

**RESIDENTIAL ADDITION AND GARAGE OR ACCESSORY
STRUCTURE SUBMITTAL REQUIREMENTS**

As required by Bureau Veritas North America, Inc.

Drawings must include all information on this form. Each item should be checked off and this form must be returned with drawings.

- Building permit application.
- Utility service permits. (When applicable)
- Local Municipal Approval
- Site plan with setbacks.
- Two sets of construction project plans. (Must be in ink and drawn to scale)

The following items, views and details shall appear on all plans.

- 1. Elevation of all sides, including indication of final grade.
- 2. Floor plan with overview of each level (if more than one), with all rooms and spaces labeled and all sizes indicated.
- 3. Cross-section view of structure. (if possible)
- 4. Ceiling heights of all floors.
- 5. Footing: Depth; Size (Width and thickness); Include all piers and columns.
- 6. Foundations:
 - a. Composition of walls or supports.
 - b. Means of complying with unbalanced fill heights. (If applicable)
 - c. Anchor bolts in concrete or masonry to be ½" diameter bolts at 6"0" on center and within 12" from any corner. 7" embedment of bolts is required.
 - d. Sill plate to be minimum width of walls above.
- 7. Designate type of backfill material to be used.
- 8. Size, location and composition of all columns. Minimum 4" square wood or minimum 3" diameter steel.
- 9. Concrete floor:
 - a. Thickness to be a minimum of 3-1/2".
 - b. Strength of concrete to be 3,500-PSI minimum in garage.
 - c. Vapor barrier is required when garage is attached to a dwelling.
- 10. Species and grade of all framing lumber.
- 11. Size, spacing and direction of floor joists.
- 12. Beam sizes and supports.
- 13. Joists under bearing partitions.
- 14. Framing of all openings in floors and roof.
- 15. Floor sheathing (if applicable) composition, grade and thickness.
- 16. Interior and exterior wall stud sizes, grade and spacing.
- 17. All headers: composition, location and sizes.
- 18. Interior wall covering. (If applicable)
- 19. Exterior wall covering (paper if required) (example: vinyl, brick, wood, etc.)

(Continued)

- 20. Roof framing:
 - a. Size, spacing and direction of all rafters and ceiling joists.
 - b. If trusses, add note to plans: truss specification sheets and layout/placement diagram shall be onsite at time of rough framing inspection.
 - c. Pitch of all roofs.
- 21. Roof sheathing: composition, grade, thickness, blocking or "H" clips.
- 22. Attic ventilation. (Example: ridgevent and vented soffit)
- 23. Roof covering, including felt paper if required. (Example: fiberglass, slate, metal, etc.)
- 24. Indicate heat system and any equipment or service locations.
- 25. Openings from a garage directly into a room used for sleeping purposes shall not be permitted.
- 26. Doors into garages from a dwelling unit shall be solid core 1-3/8" thick wooden doors or 20-minute fire-rated doors.
- 27. Garage floors shall be constructed of non-combustible material sloped to a main drain or main vehicle entry door.
- 28. A garage shall be separated from a dwelling unit and its attic space by not < 1/2" gypsum wallboard applied to the garage side. 5/8" gypsum wallboard must be installed on ceiling if garage has living space above.
- 29. Provide porch and deck plans
- 30. Energy Code Compliance Path and Envelope insulation information
- 31. Basement: Finished or Unfinished
 - a. Finished – must provide drawing of finished areas – provide total square footage to be finished _____ sq. ft.
 - b. Unfinished – storage only: Note on plan
- 32. Indicate basement means of egress method.

This document has been developed to aid you in the plan review process. It is beneficial to you to include as much information as possible when submitting plans for your building project.

Thank you for your cooperation,
Bureau Veritas

THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS

Revised 2/13/07

CROSS SECTION SUBMITTAL
AS REQUIRED BY BUREAU VERITAS NORTH AMERICA, INC.

