

Requirement checklist to obtain a building permit for a:  
**RESIDENTIAL POST FRAME CONSTRUCTION [POLE BUILDING]**

- ☐ Completed two-page application (must be legible and signed) [2 COPIES]
- ☐ Land Use Permit (signed/approved by the Municipality) [2 COPIES]
- ☐ Site Plan (include all existing structures, proposed structure and their distances to all lot lines) [2 COPIES]
- ☐ Building Plans (floor plan, elevation, footer, foundation, framing, etc.) [2 SETS]
- ☐ Statement of Use for proposed building (in a separate document or on the application)
- ☐ Copy of Contractors Certificate of Insurance for Workers Compensation  
**OR**  
If doing the work yourself submit Workers Compensation Insurance Coverage Waiver  
*[refer to the attached document]*.
- ☐ Driving directions from a known landmark or intersection

- ✓ After submitting all required documents your application will be reviewed.
- ✓ PMCA will contact you to let you know if your application has been approved or denied.
- ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges, i.e. administrative, inspections fees must be paid.
- ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.

**If more detailed guidance on Post Frame Buildings would be helpful refer to  
DESIGN FOR CODE ACCEPTANCE – POST FRAME BUILDINGS (5 pages).**  
Please ask our staff or visit our website if additional information is needed.



Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996  
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326  
Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112  
Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046  
Email: [pmca@pacodealliance.com](mailto:pmca@pacodealliance.com) Website: <https://pacodealliance.com/>

## APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

Rcvd. Date Stamp Here

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

Permit Application No. \_\_\_\_\_

### 1. PROPERTY / SITE INFORMATION

Site Address: \_\_\_\_\_ Tax Map / Parcel No.: \_\_\_\_\_  
Complete Address / Street / Lot #

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_ Land Use Permit No. \_\_\_\_\_

Use: ☐ Residential ☐ Single-Family Dwelling / Duplex ☐ Multi Family ☐ New / ☐ Relocated Manufactured Home ☐ Modular  
☐ Commercial ☐ Other \_\_\_\_\_ Floodplain present: ☐ Yes ☐ No

Improvement Type: ☐ New ☐ Addition ☐ Alteration ☐ Repair/Replacement ☐ Relocation ☐ Other \_\_\_\_\_

### 2. LAND / PROPERTY OWNER'S INFORMATION (Complete Section 5 for Contractor's Info)

First Name \_\_\_\_\_ Mi. \_\_\_\_\_ Last Name \_\_\_\_\_ Phone No: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

### 3. BUILDING / STRUCTURE OWNER'S INFORMATION [If Different From Above]

First Name \_\_\_\_\_ Mi. \_\_\_\_\_ Last Name \_\_\_\_\_ Phone No: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

### 4. BUILDING PERMIT APPLICATION

Provide below description of Work: (Also provide details on plot plan: Show all improvements on lot & approx. distances to lot lines)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Lot Area: \_\_\_\_\_ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

ICC Use Group: \_\_\_\_\_ ICC Construction Type: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 5. CONTRACTOR INFORMATION

Business Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person in Charge of Work: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Workman's Compensation Insurance: ☐ Provided ☐ On Record ☐ Exempt PA Home Improvement Contr. Reg. # \_\_\_\_\_

**▶▶ THIS SECTION MUST BE FULLY COMPLETED OR THE APPLICATION MAY BE REJECTED AS INCOMPLETE ◀◀**

## 6. CERTIFICATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true & correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. §4903.

Applicant Signature \_\_\_\_\_ Print Name (*legibly*): \_\_\_\_\_ Date \_\_\_\_\_

Applicant Phone (Land Line and Cell) \_\_\_\_\_ Applicant Email \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

☐ Business **OR** ☐ Applicant Complete Mailing Address \_\_\_\_\_

Business Phone Number (Land Line and Cell) \_\_\_\_\_

## 7. PROJECT DETAILS

**Trades:** ☐ Building ☐ Electrical Work ☐ Plumbing Work ☐ Mechanical Work (HVAC) ☐ Fire Suppression/Fire Alarm System

Heat Source (if applicable): \_\_\_\_\_ Fuel Type: \_\_\_\_\_

**Foundation Type:** ☐ Crawlspace ☐ Foundation ☐ Slab at Grade ☐ Piers ☐ Other: \_\_\_\_\_

**Details:** \_\_\_\_\_

## SUBCONTRACTOR INFORMATION

*Please list subcontractors for major trades. Use additional sheet(s) if needed.*

