



# City of Meadville

894 Diamond Park  
Meadville, PA 16335  
Ph. (814) 724-6000

**Permits • Buildings • Planning • Zoning**

## MODULAR / INDUSTRIALIZED HOUSING PERMIT

*Return a signed copy of this page to the City with submission.*

Property address / location: \_\_\_\_\_

Description of project: \_\_\_\_\_

\_\_\_\_\_

**Owner**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Engineer / Architect**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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### Applicant Acknowledgement and Signature

*I hereby acknowledge that I have read and understand the rules and regulations as presented in this packet, that all information I submit in connection with the above-referenced project is true and correct, and I hereby agree that all applicable provisions of the ordinances of the City of Meadville and the laws of the Commonwealth of Pennsylvania will be complied with.*

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print name Title



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

- \_\_\_\_\_ Site plan showing proposed dwelling, outside dimensions of the structure, distances in feet to the front, side and rear property lines and locations and widths of curb cuts and sidewalk work. All new impervious areas, including sidewalks, driveways, buildings and other hard surfaces, must be reviewed to determine compliance with the City's stormwater management ordinance. If the new impervious area is between 1,001 square feet and 5,000 square feet, the applicant must complete the City's Small Project Stormwater Management Application and install stormwater management controls as required by the ordinance. If the impervious area is more than 5,000 square feet, a stormwater management plan prepared by a professional engineer must be submitted.
- \_\_\_\_\_ Information for sewer permit, with the pipe size and type and location of laterals
- \_\_\_\_\_ Two sets of drawings showing code compliance, including but not limited to, footing detail showing thickness and depth below frost line; size of masonry units for foundations (piers or full foundations); the type, size and placement of anchorage for the structure on the foundation; location of main exit door; 36" x 36" exterior landing; and all utility connections, including size and location
- \_\_\_\_\_ Copy of the manufacturer's approved installation instructions (Per Industrialized Housing Act)
- \_\_\_\_\_ Scope of work (Per Industrialized Housing Act)
- \_\_\_\_\_ Site installation inspection report form (Per Industrialized Housing Act)
- \_\_\_\_\_ Notice of approval by state (Per Industrialized Housing Act)
- \_\_\_\_\_ Proof of contractor worker's comp insurance or completed affidavit of exemption for anyone working on the project
- \_\_\_\_\_ Proof of plumber's licensure if owner is not performing the plumbing work
- \_\_\_\_\_ Estimated costs
- \_\_\_\_\_ Designs for construction beyond the industrialized home
- \_\_\_\_\_ Exterior deck plan (where required), which must show:
  - Floor joist size, species and grade of wood and floor joist span and spacing on center
  - Attachment to existing structure means size and spacing (bolts or lags)
  - Depth of post footing below finished grade
  - Guardrail height from floor of deck or stairs and guardrail specifications
  - Spacing of balusters
  - Stairs riser height and tread depth
  - Stairs handrail height from nose of tread
  - Handrail grip size
  - Width of stairs



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## Type of Foundation *(circle the type to be used)*

1. *Set on full basement*

Show details of the following:

- Heating
- Garage in basement
- Stairs

2. *Crawl space*

Show details of the following:

- Cross ventilation
- Diameter
- Depth
- Type of skirting

3. *Piers*

Show spacing details

### Fees

Administrative/Zoning:	.0040 times construction cost, \$30 minimum
State permit fee:	\$4.50 per UCC permit
Plan review and inspection costs:	On basement: \$55 On piers or crawlspace: \$4375
Certificates of Occupancy:	\$30

## Inspections for Sectional or Modular Homes with Basement or Crawlspace

- Bottom of footings prior to placement of concrete.
- Reinforcement in walls or slabs.
- Foundations and walls prior to backfilling.
- Perimeter insulation prior to placement of concrete.
- Insulation Inspection: Prior to installation of finish materials.
- Gypsum Board Inspection: Before spackling and taping (rated assemblies only, i.e. garage to house common wall)
- Final Inspection: Includes equipment, final connections and all finish materials.

## Inspections for Sectional, Modular or Single-Wide Mobile Homes on Piers

- Bottom of footings prior to placement of concrete.
- Piers, tiedowns, vapor barrier and plumbing under unit before skirting is installed.
- Electrical - must be connected to panel before energizing.
- Final Inspection: Acceptable means of egress (deck, stoop, steps) prior to occupancy.



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## Notes

- The City shall grant or deny any residential building permit application, in whole or in part, within 15 business days of the filing date. 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.
- The 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.
- If a permit involves a property requiring access to a Commonwealth highway, applicants are advised that a highway occupancy permit is required under section 420 of the State Highway Law (36 P. S. § 670-420) before driveway access to a Commonwealth highway is permitted.
- A permit becomes invalid if the authorized construction work fails to begin within 180 days after the permit's issuance or if the authorized construction work is suspended or abandoned for 180 days after the work has commenced. Should a permit holder need more time to begin or complete the project for just cause, the permit holder may submit a written request for an extension of time to commence or continue construction. A permit may be valid for no more than 5 years from its issue date.
- Work shall be installed in accordance with the approved construction documents. The permit holder shall submit a revised set of construction documents for approval for changes made during construction that are not in accordance with the approved construction documents.
- 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.
- Property/pedestrian protection. Any demolition or construction activity must comply with the City's Construction Area Protection Requirements for the duration of the work.