Requirements

Important, Please Read

No work shall commence until the zoning has been approved and the Building Permit has been issued. If zoning requirements regarding setbacks, area or use are not met, a Variance will be required before work may begin.

Prior to issuing a permit for exterior alterations, renovations or signage in the City of Bradford’s Historical Area, H.A.R.B. must approve and City Council must issue a Certificate of Appropriateness. A map is on file for viewing and instructions for obtaining the certificate will be given upon request.

Homeowner/Contractor must access PA One Call (800 242-1776) prior to any digging.

New construction/demolition requires a Sewer Permit issued by the Bradford Sanitation Department (814 368-6254) prior to the issuance of a building permit. A Sewer Permit must be obtained from the Sanitation Department if the following exists:

1. A new sewer tap-in/connection will be made into the sanitary sewer main line. (New houses, new buildings, replacement of a sewer line with a new connection being made into the sanitary sewer main line.)
2. Demolition of a property (residential, commercial, and/or industrial).

If a Sewer Permit is required, no Building Permit can be issued until the party obtains a Sewer Permit from the Sanitation Department.

If a Sewage Facilities Planning Module and/or Exemption is required by the DEP for land development, no Building Permit can be issued until the DEP approves the module and/or Exemption. The Sewage Facilities Planning Module and/or Exemption is submitted, by the owner or their engineer, to the Bradford Sanitary Authority for their approval. Once approved, the Authority will then submit the Module form and/or Exemption card to the City of Bradford for our signature. The owner of the property will then submit the signed Module or Exemption Card to the DEP for their approval.

Site Plan Requirements – All new construction, additions, expansions, etc., require a submission of a size plan showing the proposed construction and distances to all property lines and other structures on the parcel. Planned Unit Development such as Sub Divisions, etc., requires submission of plans and approval by the City of Bradford Planning Commission.

Stormwater Management – The City of Bradford has adopted the “Stormwater Management Ordinance”. This ordinance states that any construction project creating 10,000 sq. ft. or more of additional impervious cover must have submitted to the City a drainage plan which will meet the requirements and provisions of this ordinance. Information concerning this ordinance may be obtained from the Office of the City Clerk.
The City of Bradford operates under the following Building Codes:

1. **International Building Code** – Most recent edition (all new construction, alterations, renovations, etc.)
2. **International Property Maintenance Code** – Most recent edition (existing structure care and maintenance.)
3. **International Fire Prevention Code** – Most recent edition (all new construction, alterations, renovations, etc.)
4. **International Plumbing Code** – Most recent edition (all new construction, alterations, renovations, etc.)
5. **International Plumbing Code** – Most recent edition (all new construction, alterations, renovations, etc.)
6. **National Electric Code** – Most recent edition (all new construction, alterations, renovations, etc.)
7. **National Fuel Gas Code** – Most recent edition (all new construction, alterations, renovations, etc.)

Be certain that your architects, engineers, contractors, etc., are aware of these codes. It is essential that these codes are adhered to and that all required information, such as site plans, plumbing, electrical, mechanical, fire prevention, etc., is furnished at the time of application. This will prevent unnecessary delays in the granting of your permit. Remember, all Zoning Requirements must also be met, and if a Variance is needed, this will cause additional delays.

_Below is a list of requirements, no exceptions are permitted unless authorized by the Zoning/Building Inspector. Other requirements may apply:_

1. **Electrical** – Any work involving electrical wiring shall have a certified electrical inspection. A list of electrical inspectors may be obtained from this office. There is no requirement regarding the electrician. All electrical work must comply with all provisions of the most current addition of the National Electric Code.

2. **Plumbing** – All Plumbing work shall comply with the International Plumbing Code and the City of Bradford Plumbing Ordinance (available upon request) and shall be inspected by the plumbing inspector of this office. All plumbers must hold a current City of Bradford Plumbing License (list on file). A licensed master plumber is required for all plumbing work, however, specifically exempt from the provisions of the plumbing code is the following:
   - Plumbing work actually done by owners or bonafide employees of owners (except new construction on new installation).
   - Storm sewer and drainage work.
   - Work by City of Bradford employees in the streets of the City.

3. **Demolition** – Partial demolition may be filed through a building permit application if demolishing a portion of the structure and rebuilding. Demolition of a (full) structure requires a separate permit through this office. Any demolition debris must be disposed of pursuant to mandates of the McKean County Landfill regulations.

4. **Public Right-of-Way** – The Department of Public Works must approve any encroachment in the public right-of-way(s) (such as curb cuts, signs, etc.)

5. **Applicant’s Signature** – Completion of an **AFFIDAVIT** is required when the building permit is completed by someone other than the owner. This **AFFIDAVIT** must be notarized.
6. Resident and non resident contractors performing work in the City of Bradford shall, before beginning work, at the same time a building permit is obtained, file a return and pay the tax due thereon based upon the amount they are receiving for performing said work.

7. Certificate of Insurance – Please complete the Addendum to the Building Permit, dealing with worker’s compensation. Please submit the contractor(s) Certificate of Insurance with the City of Bradford as the certificate holder and a proof of Worker’s compensation. If exempt from worker’s compensation, please note on the Addendum to the Building Permit.

8. Stamped Drawings – One (1) set of stamped drawings is required on all construction requiring PA Department of Labor & Industry approval. This construction includes, but is not limited to, all commercial and industrial construction. This includes renovations, alterations and changes or use of occupancy in certain multi tenant residential usages. In most cases, PA Department of Labor & Industry require that plans submitted to them be signed by a licensed architect or engineer.

9. Handicap Requirements – Handicap accessibility shall be required when altering at least 30% or more of an existing structure, for all new construction, and additions. PA Department of Labor & Industry also issues final approval on handicap accessibility.

Be informed that a separate application and permit is required for the following:

- Signs – For the erection of a sign
- Demolition – Total demolition of a structure
- Moving of a building

The following permits are valid for:
(Upon request, an extension may be granted by the Building/Zoning Officer for an additional fee).

Building Permits may be granted for a period not to exceed one (1) year.

Demolition Permits expire 30 days from the date of issuance.

Sign Permits expire 6 months from the date of issuance.

Listed below are various permits required by the City of Bradford:

**Street/Sidewalk Occupancy** - $15.00 fee
To be used for Roll-Of Containers, painting a building, etc.

**Street Sidewalk Excavation** - $15.00 fee
To be used for repair/replace Sanitary Sewer line, repair/replace/maintain sidewalk, curb cutting, etc.
This permit type requires a $1,000 surety bond and a hold harmless clause approved by the City Solicitor.

**Banner Permit** - $125.00 fee
Must furnish City of Bradford with a Certificate of Insurance with the City named as additional insured in the amount of $100,000.00.

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