☐ Additional sheet(s) attached

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

**APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING PMCA OFFICE FOR ALL REQUIRED INSPECTIONS.**

IF NOT APPLICABLE TO YOUR PROJECT PLEASE PUT **N/A** ON THE LINE/ SPACE

# **Post Frame Construction [Pole Building]**

## Supplemental Informational Sheet

**NOTE: This pole building supplement may be rejected and a full set of plans required at any time if the department deems it necessary to show compliance with building code.**

<b>Building Dimensions</b> Width ____ ft. (36 ft. maximum) Length ____ ft. Eave height ____ ft. (14 ft. maximum) Bay size ____ ft. (12 ft. maximum) Total height ____ ft. (20 ft. maximum)	<b>Site Conditions</b> Wind speed 115 mph Snow load 35 psf or greater – location specific Soil pressure 2500 psf or greater – site specific  <b>Building Materials</b> Manufactured trusses only
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**1. Using the charts below fill in the blanks on the worksheet:**

_____	Building width
_____	Building length
_____	Pole size
_____	Hole diameter
_____	Hole depth
_____	Bay width
_____	Purlin size
_____	Purlin spacing
_____	Girt size
_____	Girt spacing
_____	Type of girt
_____	Truss attachment to post
_____	Corbel attachment to post

Required hole depth and diameter		
Eave height	Hole depth	Hole diameter
0'-8'	36" min.	12" min.
8'-10'	42" min.	18" min.
10'-12'	48" min.	18" min.
12'-14'	48" min.	18" min.
Truss and corbel attachment		
Eave height	Corbel to post	Truss to post
0'-8'	(6) 20d nails	1/2" thru-bolt
8'-10'	5/8" thru-bolt	5/8" thru-bolt
10'-14'	3/4" thru-bolt	3/4" thru-bolt
Girt spacing, size and orientation		
Bay width	Barn style	Flat style
0'-10'	2 x 6 @ 20" o.c.	2 x 6 @ 24" o.c.
10'-14'	2 x 6 @ 16" o.c.	2 x 6 @ 24" o.c.

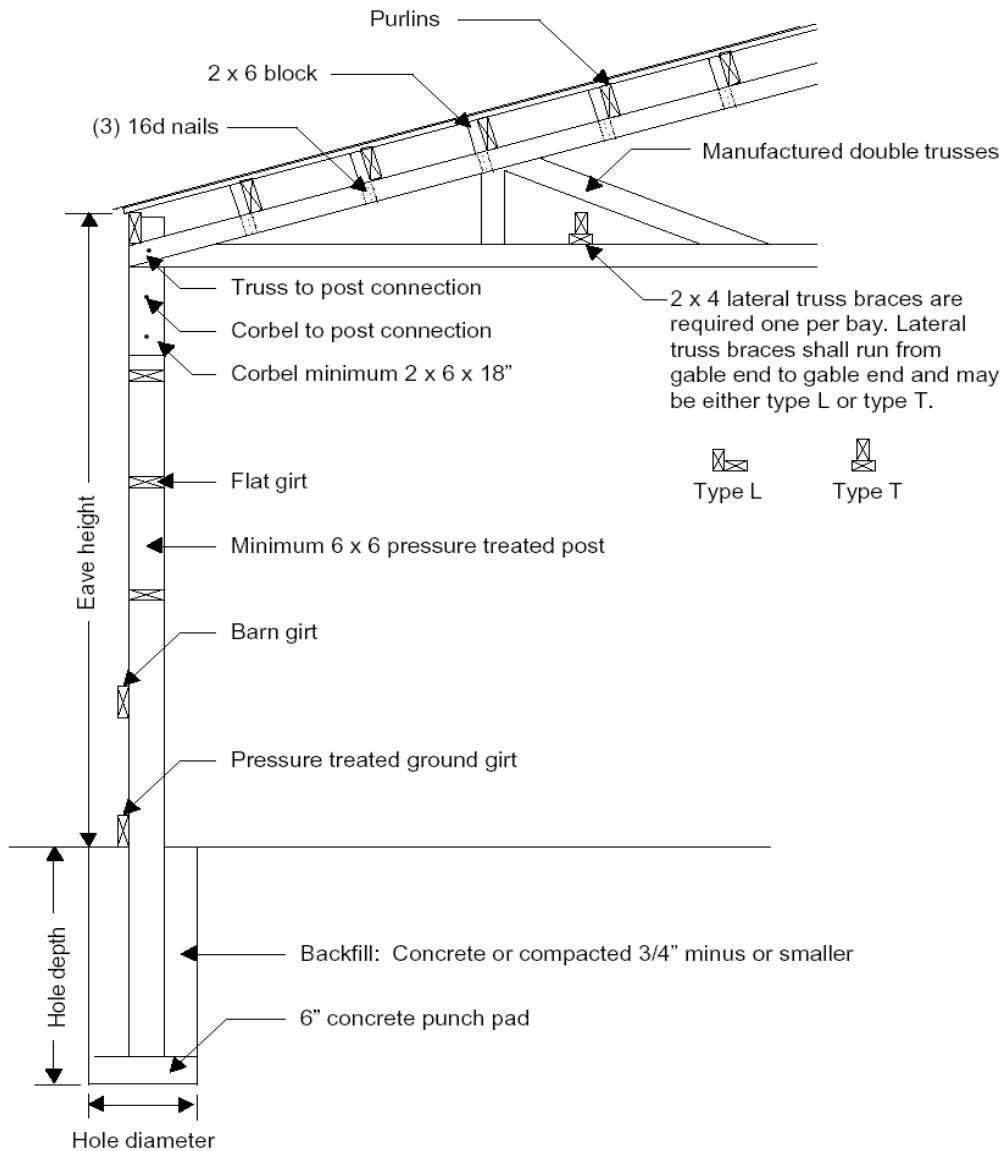
**Purlin size and spacing: Minimum 2 x 6 @ 24" o.c.**

