

TOWAMENCIN TOWNSHIP

RESIDENTIAL PERMIT PROCEDURES

Construction Permits are required for residential new construction, additions, alterations, repairs, plumbing, mechanical, electrical, swimming pools, sheds, decks, patios, roofing/siding replacement, and fences. Permit applications must be completed and submitted with two (2) sets of applicable drawings and specifications. If work is new construction, or an addition/expansion dimensions of the property (length/width) and/or total square feet or acreage must be provided on drawings. Drawings must also show the location and dimensions of the proposed construction and all existing property features (including easements) must be submitted.

1. Location of Property – Address, Owner Name, and Contact information must be provided on all applications.
2. Complete every section that is applicable to your proposed work.
3. Drawings for additions, patios, decks, swimming pools or gazebos must show all setbacks to side and rear neighboring properties. 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 permits. Cross Section Drawings, giving structural details as outlined below, must be included. 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 the structure.

- 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 **provide a Certificate of Insurance verifying Worker's Compensation coverage, and State Home Improvement PA License Number.** 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, uninspected work will not be granted final approval.



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

Permit # _____

CONSOLIDATED RESIDENTIAL PERMIT APPLICATION

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

PROPERTY ADDRESS: _____

OWNER NAME: _____

MAILING ADDRESS: _____

HOME PHONE: _____

MOBILE PHONE: _____

EMAIL ADDRESS: _____

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED WORK BELOW:

FOR ADDITIONS, DECKS, DRIVEWAYS, FENCES, SHEDS, SIGNS, SOLAR, PATIO OR RETAINING WALLS STOP HERE, COMPLETE THE ZONING SECTION ON PAGE 2 AND ATTACH TWO (2) PLOT PLANS, AND PROVIDE AUTHORIZED SIGNATURE ON PAGE 4. ADDITIONAL DOCUMENTATION MAY BE REQUIRED.

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

General Contractor: _____

Email Address State Registration #

Plumbing: _____

Email Address State Registration #

Electrical: _____

Email Address State Registration #

Mechanical: _____

Email Address State Registration #

Roofing/Siding: _____

Email Address State Registration #

Architect: _____

Email Address

Engineer: _____

Email Address

| ZONING | ZONING FEE: \$95 |
|--|------------------|
| Indicate Proposed Work: (check all that apply) | |
| <input type="checkbox"/> Additions <input type="checkbox"/> Decks <input type="checkbox"/> Fence <input type="checkbox"/> Shed <input type="checkbox"/> Patio <input type="checkbox"/> Retaining Walls _____ ft. long _____ ft. high | |
| <input type="checkbox"/> Solar (Circle One: Roof or Ground) <input type="checkbox"/> Swimming Pool (In Ground Only. Separate Permit for Above Ground Pools) | |
| Provide Description of Work: (i.e. size, height, construction and assembly details, etc.) | |
| _____ _____ | |
| Type of Work is: | |
| <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Estimated Cost: \$ _____ | |
| Note: Township Ordinance does NOT permit the placement of any fence or structure on an easement or the right-of-way | |

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

| BUILDING | Sq. Ft. _____ of work area | PROJECT COST \$ _____ |
|---|-----------------------------------|------------------------------|
| Indicate Proposed Work: (check all that apply) | | |
| <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Interior Alterations/Renovations | | |
| If New Construction Choose Type and Structural Frame: | | |
| <input type="checkbox"/> Single Family Home <input type="checkbox"/> Twin <input type="checkbox"/> Townhome <input type="checkbox"/> Apartments/Condominium <input type="checkbox"/> Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Other _____ | | |
| Sewer: <input type="checkbox"/> Public <input type="checkbox"/> Septic Tank Water: <input type="checkbox"/> Public <input type="checkbox"/> Well | | |
| Type: <input type="checkbox"/> Deck (over 30" above grade) <input type="checkbox"/> Deck/Patio with Roof <input type="checkbox"/> Garage <input type="checkbox"/> Solar Panels Circle One Roof/Ground <input type="checkbox"/> Pool or Hot Tub <input type="checkbox"/> Pole Barn <input type="checkbox"/> Retaining Wall ___ ft. long ___ ft. high <input type="checkbox"/> Other _____ | | |

| ELECTRICAL | PROJECT COST \$ _____ |
|--|------------------------------|
| WORK IS: <input type="checkbox"/> New Construction <input type="checkbox"/> Repair or Replace <input type="checkbox"/> Solar Panels Circle One: Roof/Ground | |
| <input type="checkbox"/> Generator <input type="checkbox"/> Other: _____ | |
| REQUIRED INSPECTIONS: | |
| <ul style="list-style-type: none"> ● Rough Wire (before close in) ● Final ● Final Inspection on all new services | |

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

| | |
|---|------------------------------|
| HVAC/Mechanical | PROJECT COST \$ _____ |
| WORK IS: <input type="checkbox"/> Repair/Replace <input type="checkbox"/> New Construction | |
| Fuel Type: <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Natural Gas (Provide PECO Natural Gas Load Calculations. Form on our website.) | |
| Type of Unit being installed _____ | |
| Total number of UNITS being installed: _____ (Submit Specs of Replacement Unit) | |
| Fireplaces, Wood Stoves, Gas Stoves and Generators (Submit Specs) | |
| <input type="checkbox"/> Wood <input type="checkbox"/> Gas <input type="checkbox"/> Free Standing Unit <input type="checkbox"/> Insert Unit <input type="checkbox"/> Tank <input type="checkbox"/> Generator (Choose Fuel Type Above) | |
| Additional Information: _____ | |

| APPLICANT CHECKLIST Note: Some items may not be required | |
|--|--|
| <input type="checkbox"/> | Completed and signed building permit application |
| <input type="checkbox"/> | 2 copies of plot plan (if applicable) |
| <input type="checkbox"/> | 2 copies of construction plans (plans may be required to be signed and sealed by a design professional) |
| <input type="checkbox"/> | 2 copies of the electrical plans |
| <input type="checkbox"/> | Grading permit (separate application) – if the structure exceeds 1500 sq. ft. (Even if cubic yards is less than 100 cy) |
| <input type="checkbox"/> | 2 copies of the grading plan |
| <input type="checkbox"/> | PA License Number for ALL Contractors/Subcontractors |
| <input type="checkbox"/> | Copy of Contractor’s Liability and Workers Compensation Insurance (must list Towamencin Township as additional insured) or complete the Worker’s Comp. Exemption form |
| <input type="checkbox"/> | 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS |

PLEASE BE ADVISED TOWAMENCIN 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: ____/____/____

| PERMIT REVIEW (Office Use Only) | | |
|---------------------------------|----------------|-----------|
| Building Review: | Date Approved: | Fee Paid: |
| Plumbing Review: | Date Approved: | Fee Paid: |
| HVAC/Mech. Review: | Date Approved: | 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.