



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

## MANUFACTURED & INDUSTRIALIZED HOUSING BUILDING PERMIT SUBMITTAL GUIDE

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)
- Provide DCED certification as a "Manufactured Home Installer".
- 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.
- Sewer tap permit (Girty's Run Joint Sewer Authority or Ross Township depending on watershed area).
- 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:
  - Footing detail including depth below frost line, thickness, width, and rebar.
  - Size of masonry units for foundation (piers or full foundations).
  - Type of foundation (please check type and supply related information)**
    - Full Basement- Show basement/garage details, dwelling/garage fire separation, stairs
    - Crawl Space- Provide ventilation details
    - Piers- Spacing, diameter, depth, attachment, type of skirting
  - Type, size, and placement of anchorage for the structure to the foundation.
  - A copy of the manufacturer's specifications and installation instructions.
- Separate electrical permit application is required for service, fixtures and outlets in basement, garage or crawl space.
- Separate HVAC/mechanical permit application required for HVAC units not installed at the manufacturer.
- Separate Allegheny County Plumbing permit required (Residential sprinkler requirements will be reviewed and inspected under this permit) A copy of this permit is required prior to the release of your building permit.
- Separate HOP (highway occupancy permit) required. Issued by Ross Township, Allegheny County or PennDot District 11 depending on roadway.
- 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
- A "Certificate of Compliance" must be completed by the manufactured home installer and provided to the Ross Township Building Code Official, purchaser and DCED. Ross Township **will not** issue an Occupancy Permit until a completed Certificate of Compliance form is completed in its entirety and received.

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.**



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

## MANUFACTURED & INDUSTRIALIZED HOUSING 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 trenching or 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 (if full foundation) prior to backfilling.  
**Peg Russell, Code.sys Phone: (412) 821-0337, ext. 11**
3. **Anchoring inspection** - Anchoring of structure to foundation.  
**Peg Russell, Code.sys Phone: (412) 821-0337, ext. 11**
4. **Electrical inspection** - Installation of service from supply to home and any fixtures or outlets installed in basement, garage or crawl space.  
**Gene Meaner, Code.sys Phone: (412) 821-0337, ext 39**
5. **Plumbing inspection** - any under slab, plumbing & sewer connections.  
**Allegheny County Plumbing Phone: (412) 578-8036**
6. **Mechanical Inspection** - If HVAC permit was required.  
**Dave McGuigan, Code.sys Phone: (412) 821-0337, ext. 24**
7. **Final inspection** - When job is completely finished, prior to occupancy permit and after final plumbing, mechanical and electrical inspections. Certificate of Compliance should be submitted after this 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.