### **General Notes**

- Posts and ground girts must be pressure treated
- Posts must be a minimum size of 6 x 6
- Pole holes are required to have a 6" thick concrete punch pad in bottom
- Punch pad must be in bottom of hole at time of pole hole inspection
- Post backfill must be concrete or crushed rock (3/4 minus gravel or smaller)
- Roof trusses are required to be labeled by an approved third agency
- Truss engineering is required to be onsite at time of inspection

**NOTE: This pole building supplement may be rejected and a full set of plans required at any time if the department deems it necessary to show compliance with building code.**

## POLE BUILDING TYPICAL CROSS-SECTION



Truss headers or carrier beams must be doubled and must meet the span and spacing requirements of the IBC. (ie: 2-2X12 span 12' with no stories above, 2-2x10 span 10' with no stories above, 2-2x8 span 8', etc. one story above divide span by 2 or 2-2x12 span 6', etc.).

Roof framing must be manufactured truss construction only. Trusses shall be designed by a professional engineer licensed in Pennsylvania to practice in the design of buildings.

Blocking, straps, approved framing anchors or mechanical fasteners shall be installed from the side of the roof framing member to the exterior posts or other supporting members. Tie straps shall be 1 1/8 -inch (28.6 mm) by 0.036-inch (0.91 mm) (No. 20 gage) sheet steel and shall be corrosion resistant.

***Purlins shall be installed with the wide dimension perpendicular to the load that it supports. Purlins shall be supported on top of the trusses or shall be provided with approved hangers.***

2x4 lateral truss braces are required at least one per bay. Lateral truss braces shall run from gable end to gable end and may be either L type or T type, attached to the bottom cord.

No single opening for doors, windows or other purposes that exceed 16 feet in width shall be placed in exterior walls.

### **Location on Site**

- A) Fire resistance ratings may apply to buildings based on distances from other structures and property lines.
- B) Land Use Permits are required and shall comply with all local rules.

### **Footings**

- A) It shall be the responsibility of the person who prepares the plans to design the footings with respect to the bearing capacity of the soil.
- B) Footings shall be a minimum of 36 inches below grade and bear on virgin soil.
- C) Backfill around poles with soil compacted at 8-inch intervals.
- D) Footing drains are required where the final grade is located above the finished floor. Drains must be a minimum of 4-inch approved pipe with washed gravel or crushed stone 2 inches below and 12 inches above. Location of drain piping shall be below the finished floor plane and be terminated to an approved location.

