

Please complete application in ink

WHITE TOWNSHIP SUPERVISORS

950 Indian Springs Road
Indiana, Pennsylvania 15701-3506

PHONE: (724) 463-8585 FAX: (724) 463-0705

**Return
completed
application to**



**WHITE TOWNSHIP
BUILDING PERMIT APPLICATION PACKAGE**

In 1999, the Commonwealth of Pennsylvania enacted the Uniform Construction Code (UCC), Act 45 of 1999, as amended, which requires that certain building construction comply with State-wide building codes adopted by the Township. This packet includes the forms necessary to apply for a Building Permit under the UCC law.

The following chart indicates which pages in this package need to be completed for several different types of common construction projects. Single-Family Residential Construction means one-family and two-family dwellings, mobile homes and one-family townhomes that are not more than three stories in height. All other types of construction are considered as Commercial and/or Multi-Family Construction.

	<i>TYPE</i>	<i>Complete pages:</i>
I.	Commercial and/or Multi-Family	1, 2, 3, 4, A, C
II.	New Single Family Residential	1, 3, 4, A, B, C
III.	Residential Additions	1, 3, 4, A, B, C
IV.	Single Family Detached Accessory Structures – Over 1,000 sq. ft.*	1, 3, 4, A, B, C
V.	Single Family - Decks	1, 3, 4, A, B, C
VI.	Single Family - Swimming Pools, Spas, Hot Tubs	1, 3, 4, A, B, C
VII.	Single Family - Manufactured Housing	1, 3, 4, A, B, C

* Single family detached accessory structures under 1,000 square feet do not require a building permit, but do require review to determine if other permits are needed. Check with the Township.

The reverse side of this page discusses the Building Permit Process. Please feel free to contact this office with any questions on this information.

WHITE TOWNSHIP BUILDING PERMIT REVIEW & INSPECTION PROCEDURE

Step #1 – DETERMINE IF ANY OTHER PERMITS OR REVIEWS ARE NEEDED.

- Applicant must determine if any other permits or reviews are needed (Examples: Subdivision and Land Development Regulations; Building Setbacks; Sewage Permits; Flood Plan Regulations; Stormwater Regulations; DEP Erosion and Sedimentation Plans; PennDOT Highway Occupancy Permits; etc.)
- All Commercial and/or Multi-Family Residential construction (3 or more units, to include townhomes) must comply with Subdivision and Land Development Regulations.
- Check your property deed to determine if the property is subject to any deed restriction. The Township does not endorse or enforce deed restrictions.

Step #2 – APPLY FOR BUILDING PERMIT.

- Pick up a copy of the Building Permit Application Package at the White Township Municipal Building.
- Return the completed Building Permit Application Package to White Township along with two (2) sets of drawings for the project. **The Township requires original signatures on the Building Permit Application.**
- Residential project drawings should be of such clarity and detail to allow the Plan Reviewer to readily determine compliance with the Building Codes, but do not need to be done by a design professional.
- Commercial and/or Multi-Family Project drawings must be sealed by a design professional.
- If the contractor has employees, a copy of their Worker's Compensation Certificate must be on file at the Township office with "White Township" listed as certificate holder. If the contractor hires subcontractor(s), it will be the contractor's responsibility to obtain the Worker's Compensation certificates for the subcontractor(s).
- The Building Inspector and the Township will review the application for completeness.

Step #3 – APPLICATION REVIEW AND FEES.

- After reviewing the plan, the Building Inspector will notify the Township of the building Permit Fee.
- The Permit Fee covers the application review, all scheduled inspection visits, and issuance of the Occupancy Permit.
- The applicant shall be responsible for payment of the permit fee. **NOTE:** Once an application is submitted to the Building Inspector, the applicant acknowledges with their signature on the application that they are responsible for all plan review fees. If the project is canceled or the permit is not picked up within 30 days of notification, the applicant will be invoiced for the plan review fee.
- If the plans comply with the Building Codes, they will be stamped "Approved" by the Building Inspector.
- If the plans do not comply with the Building Codes, the Building Inspector will contact the applicant and request additional information.