ROOF:

ROOF PITCH _____ ROOF TYPE: SHED GABLE HIP OTHER _____ (CHECK ONE)

ROOFING MATERIAL _____

ROOFING UNDERLAYMENT _____

ROOF DECKING _____

TRUSS YES NO

TRUSS SPACING _____

RAFTER SIZE _____

RAFTER SPACING _____

RAFTER CLEAR SPAN _____

RAFTER SPECIES _____

RIDGE _____

CEILING JOIST SIZE _____ SPAN _____

CEILING JOIST SPACING _____

CEILING JOIST SPECIES _____

INSULATION _____

ROOF VENTILATION _____

? $\frac{12}{}$

FLOOR:

SUB-FLOOR _____

FLOOR JOIST SIZE _____

FLOOR JOIST SPACING _____

FLOOR JOIST CLEAR SPAN _____

FLOOR JOIST SPECIES _____

BEAM TYPE & SIZE _____

DISTANCE FROM GRADE _____

FOUNDATION:

FOUNDATION TYPE _____

ANCHOR TYPE _____

ANCHOR SPACING _____

SILL PLATE _____

BLOCK WALL SIZE _____

VERTICAL REINFORCEMENT _____

CONCRETE FLOOR THICKNESS _____

VAPOR BARRIER _____

COLUMN PAD SIZE _____

COLUMN SPACING _____

FOOTING WIDTH _____ HEIGHT _____

FOOTING DEPTH BELOW GRADE _____

GRADE
5% SLOPE

WALLS:

SIDING _____

HOUSE WRAP _____

SHEATHING _____

FRAMING SIZE _____ O.C. _____

WALL INSULATION _____

HEADERS _____

INTERIOR FINISH _____

CEILING HEIGHT _____

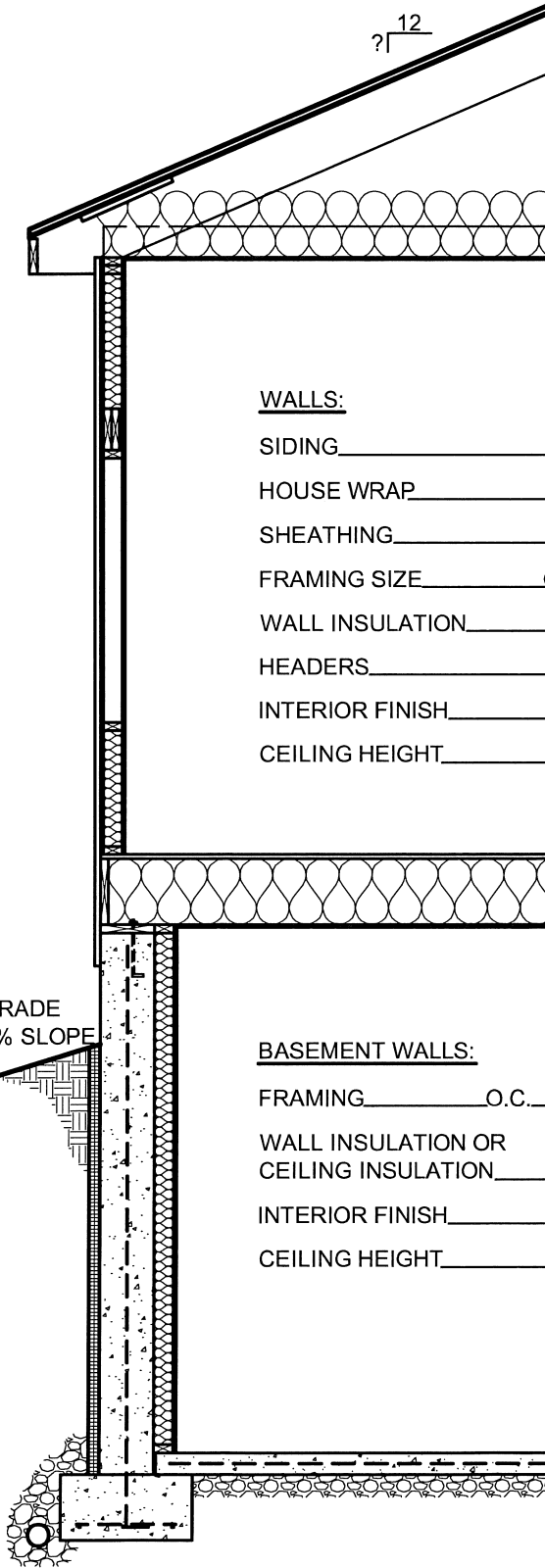
BASEMENT WALLS:

FRAMING _____ O.C. _____

WALL INSULATION OR
CEILING INSULATION _____

INTERIOR FINISH _____

CEILING HEIGHT _____



Permit No. _____

Bureau Veritas North America, Inc.

