

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

DEMOLITION CONSTRUCTION GUIDELINES

- Notify PA One Call at 800-242-1776 or at www.paonecall.org at least 3 days prior to start of any demolition or excavation.
- Identify the type and location of site utilities such as gas, electric, water service lateral, public sewer lateral, on-lot well or on-lot sewer system on the site plan.
- Utility Disconnections: Service utility connections shall be disconnected and capped in accordance with the approved rules and requirements of the applicable governing authority. International Building Code Section 3303.6.
- Identify on the site plan if any existing underground or aboveground storage tanks. (combustible and flammable liquids) are present on the property. A separate permit shall be applied for and obtained prior to removal of any storage tanks. Permit shall be obtained from the Pennsylvania Department of Labor and Industry.
- Asbestos shall be removed in accordance with Pennsylvania Department of Environmental Protection Air Quality's regulations. View the department's website at <http://www.depweb.state.pa.us/dep/site/default.asp>. Asbestos removal is regulated by the Department of Labor and Industry. Call Pennsylvania Department of Labor and Industry at 717-772-3396 for more information.
- Pedestrian Protection: The work of demolishing and building shall not commence until pedestrian protection is in place. Refer to Section 3306 of the 2009 IBC for specific protection requirements. IBC Section 3303.2.
- Site Maintenance: Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade. Only clean fill is to be used in backfilling of demolished structures. IBC Section 3303.4.
- Water accumulation: Provisions shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property. IBC 3303.5.
- Future construction (if applicable) requires backfilling with approved engineered fill or excavation to virgin soil.

DEMOLITION PERMIT CHECKLIST AND CONSTRUCTION GUIDELINES

Complete the following checklist for the building demolition. Items that require an acknowledgement only mark with your initials. Items which do not apply, mark with "N/A" or not applicable.

- _____ Completed permit application form with the required permit fee.
- _____ Three (3) site plans clearly identifying the location and footprint square footage of the structure(s) being demolished.
- _____ Acknowledge that the electrical service has been disconnected by the serving utility.
- _____ Acknowledge that the gas service has been disconnected by the serving utility.
- _____ When on-lot septic systems are present: (1) Tanks must be pumped. (2) any associated piping must be removed and properly disposed of, and (3) tanks must be removed and properly disposed of or abandoned in-place with holes punched in the tank bottom and filled with clean fill.
- _____ When public sewer is present and the lateral is being abandoned: Laterals must be capped at the public main as directed by local sewer authority.
- _____ On-lot wells to be abandoned shall have the pump removed: the shaft shall be filled with clean stone and permanently capped 12" below finished grade.

Authorized Agent/Property Owner Signature _____

Date _____

BUILDING PERMIT APPLICATION REQUIREMENTS

DEMOLITION OF STRUCTURES

Please read all of the following information.

The following is a check list. You must have a “checkmark” in all the sections listed below prior to submitting your application.

_____ “Affidavit of Exemption” (see attached form) If you are hiring a contractor to construct your structure, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the structure, the attached form must be completed.

_____ A site plan showing the proposed detached accessory structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.

_____ Completed building permit application.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued, the applicant will be notified of the inspection fees and when they can pick up the permit at the Township Building. All fees shall be paid prior to the issuance of the permit.

CALL BEFORE YOU DIG!!!!!!!!!!

PA ONE CALL PHONE NUMBER 8-1-1

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- The permit applicant or authorized agent is responsible for scheduling any electrical inspections if needed. **Call 1-814-382-0422 24 hour notice required.**

DO NOT schedule an inspection if the work is not ready!!!!

WEST MEAD TOWNSHIP



CRAWFORD COUNTY, PENNSYLVANIA
1150 MORGAN VILLAGE ROAD
MEADVILLE, PA 16335

Telephone: (814) 336-1271

OFFICE HOURS
MONDAY THRU FRIDAY
8:30 TO 4:30
Fax: (814) 336-1707

FOR ANY
DEMOLITION OF A STRUCTURE
THAT HAS A
MEADVILLE AREA SEWER AUTHORITY (MASA)
CONNECTION

YOU MUST CONTACT
GARY JOHNSON
AT THE MEADVILLE CITY BUILDING
814-333-3351

FOR PLUGGING INSTRUCTIONS
AND PERMIT
BEFORE ANY DEMOLITION
CAN BEGIN

A COPY OF THE FINALIZED
PLUGGING PERMIT
MUST BE RETURNED TO WEST MEAD TOWNSHIP
UPON COMPLETION.