Step #4 – PICK UP APPROVED PLANS AND PAY PERMIT FEE.

- Once approved by the Building Inspector, the permit will be issued when all other permits and/or reviews are complete. (See Step #1)
- The applicant will be notified when the Building Permit is approved and ready for pick up. The applicant, property owner, or authorized representative must come to the Township Office and sign for the Building Permit.
- Full payment of Permit Fee is due when picking up the Building Permit, or due within 30 days of notification the Building Permit is ready for pick up, whichever occurs first. The Permit Fee can be paid by cash or a check made payable to "White Township". If the Permit Fee is being mailed, the fee must be received by the Township prior to release of the permit.
- Building Permit "Job Weather Card" must be displayed at the job site and be accessible to the Building Inspector.
- One set of "approved" drawings must be kept on the job site. The Township keeps the second set of drawings.

Step #5 – BEGIN CONSTRUCTION.

- Construction of the project may begin only after the Building Permit has been issued and picked up.
- Inspections must be conducted for Footing and Foundation, Plumbing, Electrical, Mechanical, and Final. See Inspection Procedures – Page C.
- Building Inspections must be scheduled twenty-four (24) hours in advance by calling the Building Inspector.
- Building Inspections of any sewer lateral lines (from building to main sewer) are conducted by township personnel, and the applicant should contact the Township directly to have this inspection done.

Step #6 – OCCUPANCY PERMIT.

- Following a successful Final Inspection, the Building Inspector will issue an Occupancy Permit and the building may then be occupied.

Building Permit Application Submittal Requirements

PAGE 1
(TWO SIDED)

Please read all of the following information. Each Permit Type has a checklist. You must have a ✓ in all items for the Permit Type you are applying for prior to submitting your application.

All Permit Applications:

- ___ "Affidavit of Exemption" (see attached "Page A"). If you are hiring a contractor to construct your addition and they have Worker's Compensation, have the contractor or their insurance carrier provide us with a "Certificate of Insurance" showing proof of such. If the homeowner or a contractor without Worker's Compensation is constructing the addition, the attached form must be completed and notarized. If claiming a Religious Exemption, individual must also submit a letter from the church confirming their membership.
- ___ A site plan showing the proposed addition, the outside dimensions of the structure, the distances in feet, to the front, sides; and rear property lines.
- ___ Two (s) sets of complete construction documents that show in detail code compliance for all of the work proposed, but not limited to, the following information:

RESIDENTIAL ADDITIONS

- | | |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| ___ Footing detail including depth below frost line, thickness, width and rebar | ___ Location and size of all beams |
| ___ Type of foundation - showing type of masonry, waterproofing and anchorage of home to foundation | ___ Sizes of all doors |
| ___ Roof rafter size – species and grade of wood | ___ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress) |
| ___ Rafter spacing
(16" on center, 24" on center, etc.) | ___ Smoke alarms – number and placement |
| ___ Thickness and type of roof sheathing | ___ Insulation. U-Values for windows, R-Values for exterior walls, attic and foundation |
| ___ Ceiling joist size and spacing | ___ Heating- if applicable |
| ___ Floor joist size and spacing | ___ Plumbing – if any |
| ___ Wall sections showing top and bottom plates and headers | ___ Electrical |
| | ___ Completed building permit application |

DETACHED STRUCTURES – 1,000 square feet or more ACCESSORY TO DETACHED SINGLE FAMILY DWELLING

- | | |
|------------------------------------------------------------|-------------------------------------------------------|
| ___ Footing detail including depth below frost line | ___ Wall sections showing top, bottom plate & headers |
| ___ Type of foundation | ___ Location and size of all beams, girders/headers |
| ___ Roof rafter size
(2x6, 2x8, 2x10, etc) | ___ Sizes of all doors |
| ___ Rafter spacing
(16" on center, 24" on center, etc.) | ___ Plumbing – if applicable |
| ___ Thickness and type of roof sheathing | ___ Mechanical – if applicable |
| ___ Ceiling joist size and spacing | ___ Electrical – if applicable |
| ___ Floor joist size and spacing | ___ Completed building permit application |

