

BUILDING AND ZONING PERMIT APPLICATION

Permit # _____ Parcel # _____ Fee \$ _____ Ck # _____ Date _____

App. Date ____/____/____	Part I – GENERAL INFORMATION SUBMIT TWO SETS OF PLANS AND CONSTRUCTION DOCUMENTS FOR ALL PROJECTS	Is Owner Applicant? Yes No
Permit Type: <input type="checkbox"/> Building <input type="checkbox"/> Zoning <input type="checkbox"/> Electrical/Alarm <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC/Mechanical/Sprinkler <input type="checkbox"/> Other		

Property Information

Number	Street Name
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Owner Information

First Name	Last Name or Business Name	Daytime Phone #
Email Address		Cell Phone #
Number	Street Name	City/Zip

Part 2 - CONTRACTORS

ALL CONTRACTORS Shall submit copies of PA license and copies of Insurance certificates naming Richlandtown Borough as certificate holder.

CONTRACTOR	BORO REG. #	NAME	ADDRESS	DAYTIME PHONE# AND E-MAIL ADDRESS	Estimated CONTRACT VALUE \$
GENERAL					
ELECTRICAL					
ALARM					
PLUMBING					
HVAC/MECH					
SPRINKLER					
OTHER					

Part 3 - NEW RESIDENTIAL CONSTRUCTION:

	NO.	SQ. FT. OF
Stories		Basement Area
Bedrooms		1st. Floor
Full Baths		2nd. Floor
Partial Baths		3rd. Floor
Garage (bays)		Garage Area
Height Above Grade		Attic
Fireplaces (Custom)		Deck/Patio
Fireplace (Factory)		Porch/Sunroom/Breakfast Nook

Part 4 -GENERAL CONSTRUCTION

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> COMMERCIAL FIT-OUT	<input type="checkbox"/> OFFICE FIT-OUT	<input type="checkbox"/> RETAIL FIT-OUT
<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> GARAGE	<input type="checkbox"/> ENCLOSED PORCH
<input type="checkbox"/> SUNROOM	<input type="checkbox"/> SUNROOM (WITH HEAT)	<input type="checkbox"/> DECK	<input type="checkbox"/> PATIO
<input type="checkbox"/> ROOF OVER Patio/Porch/Deck	<input type="checkbox"/> INTERIOR DEMOLITION	<input type="checkbox"/> KITCHEN/BATHROOM RENO	<input type="checkbox"/> FINISHED ATTIC
<input type="checkbox"/> FINISHED BASEMENT	<input type="checkbox"/> FINISHED BASEMENT (BEDROOM 2 nd means of egress)		<input type="checkbox"/> TOTAL BLDG DEMOLITION
<input type="checkbox"/> OTHER			
FRAMING: _____ Steel _____ Masonry _____ Concrete _____ Wood _____ Other _____			
DETAILED DESCRIPTION OF WORK:			
Construction Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		CONTRACT VALUE FOR GENERAL CONTRACTOR \$	Total Project Sq. Ft.

ELECTRICAL / ALARM*

All Electrical Plans must be reviewed and approved by a third-party electrical underwriter (licensed in PA) prior to issue of permit.

Total Service _____ Amps	No. of Circuits _____ 2-Wire _____ 3-Wire _____ 4-Wire	No. of Services Outlets _____ 110V _____ 220V
New Service _____ Amps	Upgrade Service _____ Amps	
DESCRIPTION OF WORK:		
NOTE: Applicant may contract with a third-party agency licensed in Pennsylvania for electrical plan review and inspection services if they choose. * Contact the Fire Marshal office for information for Fire Alarm submittals.		
TOTAL CONTRACT VALUE \$		FEE \$

HVAC / MECHANICAL WORK / SPRINKLER*

Manual J/ASHRAE 183 heat load calculations are required for all new construction, additions/finished basements using the existing heat system and for all HVAC system replacements. Also, applicant must provide cut sheets for any proposed new equipment.