Rules for Sewer Lateral Line Plugging and Capping

(Section 2.06 of the Meadville Area Sewer Authority's *Rules and Regulations* – 2004)

When a structure is to be demolished or otherwise disconnected from the sanitary sewer system, the property owner shall be responsible for plugging or capping the sanitary sewer lateral and for paying all associated costs. The sanitary sewer line shall be plugged or capped at or before the time of demolition. The property owner shall obtain the applicable permit for sewer plugging and capping from the Authority prior to the plugging or capping of the sewer line.

The sanitary sewer lateral shall be exposed and the line severed as close as possible to the boundary of the property line with the public roadway or sanitary sewer easement. In the event that the lateral sewer line is constructed with plastic material, the owner has the option of capping the line with an approved capped (i.e. cap is constructed of material identical to the pipe material) that is properly glued.

In the event the lateral sewer line is constructed with a non-plastic material, the line shall be plugged with non-shrink cement grout such as "Water plug" or approved equal. The cement shall completely plug the pipe and fill the pipe in its entirety for approximately 18 inches in length. The cement shall not be allowed to enter or obstruct in any way the mainline sewer. The property owner at his expense shall repair any obstructions in the mainline sewer caused by installation of the plug.

In the case where two or more buildings are connected to the same lateral line, the lateral line shall be plugged or capped just upstream of any other lateral connections. Where it is impractical to plug or cap the lateral at the aforementioned locations, the Authority will consider exceptions to these requirements and may approve an alternate plugging or capping location on a case-by-case basis.

The property owner shall provide notice to the Authority that includes a description of the proposed plugging or capping installation location and method. The Authority or its designated agent must inspect the installation of the sewer plug or cap. Billing for sanitary sewer service will continue until the plug or cap installation has been properly inspected and approved by the Authority.

CHAPTER 33

SAFEGUARDS DURING CONSTRUCTION

SECTION 3301 GENERAL

3301.1 Scope. The provisions of this chapter shall govern safety during construction and the protection of adjacent public and private properties.

3301.2 Storage and placement. Construction equipment and materials shall be stored and placed so as not to endanger the public, the workers or adjoining property for the duration of the construction project.

SECTION 3302 CONSTRUCTION SAFEGUARDS

3302.1 Remodeling and additions. Required *exits*, existing structural elements, fire protection devices and sanitary safeguards shall be maintained at all times during remodeling, alterations, repairs or additions to any building or structure.

Exceptions:

1. When such required elements or devices are being remodeled, altered or repaired, adequate substitute provisions shall be made.
2. When the existing building is not occupied.

3302.2 Manner of removal. Waste materials shall be removed in a manner which prevents injury or damage to persons, adjoining properties and public rights-of-way.

SECTION 3303 DEMOLITION

3303.1 Construction documents. *Construction documents* and a schedule for demolition must be submitted when required by the *building official*. Where such information is required, no work shall be done until such *construction documents* or schedule, or both, are *approved*.

3303.2 Pedestrian protection. The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.

3303.3 Means of egress. A party wall balcony or *horizontal exit* shall not be destroyed unless and until a substitute *means of egress* has been provided and *approved*.

3303.4 Vacant lot. Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

3303.5 Water accumulation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

3303.6 Utility connections. Service utility connections shall be discontinued and capped in accordance with the *approved* rules and the requirements of the applicable governing authority.

SECTION 3304 SITE WORK

3304.1 Excavation and fill. Excavation and fill for buildings and structures shall be constructed or protected so as not to endanger life or property. Stumps and roots shall be removed from the soil to a depth of at least 12 inches (305 mm) below the surface of the ground in the area to be occupied by the building. Wood forms which have been used in placing concrete, if within the ground or between foundation sills and the ground, shall be removed before a building is occupied or used for any purpose. Before completion, loose or casual wood shall be removed from direct contact with the ground under the building.

3304.1.1 Slope limits. Slopes for permanent fill shall not be steeper than one unit vertical in two units horizontal (50-percent slope). Cut slopes for permanent excavations shall not be steeper than one unit vertical in two units horizontal (50-percent slope). Deviation from the foregoing limitations for cut slopes shall be permitted only upon the presentation of a soil investigation report acceptable to the *building official*.

