

# RESIDENTIAL PERMIT APPLICATION CHECKLIST

NEW DWELLING, ADDITION OR ALTERATION

TOWNSHIP OF MOON

<input type="checkbox"/>	Fill out and sign the "Residential Permit Application" form.
<input type="checkbox"/>	Fill out and sign the "Permit Agreement" form.
<input type="checkbox"/>	Fill out and sign the "Workers Compensation Affidavit of Exemption" form <i>Or</i> Provide proof of Workers Compensation Insurance Certificate and name Moon Township as a certificate holder.
<input type="checkbox"/>	Fill out and sign the "Streets and Sidewalks Affidavit".
<input type="checkbox"/>	Fill out the "Electrical Permit Application" and <b><u>include the electrical permit fee check.</u></b>
<input type="checkbox"/>	Provide 2 copies of the property survey plan with the proposed structure drawn, to scale, on it. Show setback dimensions from proposed structure to each side, rear and front property lines. Show all proposed improvements including structures, driveway and sidewalks.
<input type="checkbox"/>	Provide 2 copies of construction plans and details as per the attached "Guide for Plans and Details".
<input type="checkbox"/>	Provide 2 copies of Energy Conservation Code Compliance plans and details or res-check or another approved worksheet.
<input type="checkbox"/>	<b>ONLY for new dwellings;</b> A copy of the payment receipt from Moon Township Municipal Authority for sewer and water tap fees, for new dwellings ONLY.
<input type="checkbox"/>	If constructing a deck as part of this project, read and sign the "Deck Affidavit" form.

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- You will be contacted when the permit is ready and informed of the permit fee.
  - Fee is due at time of pick-up.
  - Electrical permit fees are due when submitting the Building Permit Application.

- Property Survey Plan Show all existing and proposed construction including structures, driveways and sidewalks include dimensions from proposed structures to each rear, sides and front property lines. Survey must be to scale.
- Plans Two (2) complete sets of legible to scale detailed plans.
  - Foundation Plan Foundation drains and waterproofing details. Plan of footings with size dimensions, material dimensions, basement egress window or door locations and details.
  - Floor Plans Label all rooms. Show all dimensions, window and door locations and sizes, details of bedroom and basement egress windows or doors, floor and ceiling joist span and sizes, smoke and carbon monoxide detector locations, beam sizes, spans, locations.
  - Elevations Front, rear and sides including window sill heights above finish floor, chimneys, finish grades and slope away from foundation, porch, steps, windows, doors, ventilation, and all dimensions.
  - Cross-Section Detail Listing and detailing all material sizes and spacing, roof pitch, stairs rise and run, ceiling heights, soffit and roof ventilation.
- Energy Code Details of insulation including R-values and material or submit res-check or approved energy worksheet.
- Electrical Plan Lighting, receptacles, show panel and meter-base location. Show smoke and carbon monoxide detector locations.
- Mechanical Show locations and type description of HVAC equipment.
- Miscellaneous Window and door schedules, stair details, fireplace details, bedroom and basement egress, window sill height above finish floor.

The codes applicable to work for which a construction permit is sought on or after October 1, 2018, are the 2015 editions of the International Codes adopted the UCC Regulations, as modified by the PA UCC RAC, are now to be used for construction project design, plan review and inspection purposes.

If your project was under contract for design or construction before October 1, 2018, you may submit plans and specifications based upon 2009 ICC Codes with your permit application through March 31, 2019 if accompanied by an executed copy of your contract.

The PA DCED Industrialized Housing Program regulatory update is lagging behind the PA DLI UCC update, so production of new industrialized (modular) homes utilizing 2015 ICC Codes will not take effect until April 1, 2019.

After April 16, 2016, Chapter 11 and Appendix E of the 2015 International Building Code and the accessibility provisions of the 2015 International Existing Building Code and the ANSI A117.1-2009 Accessible and Usable Buildings and Facilities, are applicable.

The 2018 IBC regulations for accessibility are expected to become effective December 31, 2018.