Residential System (check one): <input type="checkbox"/> New <input type="checkbox"/> Replace	Commercial System (check one): <input type="checkbox"/> New <input type="checkbox"/> Replace	
PROPOSED WORK		
<input type="checkbox"/> Above ground Tank _____ gallons	<input type="checkbox"/> Electric Furnace	<input type="checkbox"/> Roof Top Unit
<input type="checkbox"/> AC Compressor	<input type="checkbox"/> Exhaust Hood	<input type="checkbox"/> Sprinkler System - Alteration
<input type="checkbox"/> Air Cleaner	<input type="checkbox"/> Electric Furnace	<input type="checkbox"/> Sprinkler System - New
<input type="checkbox"/> Air Handling	<input type="checkbox"/> Exhaust Hood	<input type="checkbox"/> Stand Pipe
<input type="checkbox"/> Alarm System - Alteration	<input type="checkbox"/> Fuel Tank _____ gallons	<input type="checkbox"/> Stove - Wood/Coal/Pellet
<input type="checkbox"/> Alarm System - New	<input type="checkbox"/> Fireplace/Fireplace Insert	<input type="checkbox"/> Underground Tank _____ gallons
<input type="checkbox"/> Boiler	<input type="checkbox"/> Forced Air Unit	<input type="checkbox"/> Extension of existing supply/return ducts only
<input type="checkbox"/> Coil Unit	<input type="checkbox"/> Gas/Oil Conversion Unit	<input type="checkbox"/> Other
DESCRIPTION OF WORK:		
* Contact the Fire Marshal office for information for Fire Sprinkler submittals.		
TOTAL CONTRACT VALUE \$		FEE \$

PLUMBING WORK

ENTER THE NUMBER OF FIXTURES BEING INSTALLED OR REPLACED					
FIXTURES:	QUANTITIES:				
	Basement	1 ST	2 ND	3 RD	4 TH OR ABOVE
Bath / Tubs / Showers					
Dishwashers					
Drinking fountains					
Ejector pumps					
Floor drains / Floor sinks					
Garbage Disposal / Grease trap / Interceptors					
Hose bibs					
Water heaters (expansion tank required)					
Sewer Vent Replacement					
Sinks / Mop Sinks					
Urinals / Water Closets					
Water or Sewer Line					
Water Softener					
Other:					
TOTAL FIXTURES					
TOTAL CONTRACT VALUE \$					FEE \$

Part 5 – ZONING CONFORMITY INFORMATION

Impervious Surface Calculations are Required for all Exterior Projects

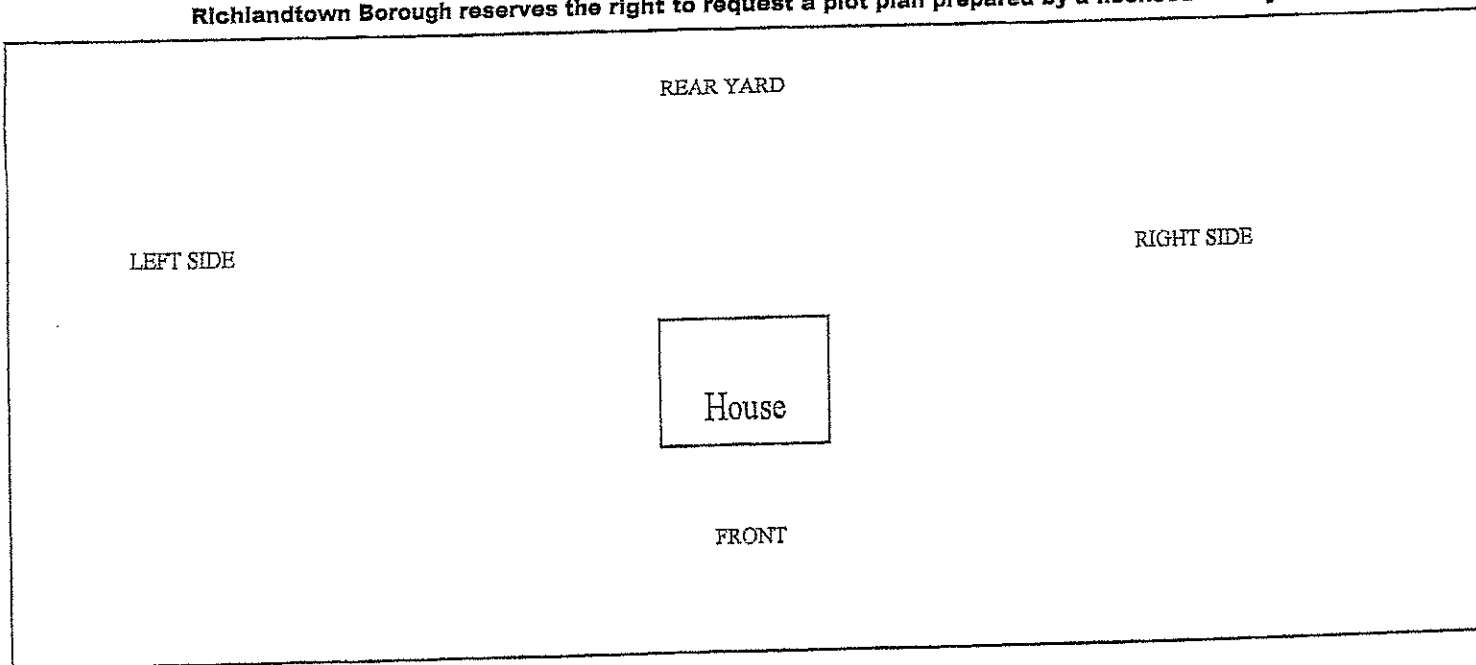
House Size (with garage) Footprint (sq. ft.)	Pool & Decking (exclude water area) (sq. ft.)
Driveway (sq. ft.)	Detached Garage (sq. ft.)
Walkways/Sidewalks (sq. ft.)	Shed(s) (sq. ft.)
Concrete/Stone/Pavers Patio area (sq. ft.)	Proposed Work (sq. ft.)
Fence (linear ft.)	Other
A (total impervious area sq. ft. above) =	
A. Total Impervious Area (sq. ft.)	B. Lot Size (sq. ft.)
(B divided by A) % Impervious Surface =	
MAXIMUM IMPERVIOUS SURFACE/BUILDING COVERAGE*** ALLOWED BY ZONING DISTRICT:	
** IMPERVIOUS – INCAPABLE OF BEING PENETRATED BY WATER (HOUSE, DRIVEWAY, WALKWAY, PATIO, SHED, etc) Percentages may vary by district and use. See Zoning Ordinance for specific regulations in all districts	

