



## City of Meadville Pennsylvania

### PLAN REVIEW AND APPROVAL CHECKLIST ONE AND TWO UNIT RESIDENTIAL BUILDINGS

#### Documentation to be submitted to City Zoning Administrator

\_\_\_\_\_ Site plan showing the proposed building or addition and its outside dimensions, plus the distances to the front, sides and rear property lines

\_\_\_\_\_ Estimated costs

\_\_\_\_\_ Proof of worker's comp insurance or completed affidavit of exemption for contractors involved in the project.

\_\_\_\_\_ Proof of plumber's licensure if owner is not doing the plumbing work.

\_\_\_\_\_ Two sets of building, electrical, plumbing, mechanical and fire plans, as applicable, plus estimated costs broken down by trade, showing as applicable:

- Floor plan, showing sizes of all rooms
- Footing detail including depth below frost line, thickness, width and rebar
- Foundation, showing type of masonry, waterproofing and anchorage of home to 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, girders and headers
- Sizes of all doors
- Window type and sizes and the net clear opening dimensions of all sleeping room windows for egress compliance determination
- Smoke alarms location and number
- Insulation U-values for windows and R-values for exterior walls, attic and foundation
- Heating as applicable
- Plumbing as applicable
- Electrical
- Stairs, including riser height, tread width and handrail heights and width of stairs
- Guardrail, including heights



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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.

### Fees

Administrative/zoning:	.0035 times construction cost, \$20 minimum
State permit fee:	\$4 per UCC permit
Plan review/inspection costs (new and additions)	32 cents per square foot, \$162 minimum
Alterations	\$65 minimum
Certificates of occupancy:	\$25

### Required inspections for stick-built homes, additions and renovations

- Bottom of footings prior to placement of concrete
- Reinforcement in walls of slabs
- Foundations and walls prior to backfilling
- Perimeter insulation prior to placement of concrete
- Rough plumbing and electrical
- Rough framing: Structural walls, floors and roofs prior to covering with finish materials.
- Insulation: Prior to installation of finish materials
- Gypsum board inspection: Before spackling and taping, for rated assemblies only, i.e., garage-to-house common wall
- Final inspection: Includes equipment, final connections and all finish materials.
- Rated assemblies
- Above-ceiling inspection for commercial work

NOTE: All roof coverings and flashings shall be installed in accordance with the manufacturer's installation instructions and the building code.

NOTE ON SEWER CONNECTIONS: No connection to the sanitary sewer system may serve more than one occupied house, building or structure unless prior written approval is received from the Meadville Area Sewer Authority. The Authority can be contacted at 724-6058 ext. 1.