Only these codes as first published, and their errata are applicable in Pennsylvania. For further information about the codes and standards adopted, go to the Pennsylvania Uniform Construction Code website (<https://www.dli.pa.gov/ucc/Pages/UCC-Codes.aspx>).



# TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA 15108  
412.262.1700 ♦ moontwp.us

## RESIDENTIAL PERMIT APPLICATION NEW DWELLING, ADDITION OR ALTERATION

Location of Construction: \_\_\_\_\_  
Street City State Zip

Applicant's Name: \_\_\_\_\_

Applicant's Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Street City State Zip

Type of Improvement:  New Construction  Alteration  Addition  Repair/Replace

Total Cost of Improvements: \_\_\_\_\_

Proposed Use:  One Family Dwelling  Detached Garage/Carport  Other (Specify) \_\_\_\_\_

### Property Information:

Zoning District: \_\_\_\_\_ County Lot & Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
Street City State Zip

Occupant's Name: \_\_\_\_\_ Occupant's Phone No.: \_\_\_\_\_

Water Supply:  Public  Private Sewage:  Public  Private Type of Heat:  Gas  Electric

### Zoning Setbacks (the distance between the structure and the property lines):

Front Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Right Side: \_\_\_\_\_ Left Side: \_\_\_\_\_

### Proposed Construction:

Exterior Finish to Grade:  Brick  Siding  Other Architectural Finish (Specify) \_\_\_\_\_

Type of Frame:  Masonry  Wood  Structural Steel  
 Reinforced Concrete  Other (Specify) \_\_\_\_\_

No. of Stories: \_\_\_\_\_ Total Height of Building: \_\_\_\_\_ Size of Structure: Ft. Wide: \_\_\_\_\_ Ft. Long: \_\_\_\_\_

Total Area: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_ Basement: \_\_\_\_\_

Garage: \_\_\_\_\_ Deck/Porch: \_\_\_\_\_ Other: \_\_\_\_\_

Describe Proposed Construction: \_\_\_\_\_

Contractor's Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_  
Street City State Zip

*The Applicant/Owner hereby certifies that the statements made herein and representations contained in all accompanying matter part of this application are true and correct. The Applicant/Owner shall be responsible for reviewing and fully understanding all permit conditions and insuring compliance to all applicable codes and ordinances. The Applicant/Owner shall also be responsible for any fees incurred in relation to the above project. The Applicant/Owner grants Moon Township Officials the right to enter onto the property for inspecting the work permitted and posting notices. As Applicant, I hereby certify that proposed work is authorized by the Owner of record and I have been authorized by the Owner to make this application as his authorize agent.*

Applicant/Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the Owner and/or Contractor for the property located at \_\_\_\_\_  
in Moon Township where the proposed deck is to be constructed, I agree to the following:

- I agree to meet or exceed the design criteria on the attached wood deck plan, Typical Deck Details – Prescriptive Residential Deck Construction Guide.
- I have received a copy of the requirements for the typical deck construction details based on the Pennsylvania Uniform Construction Code (UCC).
- If you choose not to construct in accordance with the Prescriptive Residential Wood Deck Construction Guide, then Design Professional Architect's plan details of the proposed deck are required to be submitted.
- A deck may not be permitted to attach to or hang from a house overhang, bay window or chimney.
- I am aware that the use of this package applies to **single span, single level and residential decks only**.
- I am aware that a **FOOTING** and **FINAL INSPECTION** are always required.
- I am aware that a **FRAMING INSPECTION** is required when the frame, beams, joist, lateral load connectors, flashing at house above ledger board, etc. will not be visible at the final inspection.
- All decks that are **6' or lower above grade require a FRAMING INSPECTION before decking boards are installed**. All **guard rail post with two 1/2" thru bolts and one hold down bracket on each "top bolt"** must be in place for the framing inspection. **Flashing** at the house must be installed for the **framing inspection**.
- Deck to house lateral load connectors are always required unless the deck is free standing and structurally independent of the house.

