

# Township of Derry



Dauphin County, Pennsylvania

Residential Submittal Guide

and

Construction Checklist



The text and illustrations included in this guide represent tables and illustrations from the 2009 International Residential Code and the opinions of the Township of Derry Community Development Department. This guide is for information purposes and should not be misconstrued as a full and complete interpretation of the Building Code.

## ***Residential Check List***

- Zoning permit applied for? Zoning permit must be approved prior to the issuance of a building permit.
- Plot plan with dimensions to property lines/easements, show all impervious coverage (see sample plot plan attached), provide two copies.
- Sewer permit from DTMA or an on lot septic permit must be approved prior to issuance of a building permit.
- Provide one of the following relating to workers compensation.
  1. Proof of Worker's Compensation coverage from the general contractor, containing an original signature from an authorized representative of the insurance company, and listing the Township of Derry, 600 Clearwater Road, Hershey, PA 17033, as the certificate holder.
  2. If the contractor has no employees or meets the exception from worker's compensation, a signed and notarized exemption form is required. Forms are available at the Community Development Office.
  3. No workers compensation coverage or exemption form is required if the homeowner is doing their own work or acting as their own general contractor.
- Provide two copies of plans.
- Complete building permit application Sections I thru IV, sign and date application.
- List the code the construction was designed under.
- Show dimensions of construction on plans.
- Is the construction in the flood zone? If so, supporting documentation must be submitted showing compliance with all applicable codes and ordinances.
- Proof that a Highway Occupancy Permit (HOP) or street cut permit have been applied for.
- If an UCC Appeal Board Variance is granted, list approval granted.
- Per Uniform Construction Code (UCC) 403.63(a) if a design professional submits the plans, a letter certifying that the plans meet the applicable standards of the UCC is required in order to receive a 5 business day permit application review.
- Please see our list of other agency's that may require a permit.

### **Concrete**

- List psi of concrete.
- Show thickness of stone, concrete and if vapor barrier is used.
- If in garage, show slope.

### **Fire Separation**

- Townhouse/Duplexes, provide U.L number and detail for rated assemblies.
- Show size of openings within 5' of firewall/property line (no openings allowed within 3' of firewall or property line).
- Show drywall size in garage and type of door from garage to residence.
- If garage is attached, carbon monoxide detector required outside sleeping areas.
- If any stairs have enclosed storage underneath, drywall required under stairs.

### **Egress**

- Show window sizes and locations.
- Window well dimensions.
- Window sill height (if window is 6' above grade, sill must be 24" A.F.F or meet one of the exceptions of Section 612.2).
- Provide detail on any locks or grills installed on an egress component.
- Hallway and stairs widths.
- Stair rise and run.
- Handrail 34"-38" and returned to wall/post. See attached specs for handrails.
- Guardrail required where walking surface is 30" above grade (measured horizontally 36" from the walking surface, then down).
- Door sizes.
- Show exterior landing dimensions.

### **Footing**

- If on fill, a soil compaction/probe test is required.

### **Footing (continued)**

- Thickness, width and depth below grade.
- Size and placement of rebar if used.
- Pier dimensions.
- If adjacent to an ascending or descending slope, provide detail of distance of footings to slopes, height of slopes, load intensity and erosion characteristics of slope material. Section 403.1.7.4 of the 2009 IRC.

### **Foundation**

- If soil bearing is unknown, assume 1500 psf.
- Type of wall used, height and thickness.
- Height of unbalanced fill.
- Percent of foundation wall below grade.
- Size and spacing of vertical and horizontal rebar.
- Height of foundation above grade (4" min where masonry veneer is used, 6" for other const.).
- Anchor bolt size and spacing (min 7" embedment into foundation wall).
- Water or damp proofing.
- Footing drains, show if being discharged to daylight or sump pump.

### **Crawl space**

- Show access opening size.
- Height of wall.
- Ventilation method.

### **Floor system**

- Grade, size, spacing and clear spans.
- Girder/beam size and spacing of post.
- If engineered product, provide spec showing allowed span. Install bridging and blocking according to manufacturers specs.

### **Walls**

- Stud grade, size, spacing and height.
- Show wall bracing method for house and garage walls.
- Header sizes and number of jacks.
- Exterior sheathing, house wrap and coverings.
- Masonry walls-spacing of wall ties and weep holes (ties 2' max vertically and horizontally, 2.67 sq. ft. max area per tie, 33" max spacing of weep holes).

### **Roof**

- If engineered, provide specs by framing inspection.
- Rafter ties required.
- Show ridge board size, rafter size, spacing and clear spans.
- If ledger is used, show attachment to house.
- Ceiling joist size, spacing and clear spans.
- Roof sheathing size.
- Felt paper, weather guard (2' min. past exterior wall), type of covering.
- Ventilation method.
- Location and size of attic access.

### **Fireplace/chimney**

- If manufactured, provide specs, install per manufacturers recommendations.
- If combustion air from indoors, provide BTU of unit and room size (combustion air only permitted to be indoors if construction built prior to 2003 Codes).
- Hearth detail, flue/vent material, clearance of vent to combustibles, vent height above roof, dimensions intake/windows from exhaust termination.
- Carbon monoxide detectors required outside sleeping areas where fuel fired appliances are used.

