

BUILDING DEPARTMENT 2021 update

ALL APPLICATIONS AND DRAWINGS MUST BE SUBMITTED ELECTRONICALLY DIRECTLY TO BIU FOR REVIEW VIA: submitbiupgh@biuinc.com

You must also copy the city at apowel@cityoflatrobe.com

COMMERCIAL PROJECTS MUST BE PREPARED AND STAMPED BY A DESIGN PROFESSIONAL AND MUST INCLUDE THE FOLLOWING ITEMS AND INFORMATION

Failure to complete and submit applications and drawings will delay your permit. No work is permitted until your permit is issued and the fee is paid.

PERMIT CHECKLIST

- _____ Completed permit applications (Building, Plumbing/HVAC, Electrical, Fire Suppression)
- _____ 3 Sets of COMPLETE drawings and Required Documents (to include but are not limited to the following)
 - _____ Site Plan showing existing structures, set-backs, proposed construction with dimensions of structures, storm water management, site excavation, parking, landscaping ...
 - _____ Building Permit drawing to include footing, framing, truss and roof lay out, window and door schedules/specs, foundation specs, interior & exterior floor elevations, sectionals
 - _____ Electrical, Plumbing/HVAC and Mechanical- all HVAC specs, fire place specs, plumbing fixture tally sheet and include cost of mechanical contract... All E, P, HVAC and M permits must be accompanied by drawings and/or manufacturer spec sheets, water & sewage plans
 - _____ Fire Protection and Life Safety plan - sprinklers, alarms, exit signs, detectors, exiting plans
 - _____ Accessibility Plan- exits, paths of egress, hand rails, guards, signage, restrooms
- _____ Certificate of Insurance Proof of Workers Comp for each contractor and sub -contractor on the site

Your project's Storm Water Management plan may have to be reviewed by the Westmoreland County Conservation District (WCD). An NPDES permit may be required if you are disturbing an acre or more of land.(See Chapter 102 fact sheet) You must contact the WCD at 724-837-5271 to verify whether a permit is required.

Once submitted, plans are reviewed and approved. NO CHANGES in construction may occur unless NEW PLANS showing the changes are also reviewed and approved.

Once submitted there will be a charge for the Plan Review whether the project moves forward or not.

All buildings/ lots must have a lot or street number clearly posted before any work begins.

YOU MUST CONTACT PA. ONE CALL BEFORE YOU DIG DIAL 811

If you have any questions contact Ann E Powell by phone at 724-537-3580
901 Jefferson St., Latrobe, Pa. 15650
Email apowell@cityoflatrobe or fax 724-537-4802

INSPECTIONS

Inspections require at least a 48 hour notice by phone.

Plans that are submitted by a design professional and approved by a plans examiner may require additional items that the inspector deems to be code but were omitted from the drawings. A correction list will be provided and the applicant must review the corrections and sign the form

Inspectors must have access to your on site plans and a contact person on site. You will be given an inspection list or inspection report. Keep the report with your records.

Inspections will contain all or some of the following but are not all inclusive:

- Pre pour footer
- Foundation w/anchored treated sill and in-place steel beams
- Rough-in framing, electrical, plumbing, hvac, open wall before framing
- Under slab rough plumbing, electrical,mechanical
- Storm water system or sewage if required
- Insulation
- Fire protection
- Accessibility
- Complete final inspection before occupancy-mechanical,plumbing, electrical, building, fire protection, accessibility
- Certificate of Insurance

ALL DOCUMENTS, INSPECTIONS, AND CORRECTIONS MUST BE COMPLETED BEFORE AN OCCUPANCY PERMIT WILL BE ISSUED.

NO ONE IS ALLOWED TO OCCUPY A STRUCTURE WITHOUT AN OCCUPANCY PERMIT.

PERMIT FEES-***WE CAN ONLY ACCEPT ONE PERMIT FEE CHECK FOR THE ENTIRE PROJECT. THE CHECK MUST BE MADE OUT FOR ALL PERMITS REGARDING THE PROJECT.*** Make permit check payable to IWCOG.

If you need an address on the check- 220 Fifth St. Saltsburg, Pa. 15681

IWCOG represents the Indiana Westmoreland Council of Governments. The City is a member of the COG and the COG hired BIU to be the third party inspection company for all the municipalities in the COG.

This office will work with all parties to assure that your schedule is not delayed as long as the above information and procedures are followed. BIU and the City of Latrobe wishes to work together with you professionally to complete your project.

If you have any questions feel free to contact BIU or the City of Latrobe.