3304.1.2 Surcharge. No fill or other surcharge loads shall be placed adjacent to any building or structure unless such building or structure is capable of withstanding the additional loads caused by the fill or surcharge. Existing footings or foundations which can be affected by any excavation shall be underpinned adequately or otherwise protected against settlement and shall be protected against later movement.

3304.1.3 Footings on adjacent slopes. For footings on adjacent slopes, see Chapter 18.

3304.1.4 Fill supporting foundations. Fill to be used to support the foundations of any building or structure shall comply with Section 1804.5. Special inspections of compacted fill shall be in accordance with Section 1704.7.

SECTION 3305 SANITARY

3305.1 Facilities required. Sanitary facilities shall be provided during construction, remodeling or demolition activities in accordance with the *International Plumbing Code*.

SECTION 3306 PROTECTION OF PEDESTRIANS

3306.1 Protection required. Pedestrians shall be protected during construction, remodeling and demolition activities as required by this chapter and Table 3306.1. Signs shall be provided to direct pedestrian traffic.

3306.2 Walkways. A walkway shall be provided for pedestrian travel in front of every construction and demolition site unless the applicable governing authority authorizes the sidewalk to be fenced or closed. Walkways shall be of sufficient width to accommodate the pedestrian traffic, but in no case shall they be less than 4 feet (1219 mm) in width. Walkways shall be provided with a durable walking surface. Walkways shall be *accessible* in accordance with Chapter 11 and shall be designed to support all imposed loads and in no case shall the design live load be less than 150 pounds per square foot (psf) (7.2 kN/m²).

3306.3 Directional barricades. Pedestrian traffic shall be protected by a directional barricade where the walkway extends into the street. The directional barricade shall be of sufficient size and construction to direct vehicular traffic away from the pedestrian path.

3306.4 Construction railings. Construction railings shall be at least 42 inches (1067 mm) in height and shall be sufficient to direct pedestrians around construction areas.

3306.5 Barriers. Barriers shall be a minimum of 8 feet (2438 mm) in height and shall be placed on the side of the walkway nearest the construction. Barriers shall extend the entire length of the construction site. Openings in such barriers shall be protected by doors which are normally kept closed.

3306.6 Barrier design. Barriers shall be designed to resist loads required in Chapter 16 unless constructed as follows:

1. Barriers shall be provided with 2-inch by 4-inch (51 mm by 102 mm) top and bottom plates.
2. The barrier material shall be a minimum of $\frac{3}{4}$ -inch (19.1 mm) boards or $\frac{1}{4}$ -inch (6.4 mm) wood structural use panels.
3. Wood structural use panels shall be bonded with an adhesive identical to that for exterior wood structural use panels.

4. Wood structural use panels $\frac{1}{4}$ inch (6.4 mm) or $\frac{5}{16}$ inch (23.8 mm) in thickness shall have studs spaced not more than 2 feet (610 mm) on center (o.c.).
5. Wood structural use panels $\frac{3}{8}$ inch (9.5 mm) or $\frac{1}{2}$ inch (12.7 mm) in thickness shall have studs spaced not more than 4 feet (1219 mm) on center provided a 2-inch by 4-inch (51 mm by 102 mm) stiffener is placed horizontally at midheight where the stud spacing exceeds 2 feet (610 mm) o.c.
6. Wood structural use panels $\frac{5}{8}$ inch (15.9 mm) or thicker shall not span over 8 feet (2438 mm).

3306.7 Covered walkways. Covered walkways shall have a minimum clear height of 8 feet (2438 mm) as measured from the floor surface to the canopy overhead. Adequate lighting shall be provided at all times. Covered walkways shall be designed to support all imposed loads. In no case shall the design live load be less than 150 psf (7.2 kN/m²) for the entire structure.

Exception: Roofs and supporting structures of covered walkways for new, light-frame construction not exceeding two stories above grade plane are permitted to be designed for a live load of 75 psf (3.6 kN/m²) or the loads imposed on them, whichever is greater. In lieu of such designs, the roof and supporting structure of a covered walkway are permitted to be constructed as follows:

1. Footings shall be continuous 2-inch by 6-inch (51 mm by 152 mm) members.
2. Posts not less than 4 inches by 6 inches (102 mm by 152 mm) shall be provided on both sides of the roof and spaced not more than 12 feet (3658 mm) on center.
3. Stringers not less than 4 inches by 12 inches (102 mm by 305 mm) shall be placed on edge upon the posts.
4. Joists resting on the stringers shall be at least 2 inches by 8 inches (51 mm by 203 mm) and shall be spaced not more than 2 feet (610 mm) on center.
5. The deck shall be planks at least 2 inches (51 mm) thick or wood structural panels with an exterior exposure durability classification at least $\frac{23}{32}$ inch (18.3 mm) thick nailed to the joists.

