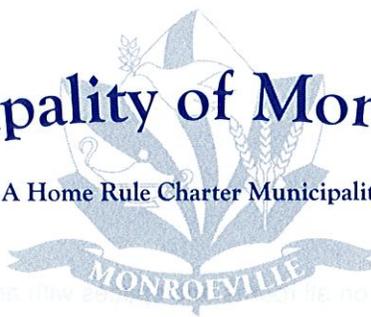


# Municipality of Monroeville

A Home Rule Charter Municipality

Municipal Center  
2700 Monroeville Boulevard  
Monroeville, PA 15146-2388

Phone (412) 856-1000  
Fax (412) 856-3366  
www.monroeville.pa.us



Permit Created Date

Construction Company  
XXX East Main St.  
ANYTOWN, PA 99999  
Attn: Site Superintendent

**RE: Construction Site Address**  
**4503 OLD WILLIAM PENN HWY**  
**Monroeville, Pa 15146**

Permit # 20XX-XXXX

To Whom It May Concern:

The following requirements must be complied with for the Building Permit to be valid. All reference the 2009 International Building Code, Ordinance 2300 and ANSI 117.1-2009. Some of the items listed may already be shown on your submitted plans, but they are detailed below as a reminder to you.

**This is NOT an All Inclusive list, it is your responsibility to contact your Architect or Engineer to assure the above Code requirements are on your plans.**

**PLANS REVIEWED BY EXAMINER MUST BE ON SITE DURING CONTRUCTION.**

1. Any modification or change to the **APPROVED PLANS** must be re-submitted for approval and will require additional review fees. **ALL COMMERCIAL PLANS MUST CONTAIN ARCHITECT OR ENGINEER STAMP, SEAL and SIGNATURE.**
2. **Separate fire code permits required for installation/alterations of fire suppression/detection systems.**
3. **Electrical inspections (rough & final)** to be performed by a Monroeville Approved Agency. All installations to meet requirements of Monroeville Ordinance 1939, Section 6. Use of nonmetal-sheathed cable (type NM and NMC) is **not** permitted. Only metallic conduit cable or raceways permitted. Contact inspection agency before commencing installation. **Please be advised: Any Inspector doing electrical inspections in Monroeville, MUST BE SPECIFICALLY NAMED. The INSPECTORS NAME on the ROUGH and FINAL APPROVALS MUST BE PRINTED LEGIBLE ON THE STICKER, or the inspection will be rejected and require a re-inspection by a Monroeville registered Inspector.**
4. Verification of all plumbing inspections by the Allegheny County Health Department, Plumbing Division, is to be submitted to this office. (412 664-8854)
5. Exit and emergency lighting to be provided as per the IBC, approved upon field test. **Provide remote emergency light head in handicapped restroom.**
6. **Accessibility requirements, including restroom(s), must comply with PA UCC Act 45 which includes Chapter 11 & Appendix E of the 2018 IBC, ANSI 117.1-2009 and 2015 IEBC.**
7. R-7 Handicap Parking signs to be posted directly in front of each Handicap parking space with Minimum 60" above floor of parking space to bottom of sign. Municipal ordinance signs must also be in place.
8. Provide/Install tactile exit signs complying with ICC A117.1 adjacent to all doors leading to an egress stairway, exit passageway and exit discharges. Section 1011.3 of the International Building Code.

Senior Citizens Center  
6000 Gateway Campus Blvd.  
Monroeville, PA 15146  
(412) 856-7825  
Fax: (412) 856-4728

Public Works  
200 Starr Drive  
Monroeville, PA 15146  
(412) 856-3343  
Fax: (412) 856-3377

Monroeville Public Library  
4000 Gateway Campus Blvd.  
Monroeville, PA 15146  
(412) 372-0500  
Fax: (412) 372-1168

9. The Occupancy Load shall be posted on all rooms and spaces with an occupant greater than **49** persons (2009 IBC 303,1004.4).
10. Fire extinguisher to be provided as found in IBC/IFC. *Approved portable fire extinguishers shall be installed such that the maximum travel distance between extinguishers is 75'. Approved extinguishers shall be ABC-type units with a minimum size rating of '2A'. Portable extinguishers shall be mounted in accessible, visible locations along normal paths of travel using approved mounting brackets or extinguisher cabinets. The ABC rating may be waived where a specific hazard is being protected. Installed extinguishers shall bear approved and current inspection tags (within past 12 month period) from a qualified person or vendor (IFC Sections 901 and 906)*
11. Building address must be posted on the exterior on the building must be visible from the street. Numbers shall be a minimum of 4" high with a minimum width of 0.5". Numbers shall contrast with background.
12. **It is YOUR responsibility to contact Monroeville's Building Department when ready for all required inspections, LISTED ON THE BACK OF THE ISSUED PERMITS, at 412 856-3340.**
13. If exterior signs are contemplated, a sign permit from the Monroeville Planning Dept. is required. All electric signs must meet requirements of NFPA 70, National Electric Code and require inspection by a Monroeville Approved Electrical Inspection Agency.
14. Submit data ASTM E - 648 on proposed floor covering material, as per Section 804.
15. Submit data ASTM E - 84 on proposed wall covering material, as per Section 803.
16. **It is your responsibility to comply with any Zoning Department regulations and requirements, as well as any Engineering requirements.**
17. For Commercial Properties that are not opened 24 hours, a "KNOX BOX" is required.
18. **A Building Permit will not be issued until a Sewage Planning Module is completed and has been signed off. (If applicable)**

MUNICIPALITY OF MONROEVILLE

*Andrew P. McWhinney, CFPS*

**Andrew P. McWhinney**  
Building & Fire Official

I acknowledge receipt of a copy of this letter.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APM:mld 2019  
Comreq1-2011