DECKS

- ___ Floor joist size, species and grade of wood
- ___ Floor joist spacing
(16" on center, 24" on center, etc.)
- ___ Span of floor joist
(clear distance between supports)
- ___ Attachment to existing structure
(bolts or lags, with sizes and spaces)
- ___ Depth of post footing below finished grade
- ___ Guardrail height from floor of deck and or stairs
- ___ Spacing of balusters
- ___ Stairs – riser height and tread depth
- ___ Stairs – handrail height
(from nose of tread)
- ___ Handrail grip size – Must have circular cross section of 1 1/4" minimum to 2 5/8" maximum
- ___ Completed building permit application

MANUFACTURED and INDUSTRIALIZED HOUSING

- ___ Footing detail – include thickness and depth below frost line
- ___ Size of masonry units for foundation
(piers or full foundations)
- ___ Type and size of anchorage for the structure to the foundation
- ___ Septic permit - if applicable
- ___ Sewer permit - if applicable
- ___ A copy of the manufacturers specifications and installation instructions
- ___ Electrical
- ___ Plumbing
- ___ Mechanical - if applicable
- ___ Completed building permit application

SWIMMING POOLS (In-ground and Above-ground) SPAS and HOT TUBS (contains water over 24 inches deep)

- ___ Safety barrier – show type for your specific pool installation (fence, walls, etc.) including height
(barrier requirements attached)
- ___ If installing deck at pool – take submittal requirements for deck also
- ___ Electrical service (pump, filter, receptacles, etc.) Show location and type of wiring method
- ___ Completed building permit application

COMMERCIAL / MULTI-FAMILY**CONSTRUCTION DOCUMENTS REQUIRED**

- Site plan showing to scale the size and location of all new construction and all existing structures on the site. Distances from lot lines, established street grades and proposed finished grades.

- 2 (two) complete sets of sealed drawings including specification books from a registered design professional that show, in detail, code compliance for all of the work proposed to include, but not limited to, the following information:
 - Architectural
 - Structural
 - Electrical
 - Mechanical
 - Plumbing
 - International Building Code
 - Use group(s) – each area or room
 - Building limitation (height and area)
 - Type of construction
 - Fire resistant materials and construction
 - Fire protection system(s) – if required
 - Occupant load (each area or room)

NOTE: Commercial / Multi-family drawings must be stapled and bound.

WRITE TOWNSHIP
APPLICATION FOR PLAN EXAMINATION
AND BUILDING PERMIT

Applicant must complete all items in sections I, II, III, IV, and IX

I. Location Of Building	AT (LOCATION) _____ BETWEEN _____ AND _____ SUBDIVISION _____ LOT _____ BLOCK _____ LOT SIZE _____
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II. Type and Cost of Building

A. Type of Improvement 1. <input type="checkbox"/> New Building 2. <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13) 3. <input type="checkbox"/> Alteration (See 2 above) 4. <input type="checkbox"/> Repair, Replacement 5. <input type="checkbox"/> Wrecking (If multi-family residential, enter number of units in building in Part D, 13) 6. <input type="checkbox"/> Moving (relocation) 7. <input type="checkbox"/> Foundation only	D. Proposed Use – (if “demolition” – most recent use) Residential 12. <input type="checkbox"/> One Family 13. <input type="checkbox"/> Two or more family – Enter the number of units >>>>>> _____ 14. <input type="checkbox"/> Transient hotel, motel or dormitory – Enter the number of units >>> _____ 15. <input type="checkbox"/> Garage 16. <input type="checkbox"/> Carport 17. <input type="checkbox"/> Other – Specify _____ _____ _____ _____	Non-Residential 18. <input type="checkbox"/> Amusement, Recreational 19. <input type="checkbox"/> Church, Other religious 20. <input type="checkbox"/> Industrial 21. <input type="checkbox"/> Parking Garage 22. <input type="checkbox"/> Service station, Repair Garage 23. <input type="checkbox"/> Hospital, Institutional 24. <input type="checkbox"/> Office, Bank, Professional 25. <input type="checkbox"/> Public Utility 26. <input type="checkbox"/> School, Library, Other Educational 27. <input type="checkbox"/> Stores, Mercantile 28. <input type="checkbox"/> Tanks, Towers 29. <input type="checkbox"/> Other – Specify _____ _____
B. Ownership 8. <input type="checkbox"/> Private (Individual, Corporation, Non-profit Institution, etc.) 9. <input type="checkbox"/> Public (Federal, State, or Local Government)		

