

BUILDING PERMIT PROCEDURES

A Building Permit is required for all new construction, alterations, and demolition within the borough, including but not limited to porches, patios, decks, swimming pools, fences, and sheds. Prior to starting any work, the property owner must obtain the approved permits from the borough for the proposed project. Please read all of the following information. It will help you to properly complete the building permit application. Completion and submittal of this application does not constitute approval.

BUILDING PERMIT APPLICATION FORM

Part 1 – General Information – Provide the applicant information, the date, and type of permit. If the applicant is not the property owner, a written statement indicating that the applicant shall act as their agent/representative shall accompany the application. The application must be signed and dated by the property owner or authorized agent acting on behalf of the property owner. (Signature line is on page 4.) Be sure to submit all contact information, especially emails, for owner(s) and contractor(s). Failure to do so may result in delay of approval of your permit should the plan examiner have any questions.

Part 2 – Contractors – Provide the names and complete contact information for all of the contractors expected to work on the job, and the estimated value of their work. A certificate of insurance shall be submitted, verifying liability insurance and worker's compensation coverage naming Richlandtown Borough as certificate holder. Residential Contractors must provide their Pennsylvania Home Improvement Contractor license number.

Part 3 – New Residential Construction – Complete for new residential construction only.

Part 4 – General Construction – Provide type of improvement, type of construction, principal type of heating fuel, type of mechanical, sewage disposal and water supply. Include dimensions of proposed structures, number of bedrooms proposed and number of parking spaces. The construction costs are important to include.

Part 5 – Zoning Conformity Information – Impervious Surface calculations are required for all exterior projects. If new impervious or land disturbance is >1000 sq. ft. A stormwater management permit is needed.

Part 6 – Setback Information – Provide accurate measurements from property line. A detailed plot plan indicating the entire property and the location of the proposed construction must be provided with the Zoning Permit Application.

PLEASE NOTE:

Individuals improving and/or developing a single lot, after subdivision has taken place, must execute a Professional Services Agreement with the municipality to cover all miscellaneous costs incurred with their project. A Building Permit will not be issued without this agreement. For additional information regarding this and to acquire the appropriate forms, please contact Richlandtown Borough Zoning Office at 215-538-9290.

PLANS AND SPECIFICATIONS

The applicant must submit two (2) copies of all Plans and Specifications with each Building and Zoning Permit Application in order for the Plan Reviewer to determine if the proposed construction complies with the existing borough codes.

The Plans for Residential Additions and New Construction shall include, but may not be limited to the following:

- Richlandtown Borough reserves the right to request engineered plans (prepared by a design professional licensed in the Commonwealth of Pennsylvania) depending on the complexity of the project.
- A foundation plan indicating the dimensions of the proposed structure and foundation. The depth and width of the proposed footings, (concrete footings to be a minimum of 36" below finished grade, a minimum of 8" thick, a minimum of 2500 psi concrete). Indicate the size and thickness and identify all materials used for foundation walls and provide information regarding the concrete flooring including all sub-grade materials and preparations.
- A floor plan for each proposed level indicating all interior layout and dimensions, including all bearing and non-bearing partitions. Indicate all beams and supports which are being utilized including the materials, size, spacing and span. Include the size, spacing, span and bridging for all floor joists being provided. A separate detailed framing plan may be requested in association with the floor plan.
- A roof plan indicating the size, spacing and span for all ceiling joists and the size, spacing, span and slope for all roof rafters. Indicate size of the ridge, the size and spacing of collar ties, and the type, thickness, and R-factor of ceiling insulation. Provide information on all materials being utilized within the roof including sheathing, flashing, felt and shingles. Indicate all roof openings, including attic ventilation, valleys and connections which are to be provided.
- A wall section indicating all wall plates, stud sizing and spacing, type and placement of all rack bracing, details on façade materials, the clear span for all cantilever sections and any and all headers being provided above openings. Indicate the type, thickness, and R-factor of all wall insulation.
- A cross section indicating foundation and all framing members, including all pre-engineered structural member, (trusses, floor systems, etc.) Provide manufacturer cut sheets on all engineered lumber products.
- HVAC information: How will the additional living space be heated? If using existing heat source, inquire about submittal information.

Plans for pools shall include:

- Plans should indicate location of pool on the property, materials and reinforcing to be utilized for the pool construction. (A plot plan indicating the location of pool and all related equipment on the property shall be provided with the Building and Zoning Permit Application.)
- Applicants shall provide documentation showing that all constructed in place and prefabricated pools meet current standards/requirements.
- Temporary fencing (i.e., Orange safety fence or snow fencing) shall be provided around excavation during construction operations.
- Details of permanent fencing indicating locations of openings, height, and materials to be utilized and all other information needed to determine compliance with the applicable Zoning Ordinance requirements must be provided at the time of application.
- Permanent fencing shall be complete and in place prior to water being placed in the pool.