### **Wind Cleats**

- A) Minimum (2) 2 X 6 pressure treated wind cleats shall be fastened to the bottom of each pole or an alternate method shall be subject to approval by the Building Official.

### **Baseboards**

- A) Baseboards shall be pressure treated tongue and groove lumber and installed from the top of the slab to not less than 8 inches above the slab or final grade - whichever is highest.
- B) Finished grades shall be sloped away from baseboards.

### **Lumber**

- A) All wood in contact with ground or in proximity to ground according to the building code shall be natural decay resistant, insect resistant, and pressure treated per AWPA standards.
- B) It shall be the responsibility of the person who prepares the plans to specify the species, grade and fiber stress of all lumber. General assumption shall be No. 2 or better (SYP).

### **Concrete Slabs**

- A) All topsoil shall be removed and replaced with an approved granular base and a minimum of 4 inches of 3500psi concrete.

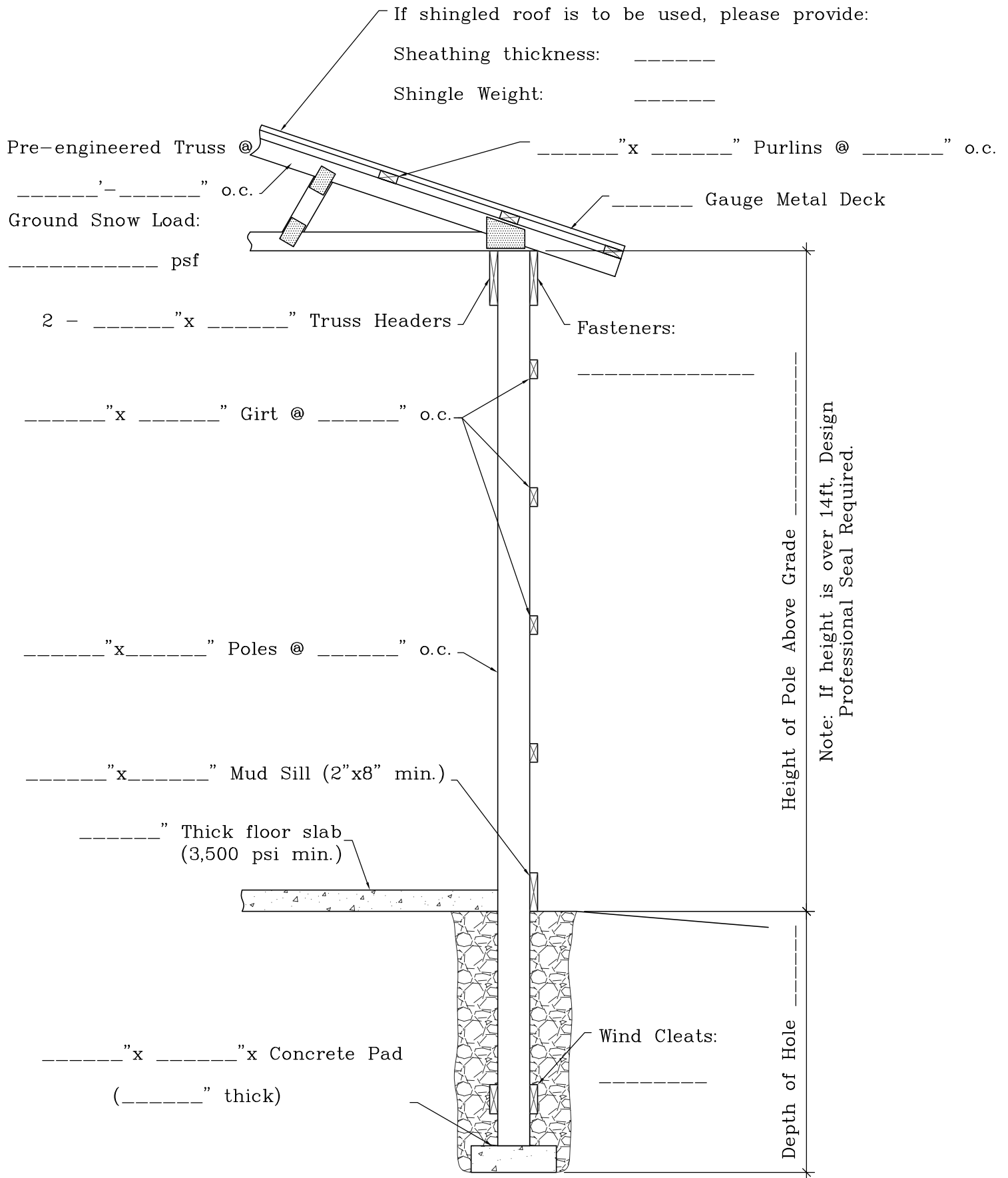
### **Poles**

- A) Minimum pole sizes shall be based on design loads with a maximum pole spacing of 8-feet on center.
- B) Rectangular cross sectional poles shall have the longer dimension perpendicular to the exterior wall.

### **Truss Carrier Beams**

- A) Minimum truss carrier beam sizes shall be based on design loads. Continuous beams are assumed to support roof loads only and shall be nailed (min. 20d ring shank) or notched into poles or through bolted (min. ½" bolts) to poles. Jacks may be required for headers for certain door openings.
- B) Alternative methods of connecting beams to poles shall be subject to approval by the Building Official.

This information is not meant to be a substitute for accepted engineering practice or contrary to the governing building codes. The Building Official may require plans be sealed by a Professional Engineer or Architect registered in Pennsylvania proving that the proposed building does not exceed allowable loads, stresses, fastener load capacities, deflections, foundation capabilities and soil bearing capacity. Trusses shall be designed by a Professional Engineer or Architect in accordance with accepted engineering practice. The snow load factor must meet or exceed a snow load of the area in which the structure is to be installed.



**TYPICAL POLE BUILDING**

## DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Directions: \_\_\_\_\_

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**Use this space if needed to further clarify the site location:**

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.



## ► Workers' Compensation Insurance Coverage Information ◀

### A. The applicant is

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

☐ Yes

☐ No

If the answer is "Yes," complete Sections B and C below as appropriate.

### B. Insurance Information

Name of Applicant: \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.

☐ Certificate attached

Name of Workers' Compensation Insurer: \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

☐ Certificate attached

Policy Expiration Date: \_\_\_\_\_

### C. Exemption – **MUST BE NOTORIZED**

*Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.*

