

**CUSTOMER ASSISTANCE GUIDE  
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

**DECKS**

- Please read all of the following information.
- The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

\_\_\_\_\_ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your deck, and they have workers’ 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 workers’ compensation is constructing the deck, the attached form must be completed and notarized.

\_\_\_\_\_ A site plan showing the proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point.

\_\_\_\_\_ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;

- \_\_\_\_\_ Floor joist size, species and grade of wood.
- \_\_\_\_\_ Floor joist spacing (16” or center, 24” on center etc:).
- \_\_\_\_\_ Span of floor joist (clear distance between supports).
- \_\_\_\_\_ Attachment to existing structure (bolts or lags, with sizes and spacing).
  - Ledger shall not be supported on brick or stone veneer.
  - Flashing detail.
- \_\_\_\_\_ Depth of post footing below finished grade. (shall be below frost line).
- \_\_\_\_\_ Guardrail height from floor of deck, (36” minimum)
- \_\_\_\_\_ Guardrail on stairs (34” minimum measured vertically from nose of tread).
- \_\_\_\_\_ Spacing of balusters. (maximum 4”).
- \_\_\_\_\_ Stairs – Riser height and tread depth. (Rise 8 ¼” maximum depth 9” minimum).
- \_\_\_\_\_ Stairs – Handrail height (from nose of tread, minimum 34”, maximum 38”).
- \_\_\_\_\_ Handrail grip size – if circular must have a cross section of 1 ¼” minimum to 2” maximum.
- \_\_\_\_\_ Width of stairs (36” minimum)
- \_\_\_\_\_ Lateral bracing detail.

\_\_\_\_\_ Completed building permit application.

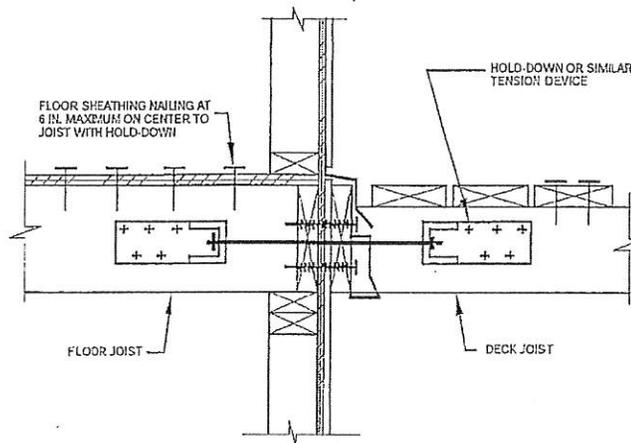
MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

TABLE R502.2.2.1  
 FASTENER SPACING FOR A SOUTHERN PINE OR HEM-FIR DECK LEDGER  
 AND A 2-INCH NOMINAL SOLID-SAWN SPRUCE-PINE-FIR BAND JOIST<sup>a, c, e</sup>  
 (Deck live load = 40 psf, deck dead load = 10 psf)

JOIST SPAN	6' and less	6'1" to 8'	8'1" to 10'	10'1" to 12'	12'1" to 14'	14'1" to 16'	16'1" to 18'
Connection details	On-center spacing of fasteners <sup>d, e</sup>						
1/2 inch diameter lag screw with 1 5/32 inch maximum sheathing <sup>b</sup>	30	23	18	15	13	11	10
1/2 inch diameter bolt with 1 5/32 inch maximum sheathing	36	36	34	29	24	21	19
1/2 inch diameter bolt with 1 5/32 inch maximum sheathing and 1/2 inch stacked washers <sup>b, h</sup>	36	36	29	24	21	18	16

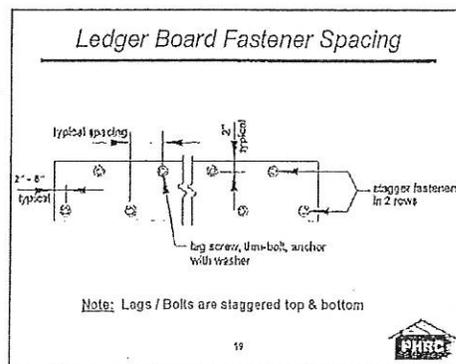
For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 pound per square foot = 0.0479 kPa.

