

BOROUGH OF WYOMISSING, BERKS COUNTY
UCC RESIDENTIAL BUILDING PERMIT APPLICATION

**Borough of Wyomissing UCC Residential Building Permit Application &
Instructions**

Kraft Municipal Group is responsible for performing all Uniform Construction Code building plan review and related inspections. All building permit and plan review related questions should be directed to Kraft Municipal Group at 610-777-1311, or contact@kraftmunicipalgroup.com.

Permit related inspections can be scheduled by calling 610-775-7185.

Below are basic guidelines for the submission of a residential building permit application.

- This application must be made either by the property owner, lessee of the building or structure, or an agent of either, or by the registered design professional employed in connection with the proposed work.
- Building permit applications will not be accepted without being accompanied by a permit deposit fee of \$100.00, payable to the Borough of Wyomissing.
- ***The completed permit application must be accompanied by two {2} sets of construction documents AND site plans as described below.*** It is recommended, but not required, that a registered architect or design professional prepare the construction documents. The documentation shall include the name and address of the design professional and shall be signed, sealed and dated.
- Site plans for the project must be submitted in duplicate and adequately show all property line setbacks, the existing and proposed building footprint at grade level, and the square footage of all existing and proposed paved surfaces.
- If this application is for a new home and municipal water/sewer connection will be required, a copy of the issued permit or receipt is required before a building permit will be issued.
- A copy of the approval letter or exemption letter for E&S control from the Berks County Conservation District should be submitted, if applicable.
- ***The UCC permits a 15 business day review period for all residential building permit applications. NO WORK SHALL BEGIN ON ANY PROJECT UNTIL A BUILDING PERMIT HAS BEEN ISSUED AND PAID FOR IN FULL.***

The approved/issued building permit will be accompanied by a permit card and supporting documentation that will be returned to the applicant upon receipt of payment in full for the permit. The permit will detail all required inspections specific to the project. The permit card and associated plans and other documents MUST BE KEPT ON THE PROJECT SITE AT ALL TIMES.

Staff Use Only

Date Received at Borough Hall: _____

Date/Amount Permit Deposit Paid: _____

Cash? Y/N Check#

Received By: _____

BUILDING PERMIT NO: _____

DATE PROCESSED: _____

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SITE ADDRESS: _____

TOTAL LOT AREA IN SQUARE FEET: _____

APPLICANT: _____

ADDRESS: _____

TEL#: _____ CELL#-: _____ EMAIL: _____

PROPERTY OWNER: _____

PROPERTY OWNER TEL#: _____ CELL/EMAIL: _____

CONTRACTOR: _____ ADDRESS: _____

TEL#: _____ **EMAIL:** _____

TYPE OF WORK OR IMPROVEMENT: (CHECK ALL THAT APPLY)

- ◇ New Building ◇ Addition ◇ Alteration ◇ Repair ◇ Demolition ◇ Repair ◇ Foundation Only ◇ Plumbing
◇ Mechanical ◇ Electrical ◇ Change of Use ◇ Renovation ◇ Other

Describe Scope of Work: _____

ESTIMATED COST OF CONSTRUCTION (To include time and materials): _____

BUILDING/SITE CHARACTERISTICS:

of Residential Dwellings: **Existing:** _____ **Proposed:** _____

Mechanical: Type of Heating/Ventilating/Cooling (circle all that apply): Electric/Gas/Oil/other _____

Water Service: ◇ Public ◇ Private

Sewer Service: ◇ Public ◇ Private

BUILDING DIMENSIONS:

Existing Building Area (S.F.): _____ No. of Existing Stories: _____

Proposed Building Area (S.F.): _____ No. of Stories Proposed: _____

Total Building Area (S.F.): _____ Height Above Grade: _____

Area of Largest Floor (S.F.): _____

FLOODPLAIN:

Is the site located within an identified flood hazard area? ◇ Yes ◇ No

Will any portion of the flood hazard area be developed? ◇ Yes ◇ No

Lowest Floor Level: _____

Owner/Agent shall verify that any proposed construction and/or development activity complies with requirements of the National Flood Insurance Program and the Pennsylvania Flood Management Act (Act 166-1978), specifically Section 60.3(d).

