



PERMIT # \_\_\_\_\_

1090 Troxel Road  
Lansdale, PA 19446  
Phone: 215-368-7602  
[permits@towamencin.org](mailto:permits@towamencin.org) (for questions only)

### CONSOLIDATED NON-RESIDENTIAL PERMIT APPLICATION

**TWO (2) COPIES OF PLANS AND SPECIFICATIONS, PREPARED AND SEALED BY LICENSED DESIGN PROFESSIONAL, MUST BE SUBMITTED WITH ALL APPLICATIONS. PLANS MUST INCLUDE STRUCTURAL, ELECTRICAL, MECHANICAL, PLUMBING AND FIRE PROTECTION (SEPARATE APPLICATION) DETAILS. FEES ARE DUE UPON SUBMISSION. WORK MAY NOT START UNTIL PERMITS HAVE BEEN APPROVED.**

Construction Permits are required for non-residential new construction, additions, alterations, repairs, plumbing, mechanical, electrical, swimming pools, sheds, decks, patios, roofing/siding replacement, and fences.

*\*Please include a copy of any prior approvals if applicable (i.e. variance, grading permit)*

PROPERTY ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TENANT NAME (if applicable): \_\_\_\_\_

OFFICE PHONE # : \_\_\_\_\_ MOBILE PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**DETAILED DESCRIPTION OF THE PROPOSED WORK IS REQUIRED:**

\_\_\_\_\_  
\_\_\_\_\_

**Provide the following information below:**

Contractor Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contractor Address \_\_\_\_\_

Email Address: \_\_\_\_\_ State Registration # \_\_\_\_\_

<b>BUILDING</b>	Sq. Ft. _____ of work area	<b>PROJECT COST \$</b> _____
<b>INDICATE PROPOSED WORK:</b> (check all that apply)		
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Interior Alterations/Renovations		
<b>IF NEW CONSTRUCTION:</b>		
<b>(Choose: Type and Structural Frame)</b>		
<input type="checkbox"/> Store <input type="checkbox"/> Office <input type="checkbox"/> Church <input type="checkbox"/> Industrial <input type="checkbox"/> School <input type="checkbox"/> Other		
<input type="checkbox"/> Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Other _____		
<b>SEWER:</b> <input type="checkbox"/> Public <input type="checkbox"/> Septic Tank <b>Water:</b> <input type="checkbox"/> Public <input type="checkbox"/> Well		
<b>DIMENSIONS:</b> Number of stories _____ Total square footage of floor area (New construction only) _____		
Square footage of work area (existing building only) _____		
<input type="checkbox"/> Other _____		

<b>ELECTRICAL</b>	<b>PROJECT COST \$</b> _____
<b>WORK IS:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Repair or Replace	
<input type="checkbox"/> Generator <input type="checkbox"/> Other: _____	
<b>DESCRIPTION OF WORK:</b> _____	
<b>REQUIRED INSPECTIONS:</b>	
<ul style="list-style-type: none"> <li>● Rough Wire (before close in)</li> <li>● Final Inspection &amp; Final on all new services</li> </ul>	

<b>PLUMBING</b>	<b>PROJECT COST \$</b> _____
<b>WORK IS:</b> <input type="checkbox"/> Repair/Replace <input type="checkbox"/> New Construction <input type="checkbox"/> Building Sewer	
<b>ENTER QUANTITY:</b>	
(for each)	
Bathtubs/Shower # _____ Catch Basin # _____ Dishwasher # _____ Floor Drain # _____ Sink # _____ Toilet # _____ Water Heater # _____ Sewage Ejector # _____ Back Flow Preventer # _____ Sump Pump # _____ Softener # _____ Washing Machine # _____ Sewer Lateral # _____	
Other: _____	
<b>Total Number of Fixtures</b> _____	

<b>HVAC/Mechanical</b>	<b>PROJECT COST \$</b> _____
<b>WORK IS:</b> <input type="checkbox"/> Repair/Replace <input type="checkbox"/> New Construction	
<b>FULE TYPE:</b> <input type="checkbox"/> Propane <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas (Provide PECO Natural Gas Load Calculations)	
<b>Type of Unit being installed:</b> _____	
<b>Total number of UNITS being installed:</b> _____ (Submit Specs of Replacement Unit)	
<b>*Gas, Stoves and Generators (Submit Specs)</b>	
<input type="checkbox"/> Gas <input type="checkbox"/> Tank <input type="checkbox"/> Generator (Natural Gas Only)	
Additional Information: _____	

<b>ROOFING / SIDING (REPLACEMENT ONLY)</b>	<b>PROJECT COST \$</b> _____
<i>Applicant must submit information relative to the scope of work and materials. A copy of the proposal is acceptable.</i>	
<b>WORK IS:</b> <input type="checkbox"/> Roofing <input type="checkbox"/> Siding	
<b>Type of Rated Separation:</b> <input type="checkbox"/> Masonry <input type="checkbox"/> Rated Assembly <input type="checkbox"/> Other _____	
<b>Total Number# of Rated Wall and/or Floor Separations per Building:</b> _____	

