



MORRISVILLE BOROUGH

PENNSYLVANIA

PA UCC BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

GENERAL APPLICATION REQUIREMENTS

- A completed Building Permit Application shall be submitted with a comprehensive description of all proposed work, detailed construction drawings, equipment specifications and contractor documentation. All associated trade permit information must be included on the Building Permit Application.
 - All application fields must be completed.
 - Permit applications shall identify:
 - Property information
 - Contact information
 - Application type
 - Project address
 - Scope of work
 - Estimated total construction costs
 - Building use and occupancy classification (if applicable)
 - Proposed construction type (if applicable)
 - Square footage of area affected by the work
 - All associated trade permit information and costs

ZONING APPROVAL REQUIREMENTS

- Zoning approval must be obtained for the following:
 - New buildings
 - Building additions
 - Accessory structures requiring zoning approval
 - Any work requiring zoning review under Borough ordinances
- Building permit applications requiring zoning approval will not be reviewed until zoning approval has been granted.

CONTRACTOR REGISTRATION REQUIREMENTS

- All contractors and subcontractors performing work within Morrisville Borough shall submit the following:
 - **Licensing**
 - Annual Contractor Registration Application
 - Copy of active Pennsylvania Home Improvement Contractor (HIC) Registration.
 - **Insurance**
 - Certificate of Insurance naming Morrisville Borough as certificate holder.
 - The certificate shall show current General Liability and Workers Compensation coverage as applicable.
- **Property Owner Exemption**
 - Property owners performing work on their own property are exempt from providing:
 - Contractor Registration
 - PA Home Improvement Contractor License
 - Certificate of Insurance

CONSTRUCTION DOCUMENT REQUIREMENTS

- A detailed set of construction drawings shall be submitted with all permit applications. Construction documents shall include sufficient information to demonstrate compliance with all applicable codes and ordinances.
- Pennsylvania has implemented the ICC 2021 Code series with amendments as voted by the RAC.

CONSTRUCTION DOCUMENTS

Construction documents shall include, as applicable:

- **Architectural Plans**
 - Site plan
 - Floor plans
 - Elevations
 - Building sections
 - Wall sections
 - Door and window schedules
 - Finish schedules
 - Means of egress information
 - Accessibility information
- **Structural Plans**
 - Foundation plans
 - Framing plans
 - Structural details
 - Beam and header schedules
 - Truss layouts
 - Connection details
- **Mechanical Plans**
 - Structural calculations when required
 - Equipment schedules
 - Duct layouts
 - Ventilation calculations
 - Combustion air details
 - Exhaust systems
- **Plumbing Plans**
 - Fixture schedules
 - Water distribution plans
 - Sanitary drainage plans
 - Storm drainage plans
 - Gas piping plans
- **Electrical Plans**
 - Lighting plans
 - Power plans
 - Equipment schedules
 - Panel schedules
 - Load calculations

- **Manufacturers technical specifications**

- Manufacturer's installation instructions and technical specifications shall be submitted for all equipment being installed, including but not limited to:
 - HVAC equipment
 - Boilers
 - Furnaces
 - Water heaters
 - Generators
 - Solar photovoltaic systems
 - Battery energy storage systems
 - Electrical service equipment
 - EV charging equipment
 - Fire protection equipment
 - Plumbing fixtures and appliances
 - Engineered wood products
 - Trusses and proprietary structural systems

DESIGN PROFESSIONAL REQUIREMENTS

- All drawings shall be sealed, signed, and dated by a design professional (licensed architect or engineer).

The **only** exception is when **all** of the following apply:

1. The proposed work only involves remodeling or alterations of an existing building or structure.
2. The proposed work does not change the building's structure or means of egress.
3. The person preparing the plans is not compensated for the preparation of the drawings.

FIRE-RESISTANCE REQUIREMENTS

- For all two-family dwellings, townhouses, and multifamily dwellings, construction documents shall include:
 - Fire-resistance-rated wall assemblies
 - Floor-ceiling assemblies
 - Fire partitions
 - Draft stopping
 - Fireblocking
 - Penetration firestop details
 - Through-penetration details
 - Membrane penetration details
 - UL design numbers or approved assembly details

TRADE PERMIT REQUIREMENTS

- Associated trade permit information and costs shall be included on the Building Permit Application.

PLUMBING DOCUMENT REQUIREMENTS

- A Plumbing Riser Diagram shall be submitted for:
 - New plumbing systems
 - Plumbing additions
 - Alterations to drainage systems
 - Alterations to water distribution systems
 - Fixture additions
 - Gas piping modifications
- The riser diagram shall indicate:
 - Pipe sizes
 - Fixture unit calculations
 - Venting method
 - Cleanouts
 - Water service sizes
 - Water heater information

ELECTRICAL DOCUMENT REQUIREMENTS

- An Electrical Single-Line Diagram shall be submitted for:
 - New electrical installations
 - Service upgrades
 - Panel replacements
 - New equipment installations
 - Circuit additions
 - Solar photovoltaic systems
 - Energy storage systems
 - Generator installations
 - EV charging systems
- The single-line diagram shall include:
 - Service size
 - Conductor sizes
 - Overcurrent protection
 - Grounding and bonding information
 - Panel schedules
 - Feeder information
 - Load calculations
 - New and existing equipment identification

SUBMISSION REQUIREMENTS

- All documentation must be submitted as a single packet via PDF file(s).
- Contractor license registration fees must be paid at time of submission.
- Permit packets shall be submitted to the Morrisville Borough office staff for a completion check prior to review.

**INCOMPLETE APPLICATION PACKETS MAY CAUSE DELAYS OR REJECTION
OF APPLICATION.**

BUILDING PERMIT APPLICATION CHECKLIST

- The following items must be submitted for complete application:
 - ☐ Completed Building Permit Application
 - ☐ Zoning Permit Approval (if applicable)
 - ☐ Detailed description of work
 - ☐ Total cost of construction including trades cost(s)
 - ☐ Contractor Registration Application(s)
 - ☐ PA Home Improvement Contractor License(s)
 - ☐ Certificate(s) of Insurance naming Morrisville Borough as certificate holder
 - ☐ Construction drawings
 - ☐ Design professional seal and signature (when required)
 - ☐ Structural calculations (if applicable)
 - ☐ Trade permit details and costs
 - ☐ Technical specifications for all new equipment
 - ☐ Plumbing riser diagram (if applicable)
 - ☐ Electrical single-line diagram (if applicable)
 - ☐ Fire-rated assembly details (if applicable)