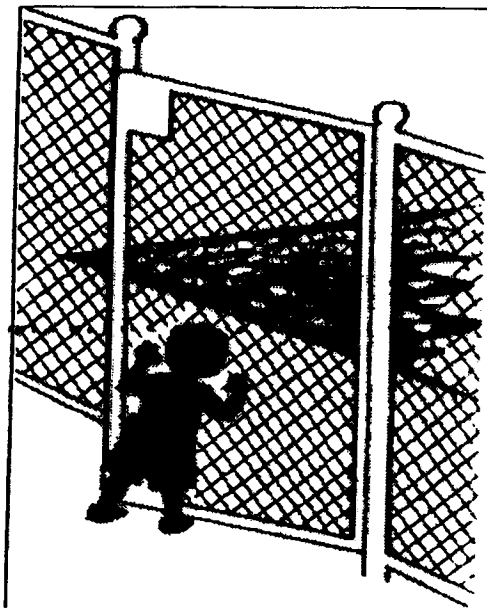
If an **above-ground** pool has a barrier on the top of the pool, the maximum vertical clearance between the top of the pool and the bottom of the barrier shall not exceed **4 inches**.



GATES

There are two kinds of gates which might be found on residential property. Both can play a part in the design of a swimming pool barrier.

PEDESTRIAN GATES

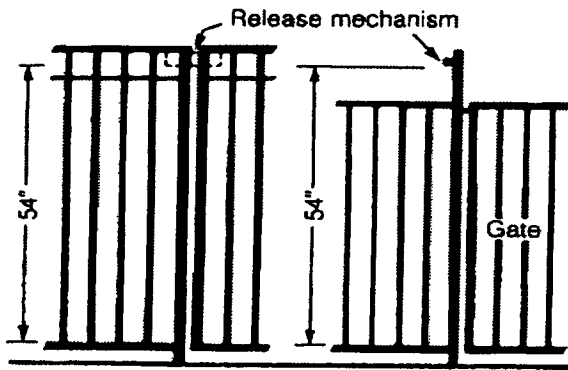


These are the gates people must walk through. Swimming pool barriers should be equipped with a gate or gates which restrict access to the pool. A locking device must be included in the gate design. **Pedestrian gates must open outward and away from the pool and shall be self-closing and self-latching.**

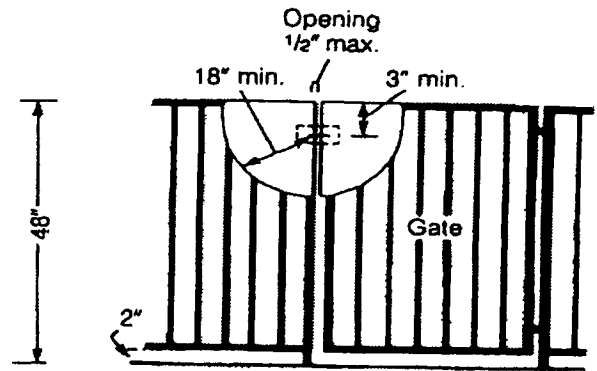
If a gate is properly designed, even if the gate is not completely latched, a young child **pushing on the gate** in order to enter the pool area will at least close the gate and may actually engage the latch.

Where the release mechanism of the self-latching device is **less than 54 inches** from the bottom of the gate, the release mechanism for the gate shall be located on the pool side of the gate and be at least 3 inches below the top of the gate on the side facing the pool.

Placing the release mechanism at this height prevents a young child from reaching over the top of a gate and releasing the latch. Gate latches installed in this manner shall have no openings greater than $\frac{1}{2}$ inch with 18 inches of the latch release mechanism. This prevents a young child from reaching through the gate and releasing the latch.



The release mechanism shall be located at 54" or higher from the bottom of the gate.



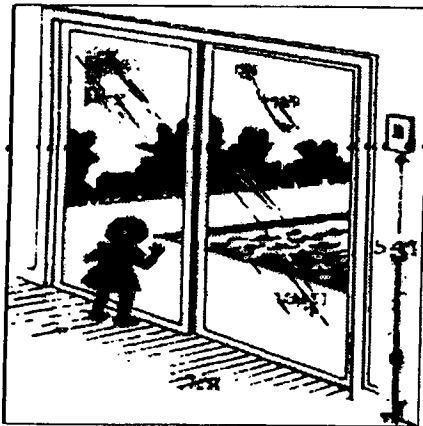
The release mechanism shall be located less than 54" from the bottom of the gate.

