

TOWAMENCIN TOWNSHIP

NON-RESIDENTIAL BUILDING
PERMIT PROCEDURES

PART I – Location of Property – Address, Zoning District, Parcel Number and Lot & Block must be provided on all applications.

PARTS II thru VIII – Complete every section.

PART IX – Lot Size – dimensions of the property (length/width) and/or total square feet or acreage must be provided on all applications.

PART XI – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner’s approval of the proposed construction must be submitted with the application. Provide phone numbers for property owner/resident and contractor. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker’s Compensation and their Federal or State Employer Identification Number (EIN).

PART XII – **To be completed by Township officials.**

PART XIII - Plot Plan – Provide scaled plan of entire property. Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. **The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.**

PLANS AND SPECIFICATIONS

Two (2) copies of plans and specifications prepared and sealed by licensed design professional, must be submitted with all applications for building permit.

Plans must include structural, electrical, mechanical, plumbing and fire protection, details.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application.

REVIEW – The application will be reviewed by the Code Enforcement Department for compliance with the building codes of Towamencin Township. All permits must be submitted together for review. (i.e.: PLUMBING, ELECTRICAL, HVAC and FIRE PROTECTION)

PERMIT GRANTED – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

PLUMBING, ELECTRICAL, HVAC and FIRE PROTECTION – All plumbing, electrical, heating & air conditioning and fire protection contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker’s Compensation coverage.. In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by United electrical underwriting agency, and the Township must receive notification from the underwriter for all required inspections.

INSPECTIONS – Call the Township office (215-368-7602) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, they will not be done and uninspected work will not be granted final approval.

NOTES: All Subdivision and Land Development approvals must be complete before submitting building permit. Township requires stamped plans if any structural materials (i.e.: steel, trusses, bond beams or manufactured beams) are being used in the construction of structure.

TOWAMENCIN TOWNSHIP

**Application for Non-Residential
Plan Examination and Building Permit**

I - LOCATION OF PROPERTY

Address: _____ City: _____

Zoning District: _____ Parcel #: 53-00 _____ Lot: _____ Block: _____

II - OWNERSHIP

Private Public Tenant Tenant Name: _____

III - IDENTIFICATION – To be completed by all applicants

OWNER Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

Builder's Twp. License No. _____ Expiration Date: _____

DESIGN Name: _____ Phone: _____

PROFESSIONAL

Address: _____

City: _____ Zip Code: _____

IV - TYPE OF CONSTRUCTION OR IMPROVEMENTS

New Building Addition Alteration/Renovation Repair or Replacement Tenant Fit-out

V - PROPOSED USAGE

Mercantile/Store Office Church Industrial School Service Station/Repair Garage

Description _____

VI – PRINCIPAL TYPE OF FRAME

- Masonry (bearing walls) Wood Frame Structural Steel Reinforced Concrete
 Other _____

VII – TYPE OF SEWAGE DISPOAL

- Public Private (septic tank) Pump System Holding Tank

VIII – TYPE OF WATER SUPPLY

- Public Private (well)

IX – DIMENSIONS

Number of stories _____ Total square footage of floor area, all floors, based on exterior dimensions _____

Number of rest rooms: Men _____ Women _____ Unisex _____

Total building lot size, square footage _____

X – COST

Cost of Construction improvements \$ _____

Other costs \$ _____ Total cost of project \$ _____

XI - SIGNATURE

Deposit of check representing the fee for this application does not constitute approval of or granting of same by Towamencin Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Towamencin Township.

SIGNATURE OF APPLICANT

ADDRESS

DATE

XII – VALIDATION (For Department Use Only)

Permit Number: _____

Permit Issued: _____

Permit Fee: \$ _____ Check No. _____ Date: _____

Title