By signing my name below, I certify that I have read and understand the above information. Any questions concerning these items have been discussed with the Building Inspector. My signature certifies my understanding and agreement with the above items.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner/Contractor's Name \_\_\_\_\_ Contact No. \_\_\_\_\_

*(Please Print)*

As the Owner and/or Contractor for the property located at \_\_\_\_\_  
in Moon Township where the proposed deck is to be constructed, I understand that all deck footers minimum size  
is as follows:

- 18" x 18" Square Footing or 21" Round Footer.
- Minimum 10" thick monolithically poured concrete under deck posts.
- Precast concrete footers must be a minimum of 21" round and monolithically poured.
- Decks with joist span over 14' and beam span over 8' require a larger footer.
- Footers supporting a deck and roof are required to be a minimum size of 36" diameter.
- Footing holes **cannot** be covered on the day of inspection to allow the inspector to clearly see and complete the inspection.
- Footings should be scheduled for inspection **before** the concrete or footing is placed.

By signing my name below, I certify that I have read and understand the above information. Any questions concerning these items have been discussed with the Building Inspector. My signature certifies my understanding and agreement with the above items.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner/Contractor's Name \_\_\_\_\_ Contact No. \_\_\_\_\_  
*(Please Print)*

As the Owner and/or Contractor for the property located at \_\_\_\_\_  
in Moon Township, I agree to meet or exceed the requirements outlined in Chapter 21 Streets and Sidewalks of the  
Moon Township Code of Ordinances. The maximum allowed slope of a driveway is 15%. The maximum allowed  
width of a driveway apron in right-of-way is 18'. I have received a copy of the requirements, Chapter 21.

I am aware that all street sidewalk and driveway apron forms must be inspected by Moon Township  
Inspector before the concrete is poured.

I am aware that the maximum size mailbox post is 4" x4". Mailbox and post with 4" street numbers on both  
sides of the post is required to be installed for the final building inspection.

Structures, fences, brick mailboxes, concrete or wood steps/stairs, trees, etc. are not permitted to be  
located within 22' from the curb edge of any public road.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner/Contractor's Name \_\_\_\_\_ Contact No. \_\_\_\_\_  
*(Please Print)*

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

\_\_\_\_\_

# WORKERS COMPENSATION AFFIDAVIT OF EXEMPTION

TOWNSHIP OF MOON

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Act for one of the following reasons, as indicated:

- Contractor is a sole proprietorship with no employees.
- Religious exemption under Section 304.2 of the Workers' Compensation Law.
- Contractor is a corporation and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain:  
\_\_\_\_\_
- Owner is the Contractor
- Other: Please explain: \_\_\_\_\_  
\_\_\_\_\_

Please be aware of the following requirements under the Pennsylvania Workers' Compensation Act:

1. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
2. Violation of the Worker's Compensation Act or the terms of this information form will subject the Contractor to a stop-work order and other fines and penalties as provided by law.

My signature on behalf of or as the Contractor as stated on this form constitutes my verification that the statements contained here are true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Contact No. \_\_\_\_\_

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

In considering of the issuance by the Township of Moon (the "Township") of a Building Permit, Zoning Permit and other permits for the property located at \_\_\_\_\_ and to the undersigned property Owner(s) or the Agent(s) (the "Applicant"), the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits and inspection work of the Applicant; the employees, consultants, elected or appointed official of the Township are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Township and the minimum requirements of the applicable ordinances of the Township and the Pennsylvania Uniform Construction Code pursuant to the police power of the Township and are not warranting to the Applicant or to any third party the quality of adequacy of the design, engineering or work of the Applicant or their agents or contractors.

Applicant further acknowledged that although plan review and inspections will be provided, it will not be possible for the Township to review every aspect of the Applicant's design and engineering or to inspect every aspect of the Applicant's work. Accordingly, neither the Township nor any of its elected appointed officials, consultants, or employees shall have any liability to the Applicant for defects or shortcomings in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during the Township's review or inspection, Furthermore, the Applicant agrees to defend, hold harmless and indemnify the Township, its elected officials, consultants and employees from and against any and all claims, demands, actions, and causes of actions of any one or more third parties arising out of or relating to the Township's review or inspection of the Applicant's design, engineering, or work or issuance of a permit or permits, or arising out of or relating to the design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant's design, engineering or work shall include such design, engineering, and work, which is performed by the Applicant or by the Applicant's employees, agents, independent contractors, subcontractors or any other person or entities performing work pursuant to the issuance of the Building Permit Zoning Permit and other permits by the Township.