The undersigned swears or affirms 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 with 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 township.**

☐ Homeowner who elects to do all work without contracting or hiring others to assist.

☐ Religious exemption under the Workers' Compensation Law.

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Commonwealth of Pennsylvania, County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me \_\_\_\_\_,

(Notary)

the undersigned personally appeared \_\_\_\_\_, known to me (or satisfactorily proven)

(Signatory)

to be the person whose name subscribed to the within instrument, and acknowledged that he/she executed the same for the purpose herein contained.

In Witness whereof, I hereunto set my hand and official seal.

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

### When applying for a Building Permit you need the following:

- Fill out the appropriate application answering all questions applicable to your job. Application must be legible and signed. (2 copies)
  - If a portion of the application is not applicable to your project put a N/A on the line.
- A copy of the signed Land Use Permit from the Municipality (Borough or Township) (2 copies)
- A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
- Drawings showing details of the construction you want to do. (2 copies)
- Copy of Contractors Certificate of Insurance for Workers Compensation **OR** if doing the work yourself submit Workers Compensation Insurance Coverage Waiver *[refer to the attached document]*.

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### After Building Permit Application is submitted:

- After submitting all required documents your application and drawings will be reviewed.
- PMCA will contact you with an approval or denial.
- If approved, your permit will be issued. The inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.

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### After Building Permit is issued:

- The Building Permit placard and Municipal Placard are to be visible on site at all times during the construction process.
- To schedule an inspection call the office where your permit application was submitted or visit our website to schedule online. Be prepared to have your Permit Number, address and type of inspection you are requesting.
  - If you request an inspection BEFORE 3 pm, every effort is made to schedule the inspection for the next business day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

## ✓ Checklist for the Site Plan to be provided with the Permit Application

1. **Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.**
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

### Provide dimensions of the property getting the proposed improvement

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

### Existing Buildings / Structures with Corresponding Dimensions

- Houses
- Sheds
- Barns
- Swimming Pools
- Deck / Patios
- Other buildings or structures on the property
- Location of on lot well and septic IF applicable

### Proposed Improvement(s)

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

## SAMPLE SITE PLAN

