Borough of Verona
Incorporated 1871

Verona Borough Building Department
736 East Railroad Avenue
Verona, PA 15147
(412) 828-8080

Residential Building Application

PA UCC Building Permit Application

Date of Application: _____

Name of Applicant:_____

Location of Property: _____

_____

Municipality: _____ County of: _____

Subdivision: _____ Lot # _____

Zoning District: _____ Tax Map # _____

Name of Owner: _____

Name of Business: _____

Address: _____

_____

Phone / Cell # ( ) _____ Email: _____

PLEASE READ:

Applicant must have all necessary information and details in order to officially submit this application to the building department. Any missing information shall delay the process in accepting and reviewing this application. This application must be fully completed and legible with a signature and proper date to be valid.

A copy of "How to Apply for Residential" and all requirements for residential permit applications are available at www.cea-code.com for residential guidelines from new construction, decks and pools.

Contractor or Sub Contractor Information:

Owner or Responsible Party must submit to CEA Code Enforcement Agency, a list of all known Contractors and Sub-Contractors who will be associated with the application.

Contractor Name: _____

Address: _____

_____

Phone / Cell ( ) _____ E:mail _____

Contractor's Workman's Compensation Policy: Y / N
Policy # _____ Effective Date: _____ (Provide Sheet)

Waiver of W/C: Pennsylvania requires proof of valid Workman's Compensation or a notarized waiver of Workman's Compensation. (Attached: Notarized Copy).

NOTE: A legal PA Workman's Compensation notarized waiver is specifically for single owner proprietors without any employees (including helpers) and religious exemptions. If you have ANY employees a waiver is not acceptable.

Waiver as a General Contractor or Applicant:

In addition, CEA Code Enforcement Agency will require a certificate or proof of Workman's Compensation for all SUB-workers outside sole proprietors, general liability certificate.

PA HIC # _____ (This is not a contractor license)
In 2008, the Pennsylvania Legislature passed the Home Improvement Consumer Protection Act. The law requires that all contractors who perform at least $5,000 worth of home improvements per year register with the Attorney General's Office.

Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction cost and areas described and all other information provided as part of this application for a building permit is fully accurate and correct.
2. The building or structure described in this application will not be occupied until all assigned code inspections or violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with and approved by CEA Code Enforcement Agency, prior to commencement.
5. If the PA licensed architect or engineer in responsible charge of this construction should alter information, plans or change professional, written notice of the change will be provided to CEA Code Enforcement Agency.
6. **No** error or omission in either the drawings, specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.

If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf.

Construction Information

New Construction Single Family Duplex

Addition Demolition PV / Solar

Shed Pool Deck Fence

Other: _____

GFA: Gross Footage Area: _____ Estimated Costs: _____

Permits Required: Building Permit Electrical Permit Mechanical Permit

Plumbing Permit Energy Permit Zoning Permit

Estimated Construction Time: _____

Description of Project: _____

_____

_____

The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code. Visit www.cea-code.com for residential guidelines and references to assist you.

2021 International Residential Code (IRC) requires detailed descriptions of the project to be legible for residential plan review. A copy of CEA Residential Plan Review Guidelines is available online at www.cea-code.com. Residential applications do not require drawings or information to be professionally sealed *unless* otherwise required by the Building Code Official.

All ***TRUSS* supports or drawings must be designed and sealed by a Pennsylvania registered Architect or Engineer.

CEA shall provide upto three residential plan reviews to this application. Any residential plan failures that exceed that number shall require a qualified professional or PA Design Professional for official submission. CEA cannot help design or answer design questions to this application.

Sanitary / Septic Information

Permit Required: YES NO

SEPTIC OR SANTIARY SYSTEM? _____ SEO required? _____

Project: _____ Tap Permit # _____

Lot/Plan: _____ # of EDU(s) _____

Allocation Year: _____

Approved by: _____ Date Issued:_____

Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

(1) The size and location of new construction and existing structures on the site.
(2) Accurate boundary lines.
(3) Distances from lot lines.
(4) The established street grades and the proposed finished grades.

A building code official may waive or modify the submission of construction documents, that are not required to be prepared by a licensed architect or engineer, or other data if the nature of the work applied for does not require review of construction documents or other data to obtain compliance with the Uniform Construction Code.

A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits, all other permits or approvals related to the construction required under § 403.102(n) (relating to municipalities electing to enforce the Uniform Construction Code) and other data required by the building code official with the permit application.

