

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

1. Proof of ownership or authorized agent representing property is required.
2. The applicant must complete a Uniform Construction Permit Application (attached). All questions must be completed since all information provided determines issuance of the permit.
3. Building Plans and list of Materials must be submitted with the application.
4. A Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).
5. Copy of Workers' Compensation Certificate. (See attached form)
6. Copy of the Erosion and Sedimentation Plan and approval letter from the County.
7. If the application is for a New Home, a septic system permit issued by the Sewage Enforcement Officer or evidence of a tapping or connection fee being paid to the respective public sewer entity must be submitted with the application.

A road crossing permit may be required for excavating to a sewer tap or water tap. Check with LTL staff for requirements in your Municipality (local and State).
8. If the application is for a New Home, a copy of the well permit issued by the authorized well permit department must be attached.
9. If the application is for additions involving bedrooms, Sewage Enforcement Officer must also verify by letter, the adequacy of existing on lot septic systems prior to the issuance of permit.
10. An Electrical Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
11. A Plumbing Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
12. A Driveway Permit is required for any new driveway. If the driveway abuts a State Route, a PennDOT Highway Occupancy Permit is required.
13. The applicant should have stakes placed at the corners where the structure is to be built. The building inspector will check this stakeout before the building permit will be issued.
14. If the proposed construction is for a non-residential building, a Land Development Plan is required.
15. If a Non-Residential building is to be constructed, the application must submit a set of construction drawings to which an architect or engineer has applied his seal.

Most Permit fees are based on square footage using the rate in the Municipality schedule of Fees. Payment is required upon issuance of permit and prior to construction. All fees shall be payable to the Municipality.

Permits shall be granted or refused within 30 days as per the Uniform Construction Code requirements after the written application has been submitted and determined complete. Permits are issued for one (1) year and may be renewed annually up to three times. **LTL makes every effort to process and issue permits within 10 working days. Questions regarding permits can be directed to LTL @ 610-987-9290 or 888-987-8886.**

Remember PA One-Call before excavating, 1-800-242-1776, www.paonecall.org.

LTL CONSULTANTS, LTD.
610-987-9290 / Toll Free 888-987-8886

ZONING/UNIFORM CONSTRUCTION PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT

(any address should include street, city, state & zip code)

County: _____ **Municipality:** _____

Site Address: _____

Tax Parcel #: _____ Lot Size: _____ Lot #: _____

Subdivision / Land Development Name: _____

Owner/Applicant Name: _____ **Phone #:** _____

Mailing Address: _____

Fax #: _____ E-Mail: _____

Principal Contractor: _____ **Phone #:** _____

Mailing Address: _____

Fax #: _____ E-Mail: _____

PA Contractor Registration #: _____

Architect: _____ **Phone #:** _____

Mailing Address: _____

Fax #: _____ E-Mail: _____

TYPE OF WORK OR IMPROVEMENT

- | | | | | | | |
|--|--|-------------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Demolition | <input type="checkbox"/> Relocation | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Change of Use | | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Other |

Describe the proposed work _____

ESTIMATED COST OF CONSTRUCTION *(Reasonable fair market value)* \$ _____

DESCRIPTION OF BUILDING USE *(Check One)*

RESIDENTIAL OR ACCESSORY THERETO

One-Family Dwelling (R-3)

Two-Family Dwelling (R-3)

NON-RESIDENTIAL

Specific Use: _____

Use Group: _____

Change in Use: Yes No

If YES, Indicate Former: _____

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____ Proposed

Water Service: *(Check One)* Public (Copy of Authority approval)

Private (County Permit Approval if required)

Sewer Service: *(Check One)* Public (Copy of Authority approval)

Private (Septic Permit # _____)

BUILDING DIMENSIONS

Existing Building Area: _____ Sq. Ft.

Number of Stories: _____

Proposed Building Area: _____ Sq. Ft.

Height of Structure Above Grade: _____ Ft

Total Building Area: _____ Sq. Ft.

Area of Largest Floor: _____ Sq. Ft.

FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One) Yes No
Will any portion of the flood hazard area be developed? (Check One) Yes No N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3

Lowest Floor Level: _____

HISTORIC DISTRICT

Is the site located within a Historic District? Yes No

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents, PA Act 45 of 1999 (Uniform Construction Code), Act 247 of 1968 as amended (Municipalities Planning Code), and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances or the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site _____

Approved by: _____

Permit #'s _____

REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS

PLUMBING PERMIT APPLICATION

TOWNSHIP: _____

Date of Application: _____, 20____

Permit Fee: \$ _____

Name of Applicant (Owner): _____

Address _____ Phone _____

_____ Zip Code _____

Name of Contractor: _____

Address _____ Phone _____

_____ Zip Code _____

Subdivision Name and Lot No. (if applicable): _____

Tax Map Parcel Number: _____

- Check Appropriate Box:
- Mobile Home or Manufactured Dwelling
 - Single-Family Dwelling
 - Two Family Dwelling
 - Apartment Building or Condominium
 - Addition or Alteration
 - Sewer Lateral
 - Water Lateral
 - Non-Residential Application: Specify: _____
 - Permit for work not listed elsewhere

Statement of materials to be Used: _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.

Applicant's Signature: _____ Date: _____

=====

Permit No. _____ Issuance Date: _____

Approved by Inspector: _____ Date: _____

Signature

LTL CONSULTANTS, LTD.

ELECTRICAL PERMIT APPLICATION

Date _____ Permit No. _____
(Assigned by LTL)
Township _____ Contractor _____
Job Site Address _____ Phone _____
Address _____
Electric Company Job # _____
Job Site Owner _____ Experience (Journeyman, etc.) _____
Job Site Phone _____ License Number _____

General Information (circle all that apply)

Single Family Residence Multiple Residences _____ Businesses Industrial
New Remodel Repair _____ quantity
Pool Temporary Permanent
Accessory Structure

Service Size (if applicable) Voltage _____ Amperage _____ Phase _____

Service wire size and type Gage _____ Metal _____ (cu, al, cu/al)

Grounding Electrode System _____

Wiring Method: NM AC MC RNC RMC _____
Size Type

Emergency Generator Voltage _____ Amperage _____ Size _____

HVAC: Type _____ Tonnage _____ HP _____ Voltage _____ Amperage _____

Baseboard Quantity _____ Amperage Total _____

Fire/Emergency System Type _____ Quantity of detectors _____

Is a set of electric plans included with this or with the building application? _____ (Y/N)

Applicant certifies that all information given is correct and that National Electric Code NFPA 70 and IRC will be complied with in performing the work for which this permit is issued.

Work must begin within one (1) year of permit issuance or the permit shall be come invalid.

Description of work: _____

Signature of Applicant _____ Date _____
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DRIVEWAY PERMIT APPLICATION

TOWNSHIP: _____

Date of Application: _____, 20____

Permit Fee: \$ _____

Name of Applicant: _____

Address: _____ Phone _____
_____ Zip Code _____

Owner (if other than applicant): _____

Address _____ Phone _____
_____ Zip Code _____

Name of Contractor or Builder: _____

Address: _____ Phone _____
_____ Zip Code _____

Property Address of Site: _____

Location of Driveway: _____

Statement of materials and Construction to be Used: _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

Applicant's Signature: _____ Date: _____

=====

Permit No.: _____ Issuance Date: _____

Approved by Inspector: _____ Date: _____
Signature

Workers' Compensation Insurance Coverage Information

1. Is the applicant a contractor within the meaning of the Pennsylvania Worker's Compensation Law? Yes No

If the answer is "yes", complete **Sections B, C, D, and E** below as appropriate.

If the answer is "no", complete **Section E**.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification Number _____

Applicant is a qualified self-insurer for workers' compensation.

Check if Certificate is attached.

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy Number _____

Check if Certificate is attached.

Policy Expiration Date _____

C. Is the applicant using any subcontractor(s) on this project? Yes No

If the answer is "yes", the applicant hereby certifies that any and all subcontractors have presented proof to the applicant of insurance under the Pennsylvania Workers' Compensation Act.

D. Exemption: Complete **Section D** if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's compensation insurance under the provisions of the Pennsylvania Worker's Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this _____ day of _____, 20__

Signature of Notary Public

My Commission expires: _____

(Seal)

E. Signature required for all applicants

Signature of Applicant _____

Address _____

County _____ Municipality of _____