



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

**RESIDENTIAL ADDITION 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 a "checkmark" in all of the sections listed below prior to submitting your application.

- Copy of survey / 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.
- Complete construction documents that show in detail code compliance for all of the work proposed to include but not limited to the following:
  - 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 the 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 1/4"; 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 (required).
- Separate Residential HVAC Permit Application if applicable.
- Separate Allegheny County Plumbing Permit is required (kitchens & bathrooms).
- Provide a copy of the 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 the contractor has no employees.
- Complete and submit the Ross Township small project stormwater management planning guide.
- Once the above is completed visit the [Ross Permit Portal](#) and find Building Permits. On the left of this section it will say "Apply Online," please select that, fill out the necessary field, upload all drawings.

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. Permits are reviewed in the order in which they are received.