C. Cost 10. Cost of Improvement To be Installed, but not included in the above cost a) Electrical b) Plumbing c) Heating, Air Conditioning d) Other (Elevator, etc.) 11. TOTAL COST OF IMPROVEMENT	(OMIT CENTS) \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	Non-residential: Describe in detail the proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter the proposed use. _____ _____ _____
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III. Selected characteristics of Building – For new buildings and additions, complete Parts E – L. For demolition – complete Part J only. All others, skip to IV

E. Principal Type of Frame 30. <input type="checkbox"/> Masonry (wall bearing) 31. <input type="checkbox"/> Wood Frame 32. <input type="checkbox"/> Structural Steel 33. <input type="checkbox"/> Reinforced Concrete 34. <input type="checkbox"/> Other – Specify _____ _____	G. Type of Sewage Disposal 40. <input type="checkbox"/> Public or Private Company 41. <input type="checkbox"/> Private (Septic tank, etc.) H. Type of Water Supply 42. <input type="checkbox"/> Public or Private Company 43. <input type="checkbox"/> Private (Well, Cistern)	J. Dimensions 48. Number of stories 49. Total square feet of floor area, all floors, based on exterior dimensions (include garage / basement) 50. Total land area (square footage) K. No. Off-Street Parking Spaces 51. Enclosed 52. Outdoors
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F. Principal Type of Heating Fuel 35. <input type="checkbox"/> Gas 36. <input type="checkbox"/> Oil 37. <input type="checkbox"/> Electricity 38. <input type="checkbox"/> Coal 39. <input type="checkbox"/> Other – Specify _____ _____	I. Type of Mechanical Will there be central air conditioning? 44. <input type="checkbox"/> Yes 45. <input type="checkbox"/> No Will there be an elevator? 46. <input type="checkbox"/> Yes 47. <input type="checkbox"/> No	I. Residential Buildings Only 53. Number of bedrooms 54. Number of Bathrooms { Full { Partial
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WHITE TOWNSHIP BUILDING PERMIT CHECKLIST

In addition to the requirements of the UCC, White township must also enforce other construction and development regulations. This checklist must be completed and submitted with the "Application for Plan Examination and Building Permit Form". The checklist will be reviewed and the applicant will be notified if any additional information is necessary.

ACKNOWLEDGEMENT: The information provided herein is true and accurate, to the best of my knowledge.

Applicant's SignatureDate

Print Applicant's NameDaytime Phone No.

Applicant's Mailing Address

- | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. | Is the deed for this property presently in your name?
<i>If Tenant is completing application --- a written statement from property owner authorizing the proposed changes/alterations must accompany the application.</i> | Yes | No |
| 2. | What type of development is being proposed: | | |
| | Single Family or Two Family residential dwelling | Yes | No |
| | Mobile Home | Yes | No |
| | Multi-family (3 or more units) residential dwelling | Yes | No |
| | Commercial or Industrial Structure | Yes | No |
| | Agricultural Building | Yes | No |
| | Mixed Use Development (any 2 or more of the above) | Yes | No |
| | Other: _____ | Yes | No |
| 3. | Will there be a new driveway constructed with this development or will the development cause an increase in the volume of traffic using an existing driveway? | Yes | No |
| 4. | Is this property subject to any deed restrictions that should be considered before proceeding with this application? | Yes | No |
| 5. | The applicant must provide a scale drawing to clearly illustrate the following:
Property lines;
Any adjacent roads, the name of the road(s), and the right-of-way width(s);
Location of all existing buildings, driveways and/or parking areas;
Location and size of new building(s) or addition(s) to existing building(s);
Building setback lines (as per White Township Subdivision and Land Development Ordinance);
Distance between all property lines and the new building or building addition;
North arrow, scale, and date;
Name, address, telephone numbers of property owner and any other contact person. | | |