- The tip of the lag screw shall fully extend beyond the inside face of the band joist.
- The maximum gap between the face of the ledger board and face of the wall sheathing shall be 1/2".
- Ledgers shall be flashed to prevent water from contacting the house band joist.
- Lag screws and bolts shall be staggered in accordance with Section R502.2.2.1.1.
- Deck ledger shall be minimum 2x8 pressure-preservative-treated No. 2 grade lumber, or other approved materials as established by standard engineering practice.
- When solid-sawn pressure-preservative-treated deck ledgers are attached to a minimum 1 inch thick engineered wood product (structural composite lumber, laminated veneer lumber or wood structural panel band joist), the ledger attachment shall be designed in accordance with accepted engineering practice.
- A minimum 1 x 8 1/2 Douglas Fir laminated veneer lumber rimboard shall be permitted in lieu of the 2-inch nominal band joist.
- Wood structural panel sheathing, gypsum board sheathing or foam sheathing not exceeding 1 inch in thickness shall be permitted. The maximum distance between the face of the ledger board and the face of the band joist shall be 1 inch.



For SI: 1 Inch = 25.4 mm.

FIGURE 502.2.2.3  
 DECK ATTACHMENT FOR LATERAL LOADS





Borough of Zellenople

**Plan Examination and Building Permit Application**

*\*All information requested must be provided in order for this application to be processed \**

Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ (required for electronic submittal)

Owner's Name \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Builder's Name \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ (required for electronic submittal)

Applicant is homeowner? yes \_\_\_\_\_ no \_\_\_\_\_  
Workers' Compensation Certificate is provided with application? yes \_\_\_\_\_ no \_\_\_\_\_  
Applicant is "exempt" ( no employees ) and form is completed with application? yes \_\_\_\_\_ no \_\_\_\_\_

Location of property between streets \_\_\_\_\_ and \_\_\_\_\_  
Approximate starting date \_\_\_\_\_ Approximate ending date \_\_\_\_\_  
Homeowner \_\_\_\_\_ or Contractor \_\_\_\_\_ will remove and dispose of all materials or refuse from project.

Type of Improvement:  
\_\_\_ new construction  
\_\_\_ addition  
\_\_\_ alteration  
\_\_\_ relocation  
\_\_\_ repair  
\_\_\_ fence  
\_\_\_ wall  
\_\_\_ other \_\_\_\_\_

Proposed Use :  
\_\_\_ single family  
\_\_\_ commercial business  
\_\_\_ mobile / modular home  
\_\_\_ shed  
\_\_\_ porch / deck  
\_\_\_ garage  
\_\_\_ barn  
\_\_\_ pool, inground / above

Category :  
\_\_\_ residential  
\_\_\_ commercial  
\_\_\_ industrial  
\_\_\_ institutional  
\_\_\_ school  
\_\_\_ church  
\_\_\_ public utility  
\_\_\_ other : \_\_\_\_\_

Characteristics :  
\_\_\_ brick, stone, block  
\_\_\_ vinyl siding  
\_\_\_ wood frame  
\_\_\_ metal frame  
\_\_\_ concrete, cement  
\_\_\_ other \_\_\_\_\_

Number of Rooms  
\_\_\_ bedrooms  
\_\_\_ full baths  
\_\_\_ half baths

Construction Costs  
Basic \$ \_\_\_\_\_  
Electrical \$ \_\_\_\_\_  
Plumbing \$ \_\_\_\_\_  
Heating \$ \_\_\_\_\_  
Air Cond. \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Sewage Disposal  
\_\_\_ public  
\_\_\_ private

Water Supply  
\_\_\_ public  
\_\_\_ private

Roadway  
\_\_\_ public, state or local  
\_\_\_ private, lane or drive

**\*FOR NEW CONSTRUCTION, A FEE MAY BE REQUIRED FOR A WATER TAP AND MUST BE PAID BEFORE A PERMIT WILL BE ISSUED\***

Type of Heating

- gas
- oil
- electric
- propane
- forced air
- baseboard
- other

Miscellaneous

- # of windows
- fireplaces
- central A/C
- elevator
- other

Number of Parking Spaces

- enclosed
- unenclosed

Setbacks of New Structure

- front
- left side
- right side
- rear

Dimensions of New Structure

- X  (footprint)
- number of stories
- sq. ft. of living space (NOT garage)
- sq. ft. of garage (attached or unattached)
- sq. ft. of basement (finished or not)
- Total Square Footage

Size of Lot or Parcel

- front
- left side
- right side
- rear
- total square footage
- total acreage

Other Structures on Property

- house
- mobile home
- garage
- barn
- shed
- pool (in-ground or above)

I hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Applicant (sign) \_\_\_\_\_

Date \_\_\_\_\_

(Office use only)

