



# Code Administrators, Inc.

Plan Review ~ Code Inspection ~ Code Consulting ~ Code Education ~ Code Development  
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## PLAN SUBMITTAL GUIDE FOR POLE BUILDINGS

### OVERVIEW

A building permit is required for all pole building construction. An upgrade in doors and windows requires a permit when existing openings are to be enlarged requiring the addition of larger structural headers. The addition or replacement of structural members to a roof requires a building permit. Review Section 907 in the 2006 International Residential Code for One and Two Family Dwellings for specifications on re-roofing.

### PERMIT APPLICATION

The first step in the building permit process is to completely fill out the appropriate Zoning, Use and/or Building permit applications.

Submit the following along with the permit application:

- ✓ 3 copies of a site plan, floor plan and cross section with specifications.

The site plan is for zoning review while the office of the building official reviews the floor plans, cross sections and specifications. One set of complete plans will remain at the office of the building official in order to make the inspection process easier, while the second set of plans will be returned to the applicant. Plans returned are to remain on the job site until final inspections have been completed.

### INFORMATION REQUIRED IF APPLICABLE

- ✓ Location of an on lot sewage system
- ✓ Location of the 100-foot clear sight triangle for all corner lots. Any lot which contains a 100 foot clear sight triangle **MUST** have the following note written on the site plan – **“Nothing shall be placed, planted, set or put within the area of the 100 foot clear sight triangle that obscures motorist vision.”**
- ✓ Location of the 100-year floodplain and the 100-year floodplain elevation
- ✓ The lowest floor elevation for lots with a floodplain must be noted on the site plan
- ✓ The boundaries of the 100-year floodplain must be field staked prior to any on site construction
- ✓ Location of all known wetland areas
- ✓ All variances and special exceptions must be noted on the site plan, including case number and approved date.

### FOUNDATION PLANS

*Include scaled drawings – scale shall be indicated on each plan*

- ✓ Provide full cross cut sectional drawing of each different area to be constructed.
- ✓ Indicate all footing dimensions and specifications
- ✓ Indicate all pier pad, column and beam locations, sizes and specifications
- ✓ Location of all plumbing, mechanical and electrical equipment



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## **GENERAL PLAN REQUIREMENTS**

*Include scaled drawings – scale shall be indicated on each plan*

- ✓ Provide full cross cut sectional drawing of each different area to be constructed
- ✓ Indicate dimensions of all areas (including rooms, stairways, hallways, doors, etc.)
- ✓ Indicate all interior and exterior bearing walls by highlighting or hatching such areas
- ✓ Provide complete beam schedule with minimum bearing requirements and support columns. (Manufacturer's engineering is required for the manufactured beams selected)
- ✓ Identify all point load locations requiring blocking to solid foundation
- ✓ Indicate floor joist size and spacing and direction, span and type of lumber for all areas
- ✓ Label all applicable items to match their respective schedules (i.e. beams, columns, windows, doors)
- ✓ Provide complete window schedule
- ✓ Glazing – label all hazardous glazing locations
- ✓ Handrail and guardrail locations for all areas
- ✓ Location of all plumbing, mechanical and electrical equipment

## **CROSS SECTIONS**

*Include scaled drawings – scale shall be indicated on each plan*

- ✓ Provide full cross cut sectional drawing of each different area to be constructed
- ✓ Footings – size, thickness, depth below grade, size and location of reinforcement
- ✓ Isolated piers – size, thickness and reinforcement
- ✓ Wall framing details – size spacing
- ✓ Location of all headers, beams and steel lintels to match required schedule
- ✓ Ceiling heights – indicate ceiling heights in all areas
- ✓ All stairways, rise, tread depth nosing overhand, and headroom (6'8" required)
- ✓ Handrails – indicate handrail(s) mounting height and graspability (cross dimension maximum). Include connection or termination detail to post or wall
- ✓ Guardrails – indicate height and spacing for raised floor surfaces above 30"
- ✓ Interior finish on wall and ceilings
- ✓ Exterior wall covering
- ✓ Cross Ventilation – type of system and location
- ✓ Roof pitch
- ✓ Engineered/Manufactured Roof Systems – drawings to include size, spacing, span, direction, bracing and pitch of roof
- ✓ Hand framed roof members – include size, spacing, span, direction, pitch of roof, collar ties, species and grade of lumber to be used
- ✓ Roof sheathing and finish materials