PERMIT APPLICATION

For questions or to submit your paperwork, please contact the office nearest you
(locations attached)

Township or Borough: _____ Date: _____

Work Site Address: _____
(street) (city) (state) (zip)

Owner/Applicant: _____ Phone: _____

Mailing Address: _____
(street) (city) (state) (zip)

Contractor: _____ Phone: _____

Contractor Address: _____
(street) (city) (state) (zip)

TYPE OF WORK (Please check either "Residential" or "Commercial" below and provide all information requested)

Residential Project: Description _____ Cost \$ _____

New Bldg. Square Footage All Floors: _____ (not including garage)

Finished Basement Square Footage (if applicable) _____

Office Use Only

Use Group _____ Construction Type _____ Code Used _____

Commercial Project: Description _____ Cost \$ _____

New Building Existing Building New Bldg. Square Footage All Floors: _____

Use Group _____ Construction Type _____ Occupancy Load _____ Code Used _____

I hereby certify that the proposed work is authorized by the owner of record and that I am or have been authorized to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Print Name _____

Signature _____ Date _____

OFFICE USE ONLY

Building Plan Review Date: _____

Approved

Not Approved

Plan Reviewer: _____

Permit Fee: \$ _____

OVER

RIDGWAY BOROUGH MUNICIPAL PRIOR APPROVALS

(To ensure that all local ordinances are complied with, this form must be completed by the applicant and signed by a Municipal Official prior to the issuance of a building permit by Bureau Veritas North America, Inc.)

Applicant/Property Owner: _____ **Phone:** _____

Mailing Address: _____

Contractor: _____ **Phone:** _____

Address: _____

Project Cost: \$ _____

Please check one below:

Residential Project: Description _____ **Size:** _____

Commercial Project: Description _____ **Size:** _____

Work Site Address: _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature: _____ **Date:** _____

APPLICANT MUST HAVE BOROUGH COMPLETE THE FOLLOWING:

Site Located Within Flood Plain? _____ **Zoning Type** _____

Type of Sewage: _____ (Approval Attached) **Not Applicable**

Type of Water: _____ (Approval Attached) **Not Applicable**

Road Occupancy Permit: _____ (Approval Attached) **Not Applicable**

Stormwater Management: _____ (Approval Attached) **Not Applicable**

I hereby certify that this application is in compliance with all relevant ordinances of Ridgway Borough and therefore eligible for Municipal approval.

Date Approved/Issued: _____

Borough Officer/Secretary: _____

DIRECTION FORM

ADDRESS OF PROJECT _____

BETWEEN _____ AND _____
(cross street) (cross street)

PLEASE PROVIDE DETAILED INSTRUCTIONS ON HOW TO GET TO THE CONSTRUCTION LOCATION:

TO BE INCLUDED WITH EVERY BUILDING PERMIT APPLICATION



Bureau Veritas Office Locations - Pennsylvania

Western Pennsylvania	Eastern Pennsylvania
Armstrong Office	Broomall Office
204 Butler Road, Suite 3	790A Parkway Drive
Kittanning, PA 16201	Broomall, PA 19008
P: 724.548.1414	P: 877.392.9445
F: 724.548.1403	F: 877.392.9444
Brookville Office	Pocono Office
1514 Route 28	5510 Memorial Drive
Brookville, PA 15825	Tobyhanna, PA 18466
P: 814.849.2448	P: 570.894.2801
F: 814.849.0825	F: 570.894.2986
Huntingdon Office	Wyoming Office
10773 William Penn Highway, Suite D	184 Keiserville Road
Huntingdon, PA 16652	Tunkhannock, PA 18657
P: 814.643.3480	P: 570.836.7196
F: 814.643.3766	F: 570.836.5967
Mifflin Office	
821 Electric Avenue, Suite C	
Lewistown, PA 17044	
P: 717.242.0992	
F: 717.242.4391	
Somerset Office	
451 Stoystown Road, Suite 105B	
Somerset, PA 15501	
P: 814.701.2181	
F: 814.701.2182	