### **Mechanical**

- Provide load calculations.

### **Mechanical (continued)**

- Location of unit.
- For exterior units, show measurement to property lines, must meet zoning setback requirements.
- If combustion air is from indoors, provide room sizes (combustion air only from indoors if construction was prior to the 2003 IRC Code).
- For fuel fired appliances, provide manufacturers specs or the code requirements for clearance's to combustibles for vents and appliances.
- List type of unit (gas, oil etc.).
- Return and supply locations.
- Carbon monoxide detectors required outside sleeping areas where fuel fired appliances are used.
- Gas or electric dryer, length of duct, provide all elbows and sizes. If venting according to dryers manufacturers specs, please provide a copy of the venting specs.

### **Gas**

- Material and size.
- Gas pipe and tubing shall be bonded per Section 2411.
- Carbon monoxide detectors required outside sleeping areas where fuel fired appliance used.

### **Plumbing**

- Fill in attached plumbing chart.
- Show location, size and type of water heater (gas, electric etc.).
- Material used for supply, drains and vent.
- Type of backflow prevention device.
- If an ejector or grinder pump are used, provide manufacturers specs.

### **Electrical**

- Size and location of panel.
- Arc fault receptacles required.

### **Electrical (continued)**

- List spacing of receptacles.
- GFI receptacle locations.
- Tamper resistant receptacles required.
- Receptacle location.
- Location of interconnected smoke detectors.
- All inspections must be done by the Third Party Inspection Agency Commonwealth Code.

### **Energy**

- Show compliance with one of the following, PA Alternative, Res Check, IRC or IECC.
- The PA Alternative checklist is available upon request or at <http://www.engr.psu.edu/phrc>.
- Have energy certificate affixed to the electric panel at final inspection. Stickers are available at the Community Development Office.

### **Sprinkle system**

- Effective January 1, 2011, all new single-family dwellings will be required to be sprinkled. Duplex's and townhouses sprinkle requirements became effective January 1, 2010. This only applies to new buildings; additions or alterations will not be required to be sprinkled.
- Water pressure test required.
- Provide safety margin percent.
- List which code used for design.
- Show size of piping, material used, flow at each head.
- Provide head rating, spray pattern and coverage, spec sheets for heads.
- Locations of soffit and ceiling fans, room dimensions.
- Type of backflow prevention device.
- If installed in attic, show measures taken to prevent freezing.
- Provide detail if a holding tank or fire pump is used.
- Shop drawings must be submitted prior to inspection.

# Additional Permit Requirement Checklist

Per the Pennsylvania Uniform Construction Code (UCC), Section 403.102(n) “A municipality will provide a list of all other required permits necessary before issuance of the building permit. A municipality will not be liable for the completeness of any list.”

- An on-lot septic permit or sewer permit from DTMA must be obtained prior to the issuance of a building.

The following is a list of permits that may be required by the following authorities:

- Township of Derry zoning permit
- Township of Derry Design Review Board approval
- Township of Derry Public Works street cut permit
- State owned buildings are regulated by Labor & Industry
- Commercial elevators and other lifting devices per the UCC 405 are regulated by Labor & Industry
- The Boiler and Unfired Pressure Vessel Law by Labor & Industry if:  
Storage water heaters and instantaneous water heaters exceed any of the following:
  1. Heat input of 200,000 BTU per hour
  2. Water temperature of 210 degrees F.
  3. Water containing capacity of 120 gallons.Unfired pressure vessels that exceed the following (excluding LP):
  1. 5 cubic feet in volume and 250 psi design pressure
  2. 3 cubic feet in volume and 350 psi design pressure
  3. 1 to 1 ½ cubic feet in volume and 600 psi design pressure.
- The accessibility board must grant all accessibility relief. Information can be supplied upon request or found on PA State Labor & Industry website regarding information to file a variance.
- The Propane and Liquefied Petroleum Gas Act (35 P.S. §§ 1329.1-1329.19) information may be found on PA Labor & Industry website
- The Health Care Facilities Act
- The Older Adult Daily Living Centers Licensing Law
- Permit must contain a notice that a highway occupancy permit is required under Section 420 of the State Highway Law (36 P.S. §670-420)
- Proof of Land Development or Subdivision recording.
- Dept. of Agriculture for all food related establishments.
- Approval letter from Dauphin County Conservation District for Erosion and Sediment Control and Stormwater Management BMPS and NPDES.
- Approval letter from Dept. of Environmental Protection for Erosion and Sediment Control and Stormwater Management BMPS and NPDES.
- Approval letter from Derry Township for Stormwater BMP facilities.
- Approval letter from the Corps of Engineers.