The Commonwealth of Pennsylvania established the Uniform Construction Codes (UCC) under Act 45 of 2004, a copy of ALL applicable codes and UCC standards are available online at: **www.pa code.com**. I certify by the signature below, the information presented here is accurate and lawful under 34. PA Code § 403.42 (a) Permit Application.

RESIDENTIAL APPLICATIONS require a review within (**15**) fifteen business days:
(Excluding any local Zoning Approval)
THIS APPLICATION IS A LEGAL DOCUMENT:

All Submittals of applications, information and plans for review, must FIRST be properly submitted to the local municipal offices directly and not CEA Code Enforcement Agency.

All plan review information of this application shall be in writing from CEA to the responsible party of this application. Failure to provide all information such as email address, required by the PA UCC shall delay the process in receiving a UCC Residential Permit.

Any changes or additional information recorded on this application must be made by the applicant, agent or responsible party that signed the application. All requested areas of information within this application shall be fully and properly completed before acceptance of the application at the local building department.

Legal Disclaimer: Please Read Before Signing Application

By signing this application, I acknowledge and agree to the following:

1. **Compliance with PA Uniform Construction Code (PA UCC)**
   I understand that all construction, design, and related activities must comply with the **Pennsylvania Uniform Construction Code (PA UCC)** and any applicable municipal amendments. It is solely my responsibility, as the applicant, to ensure full compliance with all statutes, local regulations, and code requirements under the PA UCC.
2. **Responsibility for Submitted Materials**
   I am solely responsible for the accuracy, completeness, and compliance of all plans, specifications, and supporting documents submitted with this application. All design documents must be prepared in accordance with the PA UCC and, where required, by a licensed design professional under Pennsylvania law.
3. **Plans Examination and Code Enforcement Limitations**
   I acknowledge that the **Building Code Official, Plans Examiner, or Code Inspector** assigned to this project is prohibited from:
   - Designing plans or providing design solutions.
   - Assisting in overcoming technical infeasibility.
   - Permitting construction or occupancy without full compliance with all applicable code stages, inspections, and permit audits.

   Their role is limited to reviewing submitted documents, conducting inspections, and enforcing compliance as required by law.

4. **Applicant's Sole Responsibility**
   Myself, my contractor, agent, or designer bear full responsibility for meeting all code requirements throughout the **plans examination process**, **construction process**, and **occupancy process**. Failure to comply may result in enforcement actions, penalties, or denial of permits and certificates of occupancy as provided under **Act 45 of 1999** and **34 Pa. Code Chapter 403**.

I will be acting on behalf of the owner as:

___Architect ___Engineer ___Contractor ____Agent ___Owner

___ Other: _____

Signature of Applicant: _____ Date _____
(must be legible) (Required)

Municipal Information

Jurisdiction Acceptance Date: _____ Time: _____.

By: _____

Application Requirements: Land Survey Site Plan Plot Plan (Attached)

Zoning / Planning / Engineering Approval

Residential: Drawings, Details or Description of the construction information.

Workman's Compensation information sheet / Notarized Waiver of W/C .

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952 www.cea-code.com

RESIDENTIAL ONLY

CEA ELECTRICAL INSPECTION APPLICATION

Date _____ Jurisdiction / Municipality _____

Utility/ Power Company Name: _____

Name on Permit (Applicant)
Responsible party _____

Address of Permit: _____

_____

Contact# ( ) _____ Email: _____

Work Order# _____ Date Issued: _____

Electrician Information:

Name: _____ Contact# ( ) _____

PA Home Improvement Contractor Registration# _____

Company Name: _____ Contact# ( ) _____

Email: _____ (if different)

Type of Inspection: Single Phase (Up to 400amp)

New Service D/C&R/C Sub Panel Damaged Panel/Service

Underground Generator Above Ground Pool / Spa Inground Pool

Solar/ PV

_____
Signature of Requestor

CEA - Electrical Department

(412)455-3400 electrical@cea-code.com

CODEENFORCEMENTAGENCY
1633 Route 51, Suite 100, Jefferson Hills, PA 15025
1-866-410-4952 www.cea-code.com

Electrical Permit Application - Narrative

This narrative is intended for the applicant to help explain in detail the work order or scope of project being applied for under the International Residential & National Electric Code. All NEC or IRC (electrical) ***under*** 480V *or* 400amps shall provide a narrative. CEA Electrical Plans Examiner may request a submittal of specs or designed engineered plans if necessary, as additional information to this narrative.

Electrical Applications will not be reviewed without a legible narrative ***or*** stamped engineered design drawings. Permit is not valid until approved by CEA.

Applicant Name _____ Date _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature of Applicant (must be legible) _____ Date (required) _____