Owner/Agent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_





# TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA  
724-869-0778

## ELECTRICAL PERMIT APPLICATION

### Official Use Only

_____	_____
Permit Fee	Permit No.
_____	_____
Receipt No.	Permit Approved By

Project Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Subdivision \_\_\_\_\_

Lot No. \_\_\_\_\_

Landowner's Name

Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Landowner's Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupant's Name:

Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Occupant's Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor's Name

Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Contractor's Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Improvement

Repair/Replace    New Construction    Addition    Alteration    Other \_\_\_\_\_

**Description of work** (wiring, equipment, data, service size, number switching, lighting, receptacles, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Current and Former Use of Property

Single Family    Duplex    Commercial    School    Office    Other \_\_\_\_\_

The Applicant/Owner hereby certifies that the statements made herein and representations contained in all accompanying matter part of this application are true and correct. The Applicant/Owner shall be responsible for reviewing and fully understanding all Permit conditions and insuring compliance to all applicable Codes and Ordinances. The Applicant/Owner shall also be responsible for any fees incurred (engineering, etc.) in relation to the above proposed project. The Applicant/Owner grants Moon Township officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices. As applicant, I hereby certify that proposed work is authorized by the Owner of record, and I have been authorized by the Owner to make this application as his authorized agent.

Signed \_\_\_\_\_ Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Owner \_\_\_\_\_ Date \_\_\_\_\_

**\*\* All Electrical Permit Applications must be accompanied with a check made payable to "Township of Moon" \*\***

**RESIDENTIAL FEES (Two Trip Maximum)**

Residential Flat Rate, New Construction (Up to 200A).....	\$230.00
Residential Flat Rate, New Construction (Over 200A to 400A).....	\$355.00
Residential Additions with or without Services up to 200A.....	\$155.00
Services and Sub-panels up to 200A <b>(One trip only)</b> .....	\$80.00
Minimum Trip and Reinspection Fee <b>(One trip only)</b> .....	\$80.00
Temporary Service Inspection up to 200A <b>(One trip only)</b> .....	\$80.00
Services over 200A and up to 400A <b>(One trip only)</b> .....	\$105.00
Residential alterations up to 15 outlets and Services to 200A <b>(One trip only)</b> .....	\$95.00
Hot Tubs <b>(One trip only)</b> .....	\$90.00
Photo Voltaic Systems up to 5 KW <b>(Two trips only)</b> .....	\$255.00
Aboveground Swimming Pools <b>(One trip only)</b> .....	\$90.00
Inground Swimming Pools <b>(Two trips only)</b> .....	\$180.00
<b>(Swimming Pool panels and/or pool houses are extra, use above fees)</b>	

**COMMERCIAL**

Services and subpanels up to 200A.....	\$80.00
Temporary Service Inspection up to 200A <b>(One trip only)</b> .....	\$80.00
Services and subpanels over 200A and up to 400A.....	\$105.00
Each Additional 100A over 400A.....	\$21.00
1-50 Outlet Switches, Receptacles, Lighting, etc. (Rough and Final).....	\$155.00
Each Electrical Outlet or Device Over 50.....	\$0.75
Equipment Up to 10 HP, KVA, KW (Transformers, Motors, HVAC, etc.).....	\$31.00
Each Additional HP, KVA, KW, over 10.....	\$1.00
1-50 Outlets Low Voltage, Fire Alarm, Date, Security, Etc. (Rough and Final).....	\$155.00
Each Low Voltage Device Over 50.....	\$0.75
Illuminated Signs (Each).....	\$90.00
<b>Photo Voltaic Cells (Based on the above KW rating and associated equipment)</b>	

**Electrical Inspections are available on Monday, Wednesday and Friday.**

**NOTE:** Before inspections can be performed, all application(s) and fees must be submitted, No Exceptions. Please make checks payable to "Township of Moon". To schedule an electrical inspection, please contact the main office at 724-869-0778.

Rev. January 2018