



AT THE **CENTER** OF IT ALL

# Residential Building Application

PA UCC Building Permit Application

**Type of Application:**           New Construction           Addition           Pool

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Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Municipality: \_\_\_\_\_ County of: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Map # \_\_\_\_\_

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Name of Owner: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Cell # (    ) \_\_\_\_\_ Email: \_\_\_\_\_

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Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Contractor or Sub Contractor Information:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone / Cell (    ) \_\_\_\_\_ E:mail \_\_\_\_\_

Contractor's Workman's Compensation Policy: \_\_\_\_\_ Y / N  
Policy # \_\_\_\_\_ Effective Date: \_\_\_\_\_ (Provide Sheet)

**Waiver of W/C:** Pennsylvania requires proof of valid Workman's Compensation or a notarized waiver of Workman's Compensation. (Attached: Notarized Copy)

Owner or Responsible Party must submit to CEA Code Enforcement Agency, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

In addition, CEA Code Enforcement Agency will require a certificate or proof of Workman's Compensation for all workers outside sole proprietors, general liability certificate and certificate or proof of State of Pennsylvania Home Improvement Contractor registration prior to issuing any Building Permit.

### Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction coast and all others information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with CEA Code Enforcement Agency.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to CEA Code Enforcement Agency.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf.

The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

**\*\*\*ALL applications must be detailed and described in clear manner for plan examination. Any illegible or undescribed details or descriptions shall be failed in plans examination until such time as proper documents are submitted.**

**Residential New Construction / Additions** – MUST include all details of Footings, Foundation, Wall Bracing, Energy Package, Electrical Lay out, Mechanical Layout, Plumbing Layout (outside Allegheny County). Additional information is available at [www.cca-code.com](http://www.cca-code.com).

**Pools: Inground / Above Ground** – must include ALL barrier device information and zoning approval (prior to submission). Also must include information on exterior electrical application such as GFCI or bonding method (if applicable).

**Accessory Structure** (over 1000 sq feet): must include applicable zoning approval (prior to submission).

## Sanitary / Septic Information

Permit Required:      YES                      NO

SEPTIC OR SANTIARY SYSTEM? \_\_\_\_\_ SEO required? \_\_\_\_\_

Project: \_\_\_\_\_ Tap Permit # \_\_\_\_\_

Lot/Plan: \_\_\_\_\_ # of EDU(s) \_\_\_\_\_

Allocation Year: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Payment:	TFE	Amount:	CK#	R#
	Check	Amount:	CK#	R#
	Cash	Amount:		R#

**(IF Applicable)**

Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

- (1) The size and location of new construction and existing structures on the site.
- (2) Accurate boundary lines.
- (3) Distances from lot lines.
- (4) The established street grades and the proposed finished grades.

A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits, all other permits or approvals related to the construction required under § 403.102(n) (relating to municipalities electing to enforce the Uniform Construction Code) and other data required by the building code official with the permit application. The applicant shall submit three sets of documents when the Department conducts the review.

The Commonwealth of Pennsylvania established the Uniform Construction Codes (UCC) under Act 45 of 2004, a copy of ALL applicable codes and UCC standards are available online at: **www.pa code.com**. I certify by the signature below, the information presented here is accurate and lawful under 34. PA Code § 403.42 (a) Permit Application.

**RESIDENTIAL APPLICATIONS** require a review with **(15)** thirty business days of the accepted application. (Excluding any local Zoning Approval)

ALL plan review information of this application shall be in writing from CEA Code Enforcement Agency to the responsible party of this application. Failure to provide all information required by the PA UCC shall delay the process in receiving a UCC Permit.

**THIS APPLICATION IS A LEGAL DOCUMENT:** Any changes or additional information recorded on this application must be made by the applicant, agent or responsible party that signed the application. All requested areas of information within this application shall be completed before acceptance of the application at the Building Department.

**I will be acting on behalf of the owner as:**

Architect       Engineer       Contractor       Agent       Owner

Other: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

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**Municipal Information**

Jurisdiction Acceptance Date: \_\_\_\_\_ Time: \_\_\_\_\_.

By: \_\_\_\_\_

Application Requirements: Land Survey Site Plan Plot Plan (Attached)  
Zoning / Planning / Engineering Approval

Workman's Compensation information sheet / Notarized Waiver of W/C .



**CODE ENFORCEMENT AGENCY**  
1633 Route 51, Suite 100, Jefferson Hills, PA 15025  
1-866-410-4952 [www.cea-code.com](http://www.cea-code.com)

**CEA ELECTRICAL INSPECTION APPLICATION**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jurisdiction

RESIDENTIAL (<400A)  
(Single Family, Duplex & Townhouse)

COMMERCIAL  
(All other)

Utility / Power Company Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Permit: \_\_\_\_\_  
\_\_\_\_\_

Contact # (     ) \_\_\_\_\_ Email: \_\_\_\_\_

Work Order # \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Electrician Information:**

Name: \_\_\_\_\_ Contact # (     ) \_\_\_\_\_

License# \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact# (     ) \_\_\_\_\_

**Type of Inspection:**   Single Phase           3 Phase           120/240v           480v (+)

New Service           D/C & R/C           Upgrade           Damaged Panel/Service

