984 WATER STREET
FAX 814-333-3363

MEADVILLE, PA 16335-3497
PHONE 814-724-6000

City of Meadville
Pennsylvania

PLAN REVIEW AND APPROVAL CHECKLIST
RESIDENTIAL ACCESSORY BUILDINGS (>1000 SQ. FT)

Documentation to be submitted to City Zoning Administrator

- Submit to City Zoning
  - _____ Site plan showing the proposed building or addition and its outside dimensions, plus the distances to the front, sides and rear property lines
  - _____ Highway occupancy permit or street occupancy permit, if applicable
  - _____ Sewer permit, if applicable
  - _____ Proof of worker's comp insurance or completed affidavit of exemption.
  - _____ Estimated costs broken down by trade
  - _____ Two sets of building, electrical, plumbing, mechanical and fire plans, showing at minimum as applicable:
    - Footing detail including depth below frost line, thickness, width and rebar
    - Type of foundation
    - Roof rafter size – species and grade of wood
    - Rafter spacing on center
    - Thickness and type of roof sheathing
    - Ceiling joist size and spacing
    - Floor joist size and spacing
    - Wall sections showing size/spacing of top and bottom plates, headers and studs
    - Location and size of all beams
    - Sizes of all doors
    - Heating
    - Plumbing
    - Electrical

The City shall grant or deny a residential application, in whole or in part, within 15 business days of the filing date or the application is deemed approved. Reasons for the denial shall be in writing and provided to the applicant.

Certificates of occupancy are required before occupying any building or portion thereof constructed or altered under a building permit issued under the UCC.

Building permit must be posted at the work site and clearly visible from the road, until completion of project. Approved plans must be available at all times for inspection. Applicant is responsible for scheduling all inspections.

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Fees

Administrative/zoning:	.0035 times construction cost, $20 minimum
State permit fee:	$4 per UCC permit
Plan review and inspection costs:	16 cents per square foot
Certificates of occupancy:	$25

Required inspections for pole buildings

- Footing: This inspection should be requested after the post holes are dug and/or footing forms are set but before concrete is poured
- Structural: Prior to installation of roof trusses
- Roof: Prior to installation of shingles or metal
- Plumbing: Prior to backfilling of any sanitary lines
- Electrical: Prior to installation of any interior finishes
- Final