**ZONING****ZONING FEE: \$120****Indicate Proposed Work:** (check all that apply)
 Additions  
 Pavilion  
 Fence  
 Shed  
 Patio  
 Retaining Walls \_\_\_\_\_ ft. long \_\_\_\_\_ ft. high
**DESCRIPTION OF WORK:** (ie. size, height, construction and assembly details, etc.) \_\_\_\_\_**TYPE OF WORK:**  New    Replacement    Estimated Cost: \$ \_\_\_\_\_

*Note: Waiver of Land Development may be required. Township Ordinance does NOT permit the placement of any fence or structure on an easement or the right-of-way*

<b>APPLICANT CHECKLIST Note: Some items may not be required</b>	
<input type="checkbox"/>	<b>Completed and signed building permit application</b>
<input type="checkbox"/>	<b>2 copies of construction plans (signed and sealed by a design professional)</b>
<input type="checkbox"/>	<b>2 copies of the electrical plans (signed and sealed by a design professional)</b>
<input type="checkbox"/>	<b>Grading permit (separate application) – if the structure exceeds 1500 sq. ft. (or any earth disturbance of 1500 sq ft. or more )</b>
<input type="checkbox"/>	<b>2 copies of the grading plan</b>
<input type="checkbox"/>	<b>Fire/Sprinkler Protection Application Attached (if applicable)</b>
<input type="checkbox"/>	<b>PA License Number for ALL Contractors/Subcontractors</b>
<input type="checkbox"/>	<b>Copy of Contractor's Liability and Workers Compensation Insurance (must list Towamencin Township as additional insured) or complete the Worker's Comp. Exemption form</b>
<input type="checkbox"/>	<b>24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS</b>
<input type="checkbox"/>	<b>(Fee payment MUST be submitted with this application)</b>

**PLEASE BE ADVISED TOWNSHIP STAFF MAY REQUEST ADDITIONAL INFORMATION**

I hereby certify that I am the property owner, or the authorized agent on behalf of the property owner, submitting this application. I hereby attest the information provided on this application is correct and true to the best of my knowledge. I agree to comply with all applicable laws, codes, ordinances and regulations of Towamencin Township.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>PERMIT REVIEW (Office Use Only)</b>			
Building Review:	Signature	Date Approved:	Fee Paid:
Plumbing Review:			Fee Paid:
HVAC/Mech. Review:			Fee Paid:
Electrical Review:		Date Approved:	Fee Paid:
Zoning Review:		Date Approved:	Fee Paid:
Notes:			

*Deposit of check representing the fee for this application does not constitute approval of or granting of same by Towamencin Township.*

**ADDITIONAL LIST OF CONTRACTORS**

Please provide the following information below: **Name; Address; Phone**

**PLUMBING CONTRACTOR NAME:** \_\_\_\_\_ **Phone No #.** \_\_\_\_\_

**Contractor Address** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **State Registration #** \_\_\_\_\_

**ELECTRICAL CONTRACTOR NAME:** \_\_\_\_\_ **Phone No #.** \_\_\_\_\_

**Contractor Address** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **State Registration #** \_\_\_\_\_

**MECHANICAL CONTRACTOR NAME:** \_\_\_\_\_ **Phone No #.** \_\_\_\_\_

**Contractor Address** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **State Registration #** \_\_\_\_\_

**ARCHITECT CONTRACTOR NAME:** \_\_\_\_\_ **Phone No #.** \_\_\_\_\_

**Contractor Address** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **State Registration #** \_\_\_\_\_

**ENGINEER CONTRACTOR NAME:** \_\_\_\_\_ **Phone No #.** \_\_\_\_\_

**Contractor Address** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **State Registration #** \_\_\_\_\_

## TOWAMENCIN TOWNSHIP

### NON-RESIDENTIAL PERMIT PROCEDURES

**TWO (2) COPIES OF PLANS AND SPECIFICATIONS, PREPARED AND SEALED BY LICENSED DESIGN PROFESSIONAL, MUST BE SUBMITTED WITH ALL APPLICATIONS. PLANS MUST INCLUDE STRUCTURAL, ELECTRICAL, MECHANICAL, PLUMBING AND FIRE PROTECTION (SEPARATE APPLICATION) DETAILS. FEES ARE DUE UPON SUBMISSION. WORK MAY NOT START UNTIL PERMITS HAVE BEEN APPROVED.**

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#### PLANS AND SPECIFICATIONS

1. Location of Property – Parcel Number, Zoning District, Owner Name, Contact Information and Tenant Name (if applicable).
2. Complete every section that is applicable to your proposed work.
3. Lot Size – dimensions of the property (length/width) and/or total square feet or acreage must be provided on all applications.
4. Provide phone numbers for property owner/tenant and contractor. Contractors must provide a Certificate of Insurance verifying coverage including Worker's Compensation and their Federal or State Employer Identification Number (EIN).

#### 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.

**PERMIT APPROVED** – **Work may not start until a permit has been approved.** The permit cards are to be displayed 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.

**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 signed and sealed plans if any engineered materials (i.e.: steel, trusses, bond beams or manufactured beams) are being used in the construction of structure.