TABLE 3306.1
PROTECTION OF PEDESTRIANS

HEIGHT OF CONSTRUCTION	DISTANCE FROM CONSTRUCTION TO LOT LINE	TYPE OF PROTECTION REQUIRED
8 feet or less	Less than 5 feet	Construction railings
	5 feet or more	None
More than 8 feet	Less than 5 feet	Barrier and covered walkway
	5 feet or more, but not more than one-fourth the height of construction	Barrier and covered walkway
	5 feet or more, but between one-fourth and one-half the height of construction	Barrier
	5 feet or more, but exceeding one-half the height of construction	None

For SI: 1 foot = 304.8 mm.

6. Each post shall be knee braced to joists and stringers by 2-inch by 4-inch (51 mm by 102 mm) minimum members 4 feet (1219 mm) long.
7. A 2-inch by 4-inch (51 mm by 102 mm) minimum curb shall be set on edge along the outside edge of the deck.

3306.8 Repair, maintenance and removal. Pedestrian protection required by this chapter shall be maintained in place and kept in good order for the entire length of time pedestrians may be endangered. The owner or the owner's agent, upon the completion of the construction activity, shall immediately remove walkways, debris and other obstructions and leave such public property in as good a condition as it was before such work was commenced.

3306.9 Adjacent to excavations. Every excavation on a site located 5 feet (1524 mm) or less from the street *lot line* shall be enclosed with a barrier not less than 6 feet (1829 mm) high. Where located more than 5 feet (1524 mm) from the street *lot line*, a barrier shall be erected when required by the *building official*. Barriers shall be of adequate strength to resist wind pressure as specified in Chapter 16.

SECTION 3307 PROTECTION OF ADJOINING PROPERTY

3307.1 Protection required. Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.

SECTION 3308 TEMPORARY USE OF STREETS, ALLEYS AND PUBLIC PROPERTY

3308.1 Storage and handling of materials. The temporary use of streets or public property for the storage or handling of materials or of equipment required for construction or demolition, and the protection provided to the public shall comply with the provisions of the applicable governing authority and this chapter.

3308.1.1 Obstructions. Construction materials and equipment shall not be placed or stored so as to obstruct access to fire hydrants, standpipes, fire or police alarm boxes, catch basins or manholes, nor shall such material or equipment be located within 20 feet (6096 mm) of a street intersection, or placed so as to obstruct normal observations of traffic signals or to hinder the use of public transit loading platforms.

3308.2 Utility fixtures. Building materials, fences, sheds or any obstruction of any kind shall not be placed so as to obstruct free approach to any fire hydrant, fire department connection,

utility pole, manhole, fire alarm box or catch basin, or so as to interfere with the passage of water in the gutter. Protection against damage shall be provided to such utility fixtures during the progress of the work, but sight of them shall not be obstructed.

SECTION 3309 FIRE EXTINGUISHERS

[F] 3309.1 Where required. All structures under construction, alteration or demolition shall be provided with not less than one approved portable fire extinguisher in accordance with Section 906 and sized for not less than ordinary hazard as follows:

1. At each *stairway* on all floor levels where combustible materials have accumulated.
2. In every storage and construction shed.
3. Additional portable fire extinguishers shall be provided where special hazards exist, such as the storage and use of flammable and combustible liquids.

3309.2 Fire hazards. The provisions of this code and the *International Fire Code* shall be strictly observed to safeguard against all fire hazards attendant upon construction operations.

SECTION 3310 MEANS OF EGRESS

3310.1 Stairways required. Where a building has been constructed to a *building height* of 50 feet (15 240 mm) or four *stories*, or where an existing building exceeding 50 feet (15 240 mm) in *building height* is altered, at least one temporary lighted *stairway* shall be provided unless one or more of the permanent stairways are erected as the construction progresses.

3310.2 Maintenance of means of egress. Required *means of egress* shall be maintained at all times during construction, demolition, remodeling or alterations and additions to any building.

Exception: Approved temporary *means of egress* systems and facilities.