Plans for sheds shall include:

- Information from manufacturer of prefabricated shed shall be provided at the time of application. (This should be available from the shed supplier.)
- A plot plan indicating location of the shed on the property shall be provided with the Building and Zoning Permit Application.
- Plans should indicate size, height, and materials being utilized for construction of shed.

- All sheds in excess of 100 square feet of floor area are to be provided with footings and/or anchors. Or shall be installed per the manufacturer's instructions.

Plans for a deck shall include:

- A plot plan indicating location of the deck on the property shall be provided with the Building and Zoning Permit Application.
- A footing layout plan indicating each footing location, size, and type.
- A detailed framing plan indicating the size, spacing, and attachment method of all members.
- A railing and stair detail indicating the size, spacing and attachment method of all members.
- NOTE: depending on the type of existing construction and/or the complexity of the proposed deck, the applicant may be required to submit engineered plans.

INSPECTIONS

Inspections are necessary to ensure that all work being done conforms to the approved plans and specifications and the applicable codes. Inspections are to be scheduled with the borough office at least 48 to 72 hours in advance by calling 215-538-9290. Notification for inspections at the various stages of construction is the responsibility of the applicant and/or property owner. All un-inspected work will not be approved by the Borough Code Enforcement Department.

You will receive a list of required inspections, these may include, but may not be limited to the following:

New Construction (New Houses and additions)

- Footings – Scheduled after excavation and prior to placement of concrete for footings.
- Foundation – Scheduled after wall forms are in place and prior to placement of concrete for walls
- Backfill – Scheduled after foundation is waterproofed, walls are braced or first floor framed, and prior to placing backfill material
- Slab – Scheduled after sub-grade preparation and prior to placement of concrete for slab
- Rough Frame/rough Plumbing (Scheduled after all structural and framing members, along with all water supply, waste lines and venting, are in place and prior to placement of any insulation or fixtures. Rough electrical inspection and approval by underwriting agency must be obtained prior to the Rough Frame/Rough Plumbing inspection being performed)
- Insulation – Scheduled after insulation is in place and prior to wall finish being installed.
- Final/Use and Occupancy/Final Plumbing – Scheduled after all finish work is complete and/or prior to settlement. Final electrical inspection and approval by underwriting agency must be obtained prior to the Final/Use and Occupancy inspection being performed.

Pools

- Pool Steel – Scheduled after steel reinforcing has been installed prior to concrete application and after rough electrical inspection and approval by the underwriting agency for all wiring and grounding of fixtures has been obtained.
- Equipotential Grid Binding (EGB) Inspection by underwriting agency prior to placement of concrete walkway surrounding pool. Contact underwriter for more information.
- Final – Scheduled after final electrical inspection and approval by the underwriting agency has been obtained and after permanent fencing, meeting the requirements of the borough, has been installed.

Sheds and other Accessory Structures

- Footings – Scheduled after excavation and prior to placement of concrete for footings.
- Rough Frame – Scheduled after all structural and framing members are in place and prior to placement of any insulation. Rough electrical inspection and approval by underwriting agency must be obtained prior to the Rough Frame inspection being performed.
- Final – Scheduled after the installation of all floor decking, stairs, and railings.

Decks

- Footings – Scheduled after excavation and prior to placement of concrete for footings.
- Rough Frame – Scheduled after framing has been installed and prior to placement of floordeck. May require access to the interior of the home.
- Final – Scheduled after the installation of all floor decking, stairs, and railings.

Electrical

Applicant shall furnish (2) sets of electrical plans reviewed and approved by a third-party electrical underwriter, (licensed in PA) The same vendor shall perform rough and final writing inspections. The applicant is responsible for obtaining these services from their chosen underwriter.

The Code Enforcement Department reserves the right to perform additional inspections which may be required as determined by the Building Inspector in the field on a case-by-case basis.

The application will be reviewed by the Borough Code Enforcement Department for compliance with the Zoning Ordinance and any other applicable Ordinances of Richlandtown Borough, as well as the requirements of the Pennsylvania Uniform Construction Code (Act 45.) If the proposed project does not comply in any way with the applicable Ordinances and or Codes, the applicant will be notified by phone, email, and/or mail regarding the specific item or items that need to be addressed. The Plans Examiner may amend, correct and/or change minor items within the plans or specifications; it is the applicant's responsibility to build to these amended plans and specifications.

The applicant will be notified when their building permit has been granted and when the permit can be picked up at the Richlandtown Borough Office located at 125 S Main Street, PO Box 455, Richlandtown, PA, 18955. Work may not be started until the permit has been granted, paid for, and picked up. All permitted projects shall begin construction within six (6) months from the date the permit is issued and shall be complete within one (1) year from the date the permit is issued. Applicants may receive, at the discretion of the borough, an extension for up to one (1) additional year for completion of their project if they provide a written request to the borough with compelling evidence as to why the project has not been completed within the initial one (1) year period.