

The Municipality of Bethel Park

Permit Procedure for Addition & Alteration Projects

I. The following information, where applicable, is required to be submitted when applying for a Building Permit for an Addition and/or Alteration:

- ☐ The permit application filled out in its entirety
- ☐ Certificate of Insurance, Workers Comp. or Affidavit of exemption
- ☐ A certified copy of the property survey
- ☐ **Construction Drawings** (clear, understandable, easy to read) to include:
 - Footing Details (Size, Shape, Depth, Etc.)
 - Foundation Details
 - Framing Details (Beams, Walls, Joists, Roof)
 - Details on Insulations and / or REScheck
 - Mechanical Specifications:
 - Size & Efficiency of Mechanical Units
 - Location of Furnace & A/C Units
 - Size & Location of Venting
 - U-Factor on all Glazing
 - Radon Control
 - All Necessary Dimensions
 - Plan View, Cross Section, Elevations, Mechanical Plan, Etc.
- ☐ Engineer approved drawings and / or specifications on any steel/engineered beams, girders, trusses, retaining walls higher than 48” or any alternate methods of construction.
- ☐ Storm water management plan if adding more than 400sqft of impervious surface

Ia. A permit cannot be issued without 1st receiving storm water management approval

II. The permit holder is required to schedule the following inspections, where applicable:

- ☐ FOOTINGS –Prior to Concrete
- ☐ FOUNDATION WALLS -Prior to Framing & Backfill
- ☐ FRENCH DRAIN / RAIN CONDUCTOR -Prior to Backfill
- ☐ SEWER TAP -Prior to Backfill
- ☐ FRAMING & MECHANICAL –Prior to Insulation & Drywall
- ☐ INSULATION -Prior to Drywall Hanging
- ☐ DRYWALL -Prior to Tape & Finish
- ☐ FINAL -Upon Completion of all Permitted Construction & Final Plumbing & Electrical

Iia. All inspection requests shall be made 24 hrs. prior to the required inspection by calling the Department of Building Inspections between the hours of 8:00am – 4:30pm.

III. Costs - The cost for a building permit is based on the total industry cost (labor & materials) of Construction and / or Installation and is as follows:

- \$50.00 for the first \$1000.00 and \$10.00/ each additional \$1000.00
- \$50.00 for Certificate of Occupancy
- \$50.00 for Re-Inspection

IV. All construction, grading and storm water management shall comply with Bethel Park Municipal Ordinance 7-12-93A as-well-as all other applicable codes, laws and regulations