Part 6 – SETBACK INFORMATION

Front Yard Setback	Rear Yard Setback	Side Yard Setback (R)	Side Yard Setback (L)
Building Height	Crossing Easement? Yes _____ No _____		

*** Borough reserves the right to require surveyed plot plans if necessary**

**PROVIDE SKETCH FOR THE LOCATION OF PROPOSED STRUCTURE- PLOT PLAN:
FOR NEW CONSTRUCTION, ADDITION, DECK, PATIO, SUNROOM, GARAGE, SHED, DRIVEWAY, FENCE
Richlandtown Borough reserves the right to request a plot plan prepared by a licensed surveyor.**



NOTE: PERMIT SUBMISSION DOES NOT GRANT "APPROVAL" TO START WORK.

I agree to comply with all applicable codes, statutes, and ordinances and with the conditions of this permit; I understand that the issuance of the permit creates no legal liability, express or implied, on West Conshohocken Borough; and certify that all the above information is accurate. Permit expires if work is not started in 6 months, not completed in 12 months, or if work is discontinued for 6 months in the judgment of the Borough. The Building Inspector, or the Inspector's authorized agent, is authorized to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the proposed work. Failure to comply with the above will result in a STOP WORK order.

Owner/Auth. Agent Signature:	Date
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FOR OFFICE USE ONLY:

TYPE	NUMBER	PERMIT FEE	TYPE	NUMBER	PERMIT FEE
BUILDING			SPRINKLER		
ELECTRICAL			ALARM		
PLUMBING			USE & OCC		
MECHANICAL			ZONING		
ROOF			CURB ESCROW		\$4.50
DEMOLITION			PA STATE ACT 13		
OTHER					
SUBTOTAL			SUBTOTAL		TOTAL FEE

ZONING OFFICIAL	DATE	BUILDING INSPECTOR	DATE
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A SITE PLAN SHOWING LOT LINES, EXISTING AND PROPOSED STRUCTURES WITH DIMENSIONS, EASEMENTS, AND PROPOSED SETBACKS FROM LOT LINES, MUST BE SUBMITTED. IT IS RECOMMENDED THAT AN "AS-BUILT" SITE PLAN BE USED IF POSSIBLE.

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.