ALL OTHER GATES (Vehicle Entrances, ETC.)

Other gates must be equipped with self-latching devices. The self-latching devices must be installed as described for pedestrian gates.

WHEN THE HOUSE WALL FORMS PART OF THE POOL BARRIER

In many homes, doors open directly onto the pool area or onto a patio which leads to the pool. In such cases, the wall of the house is an important part of the pool barrier, and passage through any doors in the house wall must be controlled by one of the following security measures.



- 1) All doors which give direct access to a swimming pool must be equipped with an audible alarm which sounds when the door and/or screen are opened. The alarm must sound for 30 seconds or more immediately after the door is opened. The alarm must be capable of being heard throughout the house during normal household activity. (The alarm sound should be distinct from other sounds in the house, such as the telephone, doorbell and smoke alarm.) The alarm must have an automatic reset feature.

Because adults will want to pass through house doors in the pool barrier without setting off the alarm, the alarm must have a switch that allows adults to temporarily deactivate the alarm for up to a maximum of 15 seconds. The deactivation switch could be a touchpad (keypad) or a manual switch, and must be located at least 54 inches above the threshold of the door covered by the alarm.

- 2) Pools equipped with a powered safety cover which complies with ASTM F1346 or
- 3) Other means of protection approved by the building official.

CHAPTER 42 OF THE INTERNATIONAL RESIDENTIAL CODE AND SECTION 680 NATIONAL ELECTRICAL CODE GENERAL REQUIREMENTS FOR ABOVE AND INGROUND SWIMMING POOLS

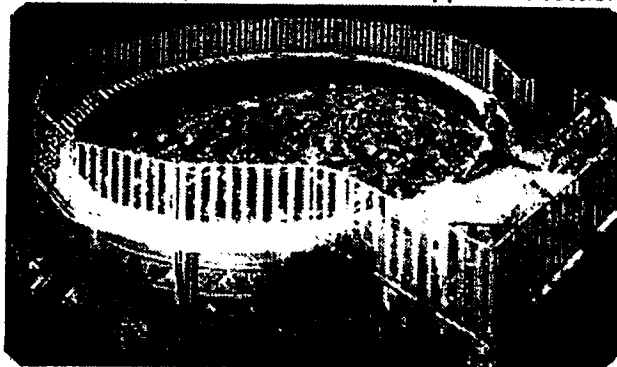
Permanently Installed Swimming, Wading and Therapeutic Pools. Those that are constructed in the ground or partially in the ground and all others capable of holding water in a depth greater than 42in. (1.07m), and all pools installed inside of a building, regardless of water depth, whether or not served by electrical circuits of any nature.

BEFORE INSTALLATION: Consult the electrical inspector when encountering overhead or underground conductors in proposed area of construction.

This information is not intended as a design specification, nor as an instruction for untrained persons.

- 0-6' No outlets or switch devices - E4203.1.1
- 6-10' Single 20 AMP receptacle for pump motor only, twist-lock type, GFCI protected with proper cover, see 406.8(B)(1). – E4205.5
- 6-20' One duplex receptacle must be provided; GFCI protected with in use w/p covers 406.8(B) – E4023.1.2
- Metal surfaces within 5' horizontal and 12' vertical of edge of pool must be bonded to system.
- Motor, metal pool frame and all metal parts must be bonded together with #8 solid copper wire.
- Wiring for pool motor rigid metal conduit, IMC (min.6" deep) or PVC (min. 18" deep) and expansion fitting (NEC 300.5) to motor including #12 AWG insulated equipment ground back to panel.
- Pool lights must comply with NEC 680.23. Section 4606
- Termination of the 8 AWG insulated green bonding jumper in the forming shell shall be encapsulated in a listed potting compound.
- Lugs for bonding must be DB rated NEC 110.3(B)
- The conductors and equipment required or permitted shall be identified, labeled, listed and approved for use NEC 110.2 & 110.3.

