



# City of Meadville

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

**Permits • Buildings • Planning • Zoning**

## RESIDENTIAL ACCESSORY BUILDINGS 1000 SQUARE FEET OR LARGER AND ALL ACCESSORY BUILDINGS FOR SINGLE-FAMILY DWELLINGS, TWO-FAMILY DWELLINGS, AND TOWNHOUSES - 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, including height/number of stories, distances in feet to the front, side and rear property lines. 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.
- \_\_\_\_\_ Highway occupancy permit or street occupancy permit application, if applicable, with proposed or existing curb cuts and driveway access
- \_\_\_\_\_ 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 plumbing work
- \_\_\_\_\_ Estimated costs
- \_\_\_\_\_ 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, with the pipe size and type and location of sanitary sewer laterals.
  - Electrical
  - Pipe size, type and location of sanitary sewer lateral



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## Fees

Administrative/zoning:	.0040 times construction cost, \$30 minimum
State permit fee:	\$4.50 per UCC permit
Plan review and inspection costs:	30 cents per square foot
Certificates of occupancy:	\$30

## 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**

## Required inspections for stick-built structures, as applicable

- 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.

**\*The permit holder or an authorized agent shall notify the inspector when work is ready for inspection and provide access for the inspection.\***



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## NOTES

- Accessory structures are permitted only in rear and side yards at least three feet from side and rear property lines.
- 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.
- All roof coverings and flashings shall be installed in accordance with the manufacturer's installation instructions and the building code.
- 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, ph. 724-6058 ext. 1.
- 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.
- Property/pedestrian protection: Any demolition or construction activity must comply with the City's Construction Area Protection Requirements for the duration of the work.