ROSS TOWNSHIP
1000 Ross Municipal Drive
Pittsburgh, PA 15237
Phone: (412) 931-7055 Fax: (412) 931-3508

RESIDENTIAL ADDITION BUILDING PERMIT SUBMITTAL GUIDE

(BEDROOM – FAMILY ROOM – KITCHEN – ATTACHED GARAGE – ETC.)

Please read this guide in full prior to submitting your building permit application. The following is a check list. You must have **"checkmark"** in all of the sections listed below prior to submitting your application.

- ☐ Completed occupancy/building permit application (Submit both pages, side one completed in full)
- ☐ Two (2) copies of survey or plot plan showing the outside dimensions of the proposed dwelling, or other structures, including distances in feet to the front, sides and rear property lines.
- ☐ Two (2) sets of complete construction documents that **show in detail** code compliance for all of the work proposed to include **but not limited to** the following information:
  - ☐ Floor plan showing sizes of all rooms.
  - ☐ Footing detail including depth below frost line, thickness, width, and rebar.
  - ☐ Type of foundation, showing type of masonry, waterproofing and anchorage of addition to foundation.
  - ☐ Roof rafter size - species and grade of wood.
  - ☐ Rafter spacing (16" on center, 24" on center, etc).
  - ☐ Thickness and type of roof sheathing.
  - ☐ Ceiling joist size and spacing.
  - ☐ Floor joist size and spacing.
  - ☐ Wall sections showing top and bottom plates and headers.
  - ☐ Location and size of all beams.
  - ☐ Sizes of all doors.
  - ☐ Window type - including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress).
  - ☐ Smoke and carbon monoxide alarms - number and placement.
  - ☐ Insulation - U-Values for windows, R-Values for exterior walls, attic and foundation. Provide ResCheck to verify energy compliance.
  - ☐ Stairs (riser height maximum 8 ¼ "; tread depth minimum 9").
  - ☐ Stairs - handrail (height from nose of tread minimum 34" maximum 38")
  - ☐ Guardrail (34" minimum measured vertically from nose of tread)
  - ☐ Width of stairs (36" minimum)
- ☐ Separate electrical permit application is required.
- ☐ Separate HVAC/mechanical permit application (if applicable).
- ☐ Separate Allegheny County Plumbing permit required (kitchens & bathroom additions).
- ☐ Provide copy of contractor's certificate of insurance verifying general liability and PA workers compensation insurance. An "Affidavit of Exemption" may be submitted in lieu of workers compensation insurance if contractor has no employees.
- ☐ Complete and submit Ross Township small project standardized stormwater management planning guide

Ross Township will review plans submitted to determine code compliance within fifteen (15) business days of submittal. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be stamped "approved" and the permit will be issued. **Please do not call the Township Offices asking if your permit has been reviewed. We will contact you. Permit applications are reviewed in the order they are received.**

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RESIDENTIAL ADDITION INSPECTION PROCEDURES

- Building permit must be posted on the work site and clearly visible from the road until completion of the project.
- Your approved plans must be available at time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by Ross Township or Code.sys Code Consulting, Inc.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number, including the letter, to the secretary or inspector.

THE FOLLOWING MINIMUM INSPECTIONS REQUIRE 48 HOUR NOTICE

1. **Footing inspection** - To be done after forming and prior to placing of concrete.
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**
2. **Foundation inspection** - French drain and water-proofing prior to backfilling.
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**
3. **Plumbing inspection** – Rough-in to be done prior to insulating (if applicable).
   Allegheny County Plumbing **Phone: (412) 578-8036**
4. **Electrical inspection** - Rough-in to be done prior to insulating.
   Gene Meaner, Code.sys **Phone: (412) 821-0337, ext 39**
5. **Mechanical inspection** - Rough-in to be done prior to insulating (if applicable).
   Dave McGuigan, Code.sys **Phone: (412) 821-0337 ext. 24**
6. **Framing inspection** - Done prior to insulating, but after heating, plumbing and wiring are roughed in and approved, and prior to any exterior finishes being applied.
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**
7. **Energy Conservation**
   Jim Bruwelheide, Code.sys **Phone: (412) 821-0337, ext 56**
8. **Wallboard**
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**
9. **Final inspection** - When job is completely finished, prior to occupancy permit and after final plumbing, mechanical and electrical inspection
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**

Failure to comply with these minimum inspection requirements may cause your permit to be revoked and/or legal action to be filed.