### Plumbing Chart

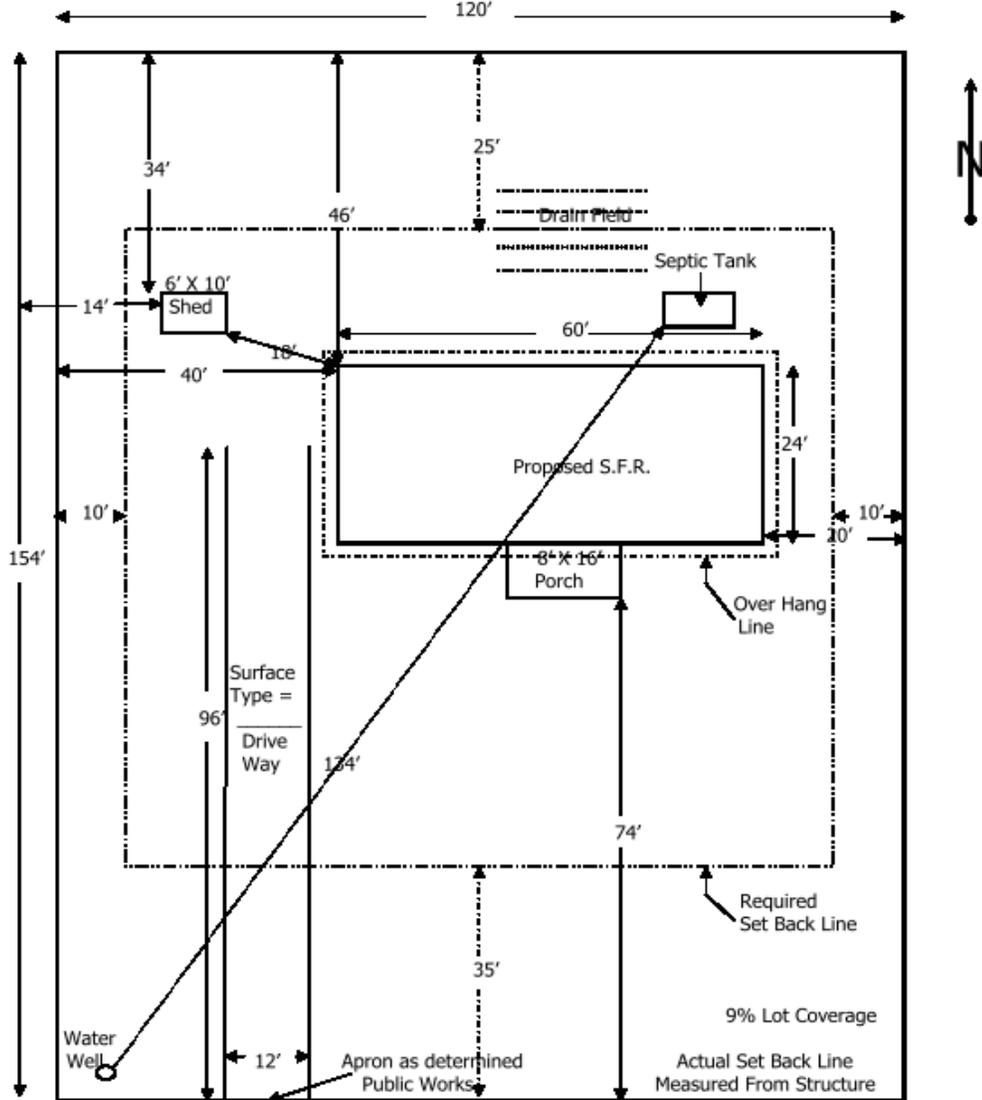
Fixture	Supply Size	Drain Size	Vent Size
Water Service		N/A	N/A
Sewer line	N/A		
Water Closet			
Sink			
Bathtub			
Shower			
Dishwasher			
Washing Machine			
Floor Drain	N/A		
Main Vent	N/A	N/A	

**Energy Certificate 1101.9** A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall not cover or obstruct the visibility of the circuit directory label, service disconnect label or other required labels. The builder or registered design professional shall complete the certificate. The certificate shall list the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawl space wall and/or floor) and ducts outside conditioned spaces-factors for fenestration’ and the solar heat gain coefficient (SHGC) of fenestration. Where there is more than one value for each component, the certificate shall list the value covering the largest area. The certificate shall list the types and efficiencies of heating, cooling and service water heating equipment. Where a gas-fired unvented room heater, electric furnace and/or baseboard electric heater is installed in the residence, the certificate shall list the “gas-fired unvented room heater,” “electric furnace” or “baseboard electric heater,” as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces or electric baseboard heaters.

**EXAMPLE SITE PLAN**

Scale: 1" = 20'

Parcel Number: 00 - 00 - 00 - 0000 - 0000 - 0000



Property Owner: John Doe Address: 100 First Street

Name of Preparer: Jayne Doe Zoning: R-2

THIS PLOT IS TRUE AND ACCURATE:

(Signature of Applicant or Agent) John Doe DATE: 1/1/2006

Proposed construction _____ sq. ft.	Sidewalk _____ sq.ft.
Existing dwelling _____ sq. ft.	Total coverage _____ sq. ft.
Driveway _____ sq. ft.	Lot size _____ sq. ft.
AC Pad _____ sq. ft.	
Patio _____ sq. ft.	
Shed _____ sq. ft.	