Underground           Generator           Overhead           Transformer           Solar (PV)

Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

**CEA – Electrical Department**  
**1-866-410-4952**  
**electrical@cea-code.com**



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**Electrical Permit Application – Narrative**

\*\*This narrative is intended for the applicant to help explain in detail the work order or scope of project being applied for under the International Residential & Commercial National Electric Code. All NEC or IRC (electrical) ***under*** 480V or 400Amps shall provide a narrative. CEA Electrical Plans Examiner may request a submittal of specs or designed engineered plans if necessary, as additional information to this narrative. Electrical Applications will not be reviewed without a narrative *or* stamped engineered design drawings.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

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Signature of Applicant



# CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952

[www.cea-code.com](http://www.cea-code.com)

## Policy E20-003-CEA

Effective September 1, 2014, all Commercial Electric permits issued by CEA will need to begin with an Application submitted by an Architect, Engineer, Licensed Electrical Contractor, General Contractor or Electrician to the main offices of CEA located at 1633 Route 51, Jefferson Hills, PA 15025. Application for Commercial Electrical Permit may also be faxed into CEA offices at (412) 405-9756 or emailed to CEA offices at: [electrical@cea-code.com](mailto:electrical@cea-code.com).

Applications are available by fax, mail or online at: [www.cea-code.com](http://www.cea-code.com)

The Commercial Application will be reviewed by CEA Electrical Department and upon approval and payment an ELECTRICAL PLACARD will be issued by the Chief Electrical Inspector. This placard must be remain in a visible area during all phases of electrical work or until “Final Inspection” is approved. Pennsylvania Uniform Construction Code (UCC) under Act 45 of 2004 permits up to 30 days for review and approval.

Any additional information requested by the Chief Electrical Inspector or Electrical Plans Examiner is the sole responsibility of the APPLICANT.

Any changes or change orders approved by the Architect or Engineer after a placard has been issued must be approved by the Chief Electrical Inspector or by the Electrical Plans Examiner prior to proceeding forward.

Payments due to CEA for Electrical Permit or Plans Examination are due PRIOR to the issuance of the placard. No inspections or final inspection shall be made until permit fees are paid in full. All additional payments for change orders or additions to original application must also be paid in full prior to any request for “final inspection”.

All inspections requested of the Electrical Inspector must be submitted a minimum of 24-hours in advance of the request.

All cut card requests for power companies or certificate of electrical compliance requests must be submitted to CEA at least 5 days prior to any final inspection request.

Failure to comply with any portion of the Uniform Construction Code (UCC) or the current version of the NEC National Electrical Code may result in permit being suspended or withdrawn and the Building Code Official being notified for a “Stop Work Order” or Citation.





# CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952

www.cea-code.com

PA L&I A191

Permit# \_\_\_\_\_

## APPLICATION & PERMIT FOR ELECTRICAL INSPECTION

*Applicant must complete required sections for issuance of certificate of compliance; no certificate will be issued on an incomplete application.*

Municipality \_\_\_\_\_

County, State \_\_\_\_\_

Address \_\_\_\_\_

Lot # \_\_\_\_\_ Development \_\_\_\_\_

Owner \_\_\_\_\_

Occupant \_\_\_\_\_

Owner Telephone \_\_\_\_\_

Use of Structure \_\_\_\_\_

Utility Company \_\_\_\_\_

Pole/Trans# \_\_\_\_\_ Meter# \_\_\_\_\_

Directions \_\_\_\_\_

**Type of Inspection:** Service Entrance Rough Final Temp. Service Survey Other \_\_\_\_\_

	Qty.		Qty.		Qty.
Service Equip. Amp		Receptacles		Oven KW/Amp	
Service Equip. Amp		Switches		Range KW/Amp	
Service Equip. Amp		Fixtures		Cooktop KW/Amp	
No. of Meters		Ceiling Fans		Dryer KW/Amp	
Sub Panels Amp		Air Cond. Hp/Amp		Pump Hp/Amp	
Sub Panels Amp		Dishwasher Hp/Amp		Whirlpool/Spa	
Sub Panels Amp		Disposal Hp/Amp		Hot Tub	
Sub Panels Amp		Hood/Vent Fans		240 Volt Receptacle	

**Type of Work:** New Rewire Emergency

	Qty.										Qty.					
Heat Pump																
Water Heater KW/Amp																
Feeders																
Feeder																
Transformers KVA																
Transformers KVA																
Transformers KVA																
Smoke Alarms																
Motors: Qty	1/20	1/12	1/10	1/8	1/6	1/4	1/3	1/2	3/4	1	1 1/2	2				
Motors: Qty	3	5	7 1/2	10	15	10	15	20	25	30	40	50	75	100		
Electric Heat: Qty	500	750	1000	1250	1500	1750	2000	2250	2500	2750	3000					

### INVOICE for ELECTRICAL SERVICES – PAYABLE to CEA.

Applicant \_\_\_\_\_ Address \_\_\_\_\_

Business Name \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Fee Due at time of Application\$ \_\_\_\_\_

**No Inspection will be Finalized until payment is made.**

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_