SECTION 3311 STANDPIPES

[F] 3311.1 Where required. In buildings required to have standpipes by Section 905.3.1, not less than one standpipe shall be provided for use during construction. Such standpipes shall be installed when the progress of construction is not more than 40 feet (12 192 mm) in height above the lowest level of fire department vehicle access. Such standpipe shall be provided with fire department hose connections at accessible locations adjacent to usable stairs. Such standpipes shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring.

[F] 3311.2 Buildings being demolished. Where a building is being demolished and a standpipe exists within such a building, such standpipe shall be maintained in an operable condition so as to be available for use by the fire department. Such

SAFEGUARDS DURING CONSTRUCTION

standpipe shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.

3311.3 Detailed requirements. Standpipes shall be installed in accordance with the provisions of Chapter 9.

Exception: Standpipes shall be either temporary or permanent in nature, and with or without a water supply, provided that such standpipes conform to the requirements of Section 905 as to capacity, outlets and materials.

3311.4 Water supply. Water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates.

SECTION 3312 AUTOMATIC SPRINKLER SYSTEM

[F] 3312.1 Completion before occupancy. In buildings where an *automatic sprinkler system* is required by this code, it shall be unlawful to occupy any portion of a building or structure until the *automatic sprinkler system* installation has been tested and *approved*, except as provided in Section 111.3.

[F] 3312.2 Operation of valves. Operation of sprinkler control valves shall be permitted only by properly authorized personnel and shall be accompanied by notification of duly designated parties. When the sprinkler protection is being regularly turned off and on to facilitate connection of newly completed segments, the sprinkler control valves shall be checked at the end of each work period to ascertain that protection is in service.



pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION
NORTHWEST REGIONAL OFFICE

November 23, 2010

Re: Demolition/Renovations of Structures

Dear Local Government Officials:

Did you know that owners and operators of structures to be renovated and/or demolished in your municipality must meet state and federal asbestos requirements?

Do your residents know that securing a local demolition permit does not guarantee compliance with state and federal asbestos requirements?

The Department of Environmental Protection, Air Quality Program, regulates demolition and renovation operations, under the National Emission Standards for Hazardous Air Pollutants ("NESHAPs") for Asbestos, adopted by the Commonwealth at 25 Pa. Code §124.3. Nearly all demolition operations, regardless of the presence of asbestos, and all renovation operations involving at least 160 square feet, 260 linear feet on pipes, or 35 cubic feet of regulated asbestos-containing material, require ten working days advance notification to the Department and the United States Environmental Protection Agency (USEPA). This regulation applies to public, institutional, commercial and industrial structures, waste disposal sites, ships, individual residential structures having more than four dwelling units, structures burned intentionally for fire training exercises and any group of two or more residential structures under common control.

Buildings that are unsound and in danger of collapse may be excused from the ten day waiting period as provided in 40 CFR 61.145(a)(3) and (b)(3)(iii) when a public demolition order is issued by the local municipality to the property owner.

Emergency renovation operations, defined in 40 CFR 61.141, are also excused from the ten-day requirement. In both instances the applicable notification requirement becomes "As early as possible, but not later than the following working day."

Asbestos Notification forms and instructions are enclosed. The forms are also available online at the PA Department of Environmental Protection website- www.state.pa.us. Select "Search" and click on the word asbestos. The page contains several fact sheets about asbestos as well as links to other related sites.

November 23, 2010

Personnel conducting demolition and/or renovation operations subject to the NESHAP Asbestos Regulation are required to meet certain training requirements and hold certifications issued by the Pennsylvania Department of Labor and Industry (DLI). Additional details are available on the DLI website- www.dli.state.pa.us , by calling 717.772.3396.

Owners and operators of demolition operations are also required under 25 Pa. Code §123.1(c) to take reasonable actions to prevent particulate matter from becoming airborne, and 25 Pa. Code §123.2 prohibits fugitive particulate matter from such operations if the emissions are visible at the point they pass outside the property. A copy of Title 25 Pa. Code is available for review online at www.pacode.com .

Department Air Quality Program staff are available to meet with you to discuss the asbestos regulatory requirements and other regulations as they relate to potential projects in your area.

Please contact me at 814.332.6634, if you have any questions.

Sincerely,



Lori L. McNabb
Environmental Group Manager
Air Quality Program

Enclosures

LLM:ls1