Zone \_\_\_\_\_

Map# \_\_\_\_\_

Parcel # \_\_\_\_\_

Lot # \_\_\_\_\_

Subdivision: Y or N

Application Received: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Approved: \_\_\_\_\_

Permit Issued: \_\_\_\_\_

Number: \_\_\_\_\_

Fee: \_\_\_\_\_

Code/Zoning Officer: \_\_\_\_\_

Building Insp.: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**INFORMATION REQUIRED FOR PLAN EXAMINATION AND BUILDING PERMIT APPLICATION**

- 1) No building or structure shall be erected, placed, added to, or structurally altered until a Plan Examination & Building Permit Application has been completed by the applicant and received by the Code Enforcement/Zoning Officer and a building permit has been issued by the Building Inspector.
- 2) The Zoning Officer shall receive the completed application and upon approval will then forward to the Building Inspector. The following information is requested before a building permit will be issued: worker's compensation insurance coverage or affidavit of exemption and construction drawings.
- 3) The following is required to be submitted with the application: three (3) copies of a layout or plot plan (drawn to scale) showing the actual dimensions of the lot, parcel, or tract of land to be built upon; the exact size and location of the building or structure being built, erected, or moved including setbacks; and any accessory buildings or structures located on such property.
- 4) Other such information may be deemed necessary by the Zoning Officer and Building Inspector to determine and provide for the enforcement of the Zoning Ordinance and building codes of the Borough of Zelenople.

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**Zelenople Borough Directory**

Code Enforcement/Zoning Officer	724-452-3002
Building Inspector/M.D.I.A.	1-866-884-6343
Electrical Inspector/M.D.I.A.	1-800-608-6342
Street Department	724-452-7393
Electric Department	724-452-7260
Water Department	724-452-8570
W.B.C.A. (sewer)	724-452-5501
Borough Office	724-452-6610
Borough Fax	*724-452-6613

**ZELIENOPE BOROUGH**

Workers' Compensation Insurance Coverage Certification

Applicant Information:

- Landowner
- Contractor
- Other

**If other, please indicate relationship to landowner on whose behalf the building permit is sought and occupation of applicant:** \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR INFORMATION:

Name of Contractor: \_\_\_\_\_

Form of Business: \_\_\_\_\_  
(sole proprietorship, corporation, partnership, etc.)

Address: \_\_\_\_\_  
(street name and number)

\_\_\_\_\_  
(city, county, state and zip)

Federal or State Employer Identification Number: \_\_\_\_\_

**CONTRACTORS MUST SUPPLY PROOF OF WORKERS' COMPENSATION COVERAGE (Certificate of Insurance) BEFORE A PERMIT WILL BE ISSUED.**

\*Submit with permit application or fax to building Official at 724-452-6613\*

The undersigned (if a non-exempt contractor) hereby certifies to be insured with workers' compensation coverage which meets the requirements of the Workers' Compensation Act and Occupational Disease Act (2) the insurer has been notified that the municipality issuing the building permit is to be named a policy certificate holder; (3) any subcontractor used on this project will be required to carry their own workers' compensation coverage; and (4) the contractor/policyholder will notify the municipality of any change in status, cancellation or expiration of worker' compensation coverage.

**Contractor's Exemptions from Workers' Compensation Coverage (if applicable):**

The undersigned (if a contractor) certifies that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- Contractor is sole proprietorship with no employees
- Contractor is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 1047 of the Workers' Compensation Act.
- All of the contractor's employees on the project are exempt on religious grounds under Section 304.2 of the Workers' Compensation Act.
- Others. Please explain: \_\_\_\_\_

**Certification:** (Must be completed by all applicants)

The undersigned contractor/applicant for building permit hereby certifies that no persons shall be employed to perform work on the project for which the building permit is issued without complying with the requirements of the Workers' Compensation Law concerning coverage, and acknowledges that violation of the Workers' Compensation Act or the terms of this permit will subject the undersigned to a stop-work order and other fines and penalties provided by law.

My signature on behalf of or as the contractor/applicant for this building permit constitutes my verification that the statements contained here are true, and that I am subject to the penalty of 18 Pa. C.S.A. S4094 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

THIS FORM REQUIRES A NOTARY SEAL

**AFFIDAVIT OF EXEMPTION**

The undersigned affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania'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 workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

\_\_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letters for all employees).

\_\_\_\_\_  
Signature of Applicant

County of \_\_\_\_\_  
Municipality of \_\_\_\_\_

Subscribed, sworn to and  
acknowledged before me  
by the above \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_.

SEAL

\_\_\_\_\_  
Notary Public