Note: The Township can assist in answering questions marked with **

- | | Name and/or
Route Number | R-o-W
Width |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------|
| 6. ** Does this property front on a: | | |
| State-maintained road | _____ | _____ ft. |
| Township-maintained road | _____ | _____ ft. |
| Private road | _____ | _____ ft. |
| 7. ** What is the Tax Parcel Number of the property being developed? | 42 - _____ - _____ | |
| 8. What is the street address for this property? | _____ | |
| | ** (please contact our office to verify the address if this is new construction) | |
| 9. Is this development located within a floodplain area? | Yes | No |
| | (The Township has flood maps available for you to review) | |
| 10. ** Sewer service at this site is/will be provided by: | | |
| On-lot septic system? | Yes | No |
| If a new system, what is the permit number? | _____ | |
| If an existing system, was it permitted? | Yes | No |
| If not an existing permitted system, what year | | |
| Was the system installed? | Year | _____ |
| Public Sewer system? | | |
| Name of the public sewer system | <input type="checkbox"/> Central Sewer System | |
| | <input type="checkbox"/> KittyHawk Sewer System | |
| | <input type="checkbox"/> ICMSA | |
| | <input type="checkbox"/> Other: _____ | |
| 11. ** Have you purchased a Sewer Tap Permit? | Yes (permit # _____) | No |
| 12: ** How many EDU's are needed for this development? | _____ EDU's | |

Applicant's Signature

White Twp. Staff Assistant

TOWNSHIP OFFICE USE ONLY		
Code Enforcement Officer/Date	Sewage Enforcement Officer/Date	Building Inspector/Date

WHITE TOWNSHIP, INDIANA COUNTY
WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION
(attach to building permit application)

A. Is applicant a contractor within the meaning of the Pennsylvania Worker's Compensation Law?

Yes No

If the answer is "Yes", complete Section B; sign the bottom of this page.

If the answer is "No", complete Section C - **NOTE: Exemptions must be notarized.**

B. Insurance Information

Name of Applicant/Contractor _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for Worker's Compensation. *Certificate attached*

Worker's Compensation Policy Certificate on File – verified by Twp. Staff: by _____ date _____

Name of Worker's Compensation Insurer _____

Policy No. _____ Policy Expiration Date _____

Signature of Applicant _____ Date _____

Address _____

C. Exemption

Complete this section if claiming exemption from providing Worker's Compensation Insurance.

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation Insurance under the provisions of Pennsylvania's Worker's Compensation Law for one of the following reasons, as indicated:

- Property owner performing own work. If property owner does hire a contractor to perform any work pursuant to building permit, contractor must provide proof of Worker's Compensation Insurance to the Township. Homeowner assumes liability for contractor compliance with this requirement.
- Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of Worker's Compensation insurance to the Township.
- Religious exemption under the Worker's Compensation Law. Attach a letter from the church affirming church membership.

Signature of Applicant _____ Date _____

Address _____

Subscribed and sworn to me this
_____ day of _____ 20 _____

(Signature of Notary Public)