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

Signature of Applicant/ Authorized Agent _____ Date _____

Telephone#: _____

Signature of Property Owner _____ Date _____

Telephone #: _____

BUILDING PERMIT DENIED: DATE: _____ DATE RETURNED: _____

BUILDNG PERMIT ISSUED: DATE: _____ PERMIT#: _____

CODE ADMINISTRATOR: _____

PLAN REVIEW (Y OR N): **FEE:**_____

DATE ISSUED: _____ **DATE EXPIRES:** _____ **PERMIT#:** _____

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THE FOLLOWING PLANS SHALL BE SUBMITTED, IN DUPLICATE, ALONG WITH THE BUILDING PERMIT APPLICATION:

SITE PLAN

- Lot dimensions, including all dimensions of all existing and proposed structures
- Building location on lot and setbacks
- Street or highway rights-of-way and any other easements or rights-of-way
- Existing or proposed septic and well location (if applicable)
- Existing or proposed driveway location with percentage of slope (or grade) of lot, e.g. 3%, etc.

THE FOLLOWING PLANS SHALL ALSO BE SUBMITTED IN DUPLICATE AND SHALL BE DRAWN ON A SCALE OF ONE QUARTER¹/₄ INCH = 1' FOOT.

ELEVATION PLANS

Elevation plans of the front, back and both sides of the structure shall be submitted and shall at minimum, show the following (from finished grade):

- Floor lines with dimensions, and dimensions from grade to peak
- Overhangs or porches (with dimensions and materials)
- Exterior coverings and materials
- Roof materials and roof slope
- Louvers and vents (with sizes)
- Chimney size, chimney material, and location of chimney above ridge line and from nearest wall

FOUNDATION PLAN

- Basement crawl spaces and slabs
- Footings to include depth, size and width
- Foundation material and sizes with window and door sizes and locations
- Structural members, and their sizes and types
- Stairs and their sizes and types
- Interior and exterior dimensions
- Emergency escape and rescue window, outside entrance location or equivalent

FLOOR PLANS

- First, second and third (if applicable) floors with all dimensions
- Structural framing members, and their sizes, directions and spacing
- Stairs, stairways and stairwells, including dimensions
- A window and door schedule showing the manufacturer, insulation u-factor, model, sizes and locations for each. Bedroom windows must meet egress requirements (attach manufacturer specifications)
- An Energy Conservation Code compliance certificate or equivalent must be submitted with all applications for new construction
- Plumbing drawings showing:
 - Provide a ladder diagram showing drainage and vent piping sizes
 - Show drainage fixture unit calculations for drainage system
 - Show water distribution system calculations
 - Provide a list of materials to be used

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If a residential fire sprinkler system is being installed

Provide information on the system to be utilized NFPA 13R, 13D or 2009 IRC

Provide cut sheets of materials to be used (sprinkler heads, piping, etc.)

Provide details of sizing calculations for the system

Provide plans showing a layout of the piping, including sizes, sprinkler head locations, etc.

- Mechanical Drawings showing:

Heating and cooling load calculations

Cut sheets of equipment to be installed

For gas and oil heating systems provide details on combustion air and venting

If gas equipment is being utilized provide BTU inputs of equipment and sizing calculations for the piping system

Provide a sketch of the HVAC system with run sizes and locations of outlets

If a gas fireplace or wood/pellet stove will be installed provide cut sheets including venting requirements and information on clearance from combustibles

- Electrical Drawings showing:

Provide the electrical service location, lateral or overhead, amperage size, grounding method and equipment cut sheets

Provide a panel schedule identifying branch circuits, overcurrent protection ratings, AFCI protection and GFCI protection

Provide smoke and carbon monoxide detector locations

CROSS SECTION

- Building or wall cross sections
- Footer and foundation type and details
- Framing details with floor to floor height
- Roof construction and all material used throughout
- Section through chimneys and/or fireplaces showing damper(s), smoke chamber, throat, flue(s), clean out and mantle.