These are only general requirements for pool installation. All applicable sections of NEC Article 680 apply.



Bonding of all metallic parts if applicable

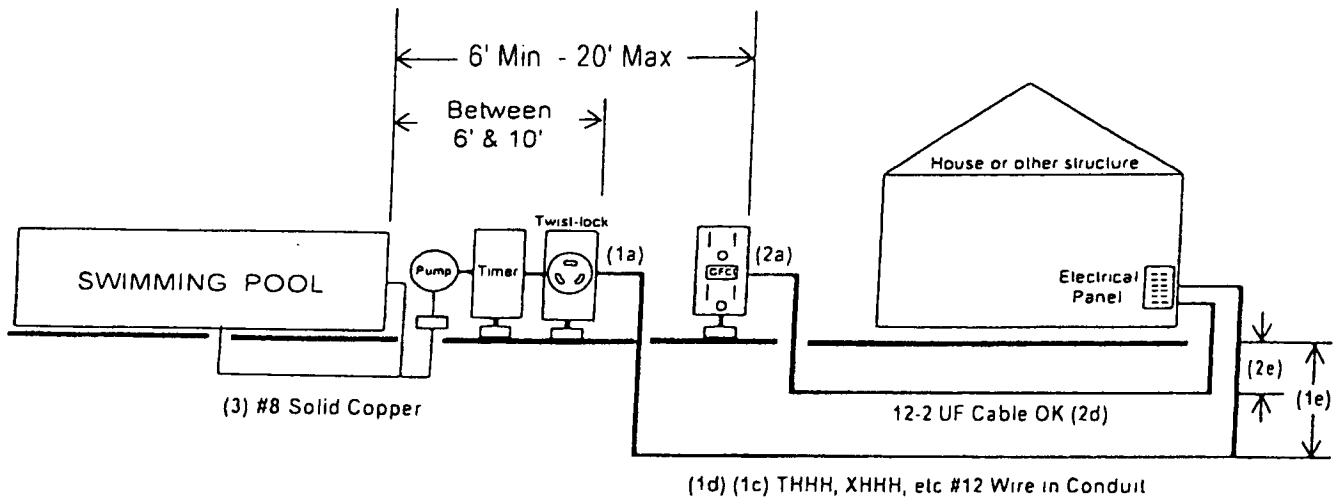
A. All metal parts must be bonded together using a #8 (or larger) solid copper wire.

B. You must use non-corrosive clamps listed and stamped on the connectors.

YOU DO NOT NEED TO INSTALL GROUND RODS OR RUN THE #8 BONDING CONDUCTOR BACK TO THE SERVICE OR SUB PANEL.

FOR ILLUSTRATED PURPOSES ONLY

Your situation may be different



1a. Single twist-lock receptacle in a weather-proof box with an "in-use" cover.

1e. The minimum depth of trench: 18 inches deep. (Unless based on table 300.5 for 1 & 2 family dwellings.) Conductor types are: XHHN, THWN, or other approved conductors. (See Article 310.8.) They are to be Black (or other color to identify the ungrounded conductor), white (grounded conductor) and green (an insulated equipment conductor). You CAN reidentify any color conductor for the ungrounded conductor (hot) and grounded conductor (neutral) with tape. (See Article 200.6) but you CANNOT reidentify the equipment grounding conductor. It must be green throughout its entire length. (See Article 250.119)