State of _____

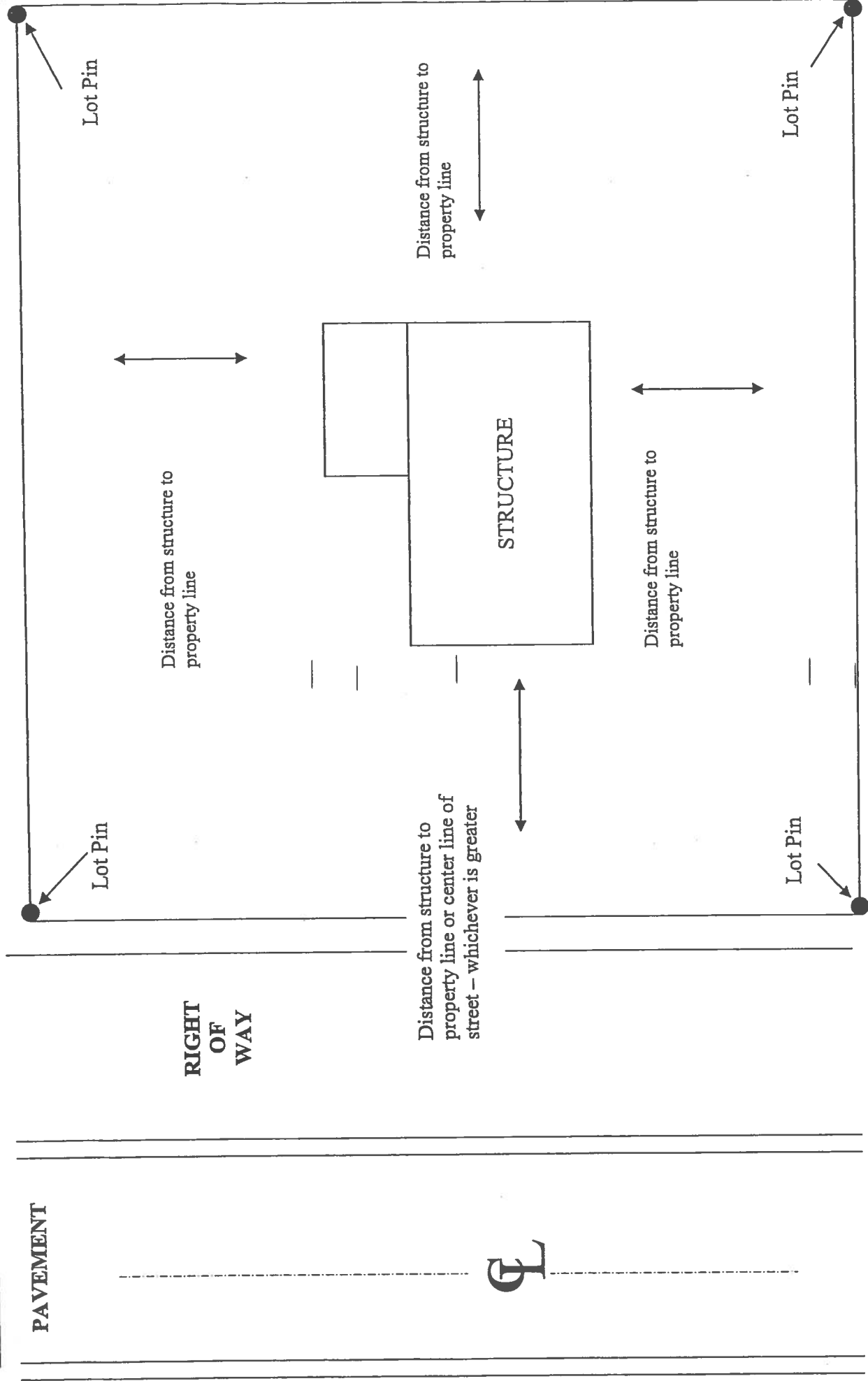
County of _____

Municipality of _____

My Commission Expires _____

(Seal)

EXAMPLE DRAWING FOR RESIDENTIAL BUILDING PERMIT APPLICATION
— (Can be Hand Drawn)



