

TOWAMENCIN TOWNSHIP

BUILDING PERMIT PROCEDURES

A building permit is required for all construction including porches, patios, decks, swimming pools, and interior structural renovations.

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

PARTS II thru VII – Complete every section.

PART VIII – Dimensions of the property (length/width) and/or total square feet or acreage must be provided on all applications.

PART X – 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 where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their or State Home Improvement Contractor number.

PART XI – To be completed by Township officials.

PART XII – Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). 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 all plans and specifications must be submitted with all applications for building permit. Cross Section Drawings, giving structural details as outlined below, must be included. (See sample drawings attached).

- A. **DIMENSIONS** – Show all dimensions of all proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- B. **FOUNDATION & FOOTINGS (SEE G)** – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 8"). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and PSI (pounds per square inch) of concrete and/or other sub-materials.
- C. **MAIN BEAMS (SEE G)** – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *Manufactured Beams*, structural plans must be sealed by licensed design professional.

- D. **FLOORS (SEE G)** – Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. If using *Manufactured Floor Trusses*, structural plans must be sealed by licensed design professional.
- E. **WALL** – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the use of wall insulation, its thickness and R factor. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.
- F. **CEILING & ROOF FRAMING (SEE G)** – Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. If using *Manufactured Roof Trusses*, structural plans must be sealed by licensed design professional.
- G. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- H. **INTERIOR** – Indicate type and thickness of materials to be used on interior walls and ceilings.

NOTE FOR POOLS – Temporary fencing (such as snow fencing) must be provided around excavation during construction. Details of permanent pool fencing showing compliance with Township Codes must be shown on plot plan. **Permanent fencing must be in place before pool is filled.**

ADDITIONAL INFORMATION

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

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

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 AND HVAC – All plumbing, electrical, heating and air conditioning contractors and/or their personnel must be licensed and registered with the Township and **provide a Certificate of Insurance verifying Worker's Compensation coverage, and State Home Improvement Contractor Number.** 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 both rough electric and final electric approval.

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, uninspected work will not be granted final approval.

TOWAMENCIN TOWNSHIP

Application Building Permit for Residential Plan Examination

I - LOCATION OF PROPERTY

Address: _____ City: _____

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

II - TYPE OF CONSTRUCTION OR IMPROVEMENTS

New Building Addition Alteration/Renovations Repair or Replacement

Description of Work _____

III - OWNERSHIP

Private Public Tenant Other _____

IV - 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: _____

PROFFESIONAL

Address: _____

City: _____ Zip Code: _____

V - PRINCIPAL TYPE OF FRAME

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

VI - TYPE OF SEWAGE DISPOSAL

- Public Private (septic tank)

VII - TYPE OF WATER SUPPLY

- Public Private (well)

VIII - DIMENSIONS

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

Total building lot size, square footage _____ Square footage of work area _____

IX - COST

Cost of Construction improvements \$ _____

Other costs (Electric, Plumbing, HVAC, etc.) \$ _____ Total cost of project \$ _____

X - 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

XI - VALIDATION (For Department Use Only)

APPROVED BY

Permit Number: _____

Permit Issued: _____

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

Title