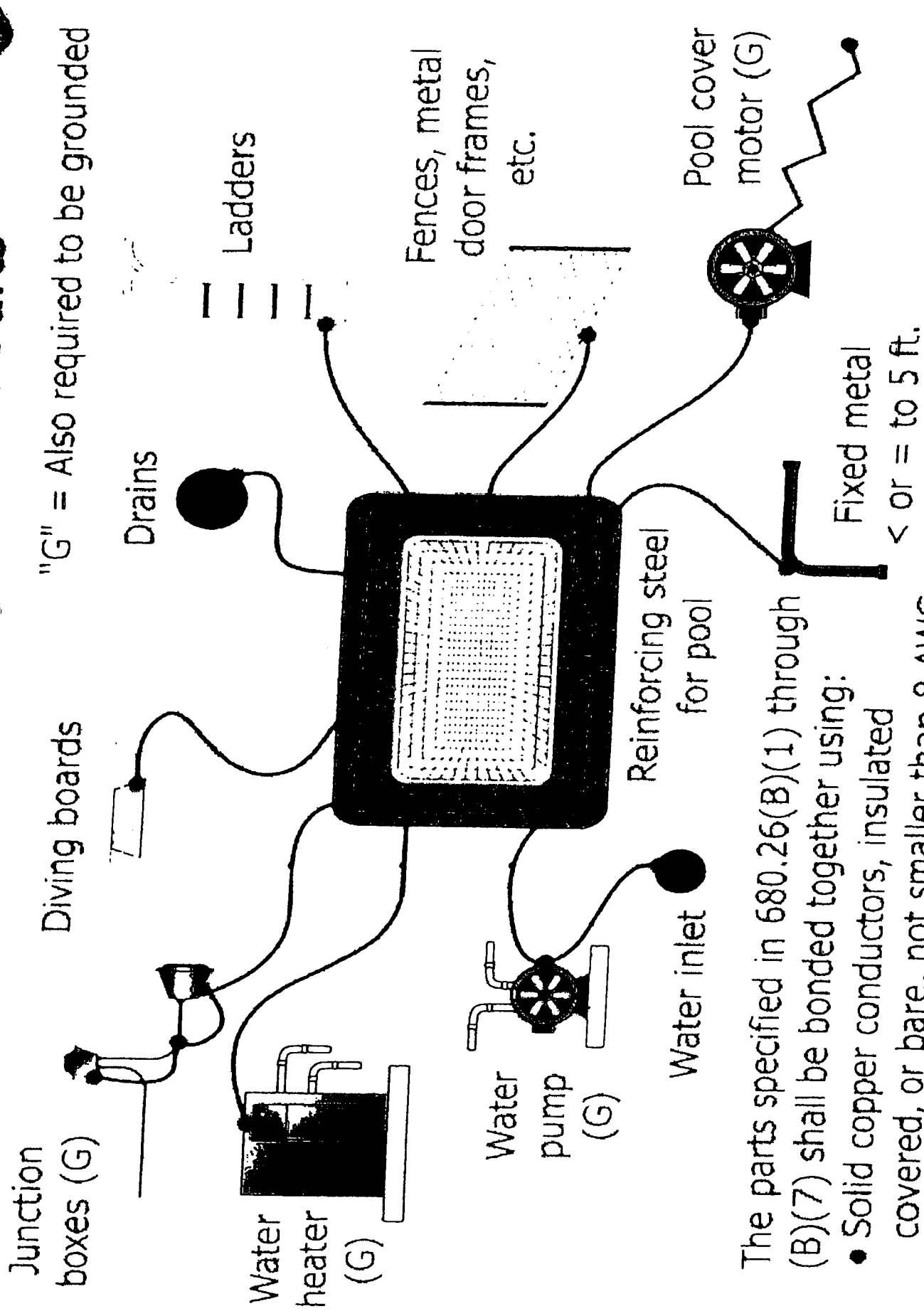
2a. Convenience receptacle(s) GFCI protected in a weather-proof box with an "in-use cover".

2d&e. At least one Convenience receptacle must be installed using UF cable or other approved wiring method. The trench can be a minimum of 12" deep when rated 120 Volts or less than GFCI protection and a maximum overcurrent protection of 20 Amperes. NEC Table 300.5, Column 4. (For 12IN burial depth, the conductors must be GFCI protected at the house, if they are not GFCI protected, the burial depth must be at least 18IN.)

3a. Minimum #8 (or larger) solid copper conductor for bonding purposes.

The above swimming pool rules are based on the 2008 National Electrical Code. Some rules are paraphrased for clarification. If you are installing electric wiring in addition to the above requirement or do not fully understand these regulations, please refer to the 2008 NEC.