Abutting street name & address

PLEASE SEE REVERSE SIDE FOR SETBACK DETAILS

Please check that this structure complies with current deed restrictions—

I affirm that the above is true and correct

4241. Building setback lines shall be established on all lots. On lots abutting the intersection of two streets, the setback from each street shall be at least that required for the State or local street abutting the lot.
4242. On residential lots a setback from the rear property line of not less than twenty-five (25) feet for principal buildings shall be established. On all other lots, and in the case of accessory structures on residential lots, a rear setback of not less than seven (7) feet shall be established.
4243. Where a lot abuts a Township-maintained road or one that may ultimately become a Township road, the setback line shall be established twenty-five (25) feet from the street right-of-way line or fifty (50) feet from the centerline of the abutting Township road, whichever is greater.
4244. Where a lot abuts a Federal or State maintained road, the setback line shall be established seventy-five (75) feet from the centerline of the abutting road. *(amended by Ord. 892 – 5/8/85 & Ord. 917 – 5/27/92)*
4245. When existing lots of record containing less area and/or having less lot frontage than required by Section 425 are proposed for development, the following rules shall apply:
- a. On lots, except corner lots, less than fifty-six (56) feet wide along the front building line, side yard setbacks of not less than seven (7) feet each side of the lot shall be maintained.
 - b. On corner lots with less than forty-four (44) feet of width along the front building line, the side yard abutting the adjacent lot shall be not less than seven (7) feet and the opposite side yard abutting the street shall be not less than seven (7) feet, increasing by one (1) foot for each additional foot of lot width between forty-four (44) and sixty-two (62) feet, when the side yard abutting the street will be twenty-five (25) feet.
 - c. All new buildings, or additions to existing buildings, shall be set back at least twenty-five (25) feet from the street right-of-way line on which the lots containing such buildings front, or fifty (50) feet from the street centerline, whichever is greater, regardless of the area or width of the lots or setback of buildings on neighboring lots. *(amended by Ord. 954 – 10/14/98)*
4246. On a lot with irregular lot lines (several tangents and/or arcs), the setback lines shall be always parallel with such irregular lot lines and separated from the adjacent property lines by the minimum distances required by this ordinance. *(amended by Ord. 954 – October 14, 1998)*

420. Lots

421. Depth. The minimum depth of lots shall be one hundred and twenty (120) feet. No lots with double frontage (through lots) shall be plotted. Each lot shall front on a road or street dedicated for public use, except as provided by Section 408.
422. Sideyards. Sideyards shall be required. The combined sideyards of a lot shall be a minimum twenty-five (25) percent of the lot width, and in no case shall the vertical wall of a building be closer than seven (7) feet to a side lot line. Roof overhangs may extend to four (4) feet of the lot line.

INSPECTION PROCEDURES

- Building permit must be posted on the site of the work and be clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked "Approved" by the Building Code Official.
- The Owner or Contractor is responsible for scheduling all inspections.
- **DO NOT schedule an inspection if the work is not ready!**

MINIMUM OF TWENTY-FOUR (24) HOUR NOTICE REQUIRED

**Please call Inspectors @ TKL Code Inspection Service, Inc.
Terry Lichtenfels or Andrew Lichtenfels
Phone: 724-801-8204 - Fax: 724-801-8205**

1. FOOTING INSPECTION – To be done after forming and prior to placing of concrete.
2. FOUNDATION INSPECTION – French drain and waterproofing prior to backfilling.
3. UNDER SLAB – All sanitary plumbing from foundation to under slab, visual and air or water test.
4. ELECTRICAL INSPECTION – Rough-in to be done prior to insulating.
5. PLUMBING INSPECTION – Rough-in to be done prior to insulating (if applicable).
6. MECHANICAL INSPECTION – If applicable.
7. 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.
8. MASONRY/STRESSED CONCRETE – while in the process of being installed.
9. ENERGY CONSERVATION INSPECTION – To be done after insulation, but before drywall.
10. WALLBOARD INSPECTION – To be done after fastening all wallboard, but before taping and mudding, etc.
11. FINAL INSPECTION – When job is completely finished, prior to occupancy permit and after final plumbing and electrical inspection.
12. DEMOLITION PERMITS - In order to receive a Certificate of Demolition to give to the Tax Office, Owner/Contractor MUST notify TKL Inspection when demo is in progress.