Equipotential Bonding - Bonded Parts



The parts specified in 680.26(B)(1) through (B)(7) shall be bonded together using:

- Solid copper conductors, insulated covered, or bare, not smaller than 8 AWG
- Rigid metal conduit of brass or other identified corrosion-resistant metal

ELECTRICAL WIRING REQUIREMENTS FOR ABOVE-GROUND SWIMMING POOLS

ANY POOL HOLDING WATER IN A DEPTH GREATER THAN 1.0 M (42 IN.) IS TO BE CONSIDERED A PERMANENTLY INSTALLED POOL.

Pool Pump Receptacle Outlet and Wiring Method

- (A) Receptacle(s) that provide power for water-pump motors or for other loads directly related to the circulation and sanitation system shall be located at least 3.0 m (10 ft.) from the inside walls of the pool, or **not less than** 1.83 m (6 ft.) from the inside walls of the pool if they meet all of the following conditions:
- (1) Consist of single receptacle(s)
 - (2) Employ a locking configuration (Twist-lock)
 - (3) Are of the grounding type
 - (4) Have GFCI protection
- (B) Receptacle(s) must have an (in-use) weatherproof cover that can be closed when plugged in.
- (C) Conductors for pool-associated motors shall be installed in rigid metal conduit, intermediate metal conduit, rigid nonmetallic conduit (PVC), reinforced thermosetting resin conduit, or Type MC cable listed for swimming pools. Any wiring method employed shall contain an insulated copper equipment grounding conductor sized in accordance with 250.122 but not smaller than 12 AWG. The pump motor plug and cord that comes with the pump is for testing purposes only. It is not a listed cord & plug, *UL does not test and list the cord and plug, only the pump motor.* Therefore, you must purchase a twist-lock plug & a '**hard usage**' cord with a #12 insulated grounding conductor listed for wet locations. The cord & plug shall not exceed 3 ft. in length. See Articles 680.21(5) and 680.25 (1).
1. The equipment grounding conductor must have a green insulated covering. Article 680.21(A) (1) of the NEC specifies that the grounding conductor for the pool pump must be insulated and Article 250.119 identified it to be green in color. (Therefore, YOU CANNOT USE UP CABLE FOR THE POOL PUMP.) It does not employ a green insulated equipment grounding conductor but instead a bare equipment grounding conductor.
- (D) Article 310.8 specifies the type of conductors for wet locations. They shall be any of the below listed types:
Types MTW, RHW, RHW-2, TW, THW, THW-2, THHW, THHW-2, THWN, THWN-2, XHHW, XHHW-2, ZW, etc.
- (E) Depth of trench for the branch circuits.
- (1) Article 680.10. The branch circuit conductors listed above and the raceways must be buried at least 18" deep. **Exception: 1&2 Family dwellings.** When rated 120 Volts or Less with GFCI Protection and a maximum overcurrent protection of 20 Amperes based on Table 300.5, Column 4 of the 2005 NEC Handbook Commentary.
 - (2) Metal – All Rigid Metal Conduit must be at least 6" deep.

Convenience Receptacles(s)

- (1) At least one (1) convenience receptacle, other than the pool pump receptacle, must be installed between 6' and 20' measured from the inside wall of the pool.
- (2) Convenience receptacle(s) must be GFCI protected.
- (3) Must have an in-use weatherproof cover where exposed to the weather.
- (4) Wiring Method: (YOU CAN USE UF CABLE FOR THE CONVENIENCE RECEPTACLE.)
- (5) UF cable Rated 120 Volts or Less, that is GFCI protected and that has a maximum overcurrent protection of 20 Amperes or less based on Table 300.5, Column 4 of the 2005 NEC Handbook commentary can be buried at least 12" deep.
- (6) UF cable not GFCI Protected must be buried 18 inches deep.
- (7) Metal – All Rigid Metal Conduit must be buried no less than 6" deep.

Note: In addition to the above NEC wiring methods, the energy code requires that a timer switch be installed for the pool pump motor.

HOT TUB GUIDELINES

REQUIRED FORMS:

BUILDING PERMIT APPLICATION PACKAGE

TWO (2) SETS OF PLOT PLAN SHOWING HOT TUB LOCATION & DETAILS OF PLACEMENT
(Hot tubs placed on existing deck may require an Engineer's certification that deck will allow for the weight of the hot tub placement)

TWO SETS OF SPECIFICATIONS ON HOT TUB & SAFETY COVER.

HOT TUB COMPLIANCE (COPY OF CODE ATTACHED):

HOT TUB INSTALLATION MUST COMPLY WITH THE 2015 INTERNATIONAL RESIDENTIAL CODE AND ISPSC 2015. [Click Here.](#)

ELECTRICAL INFORMATION (MUST COMPLY WITH 2008 NEC CODE):

- Spas and hot tubs with a heater rated at 50 amps or less, shall be protected by a ground fault circuit interrupter.
- A listed self contained unit marked to indicate that integral ground fault circuit interrupter protection is already provided (See electrical requirement sheet(s) provided with the hot tub or spa).
- A listed packaged spa or hot tub rated at 20 amperes or less and installed indoors shall be permitted to be cord and plug connected to facilitate maintenance and repair.
- Bonding – All metal piping systems, metal parts of electrical equipment and pump motors shall be bonded together using a copper bonding jumper, not smaller than 8 AWG solid.

- Receptacles:
 - Receptacles for pumps and loads associated with hot tub or spa shall be located between 5 and 10' from inside wall of hot tub or spa.
 - Shall be of the single locking type AWD ground fault protected.
 - All 125V receptacles within 10' shall be ground fault protected.
 - Shall be located not less than 5' from inside walls.

- Lighting:
 - Lights and paddle fans within 5' of inside wall shall be a minimum of 7'6" above maximum water level and shall be GFCI protected.
 - Lights and paddle fans above 12' need not be GFCI protected.
 - Lights shall have glass or plastic lens suitable for use in damp locations.

INSPECTIONS:

ROUGH ELECTRIC
BONDING
FINAL

BASEMENT RENOVATION

REQUIRED FORMS:

**BUILDING PERMIT PACKAGE
TWO (2) SETS OF PLANS**

BUILDING SUBMITTAL REQUIREMENTS:

Completed permit jacket and applications for Building, Electrical, Plumbing and Mechanical, if applicable. Include two (2) copies of the floor plan (include dimensions of proposed renovation) and two (2) copies of proposed materials list.

Two (2) complete sets of plans, to include, but not limited to the following information:

A scaled floor plan of the total basement area, listing the use of all of the proposed rooms as well as any existing rooms, including ceiling height, dimensions of rooms and second means of egress. Attached you will find a sample of a typical basement wall section for your reference. Note: any enclosed accessible storage space under stairs must be protected with ½” sheetrock, pursuant to International Residential Code R314.8.

BUILDING INSPECTION REQUIREMENTS:

FRAMING: To verify the use fire-blocking and insulation.

INSULATION

DRYWALL

FINAL: To check that the combustion air requirements have been met and all finish material installed.

ELECTRICAL REQUIREMENTS:

Indicate on plans an electrical layout, lights, switches, outlets, smoke detectors, etc. (Sample of electric layout attached).

ELECTRIC INSPECTION REQUIREMENTS:

ROUGH ELECTRIC (TO BE DONE PRIOR TO, OR AT SAME TIME, AS THE FRAMING INSPECTION.)

FINAL ELECTRIC

PLUMBING REQUIREMENTS:

Indicate on plans a plumbing riser diagram, which shall include hot and cold water piping diagram, indicating pipe size, materials to be used and locations of all valves. A drain, waste and vent piping diagram indicating the direction of flow, all pipe size, materials use and location of all cleanouts shall be provided on the plan.

PLUMBING INSPECTION REQUIREMENTS:

ROUGH: All new and altered water systems shall be tested at not less than the normal working pressure of the system or an air test of not less than 60 psi. All new or altered drainage systems shall be tested with not less than a ten foot head of water or an air test of not less than 5 psi.

FINAL : All plumbing fixtures shall be installed and in working condition for final inspection.

MECHANICAL REQUIREMENTS:

Indicate on plans combustion/ventilation for heater. Indicate on plans fresh air supply for basement. Plan for duct work, show supply and returns, or if electric baseboard, provide BTU's or wattage.

MECHANICAL INSPECTION REQUIREMENTS:

ROUGH: Inspections of ducts, seal and hanging requirements.

FINAL INSPECTION