



CONSTRUCTION PERMIT APPLICATION

Note: Read page four (4) in its entirety prior to completing this application

County: _____ Municipality: _____

APPLICATION DATE: _____ APPROVAL DATE: _____ PERMIT NUMBER: _____

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Site Address: _____ Tax Parcel # _____

Lot # _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

TYPE OF WORK OR IMPROVEMENT (Check One)

- New Building Addition Alteration Repair Demolition Relocation
- Foundation Only Change of Use Plumbing Mechanical Electrical Other

Describe the proposed work: _____

OWNER: _____ Phone# _____ Fax# _____

Mailing Address: _____ E-Mail: _____

CONTRACTOR INFORMATION

	Lic. #	Name	Address	Phone #
Applicant				
Design Professional				
Principal Contractor				
Excavation				
Masonry				
Concrete				
Carpentry				
Plumbing				
Sewer				
Electrical				
Mechanical				
Roofing				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

TOTAL ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ _____

DESCRIPTION OF BUILDING USE (Check One)

RESIDENTIAL

- One-Family Dwelling (R-3)
- Two-Family Dwelling (R-3)

NON-RESIDENTIAL

Specific Use: _____

Use Group: _____

Maximum Occupancy Load: _____

Change in Use: YES NO

If YES, Indicate Former: _____

Maximum Live Load: _____

BUILDING SECTION: ESTIMATED COST OF BUILDING WORK (Contract value) \$

Number of Residential Dwelling Units: _____ Existing _____ Proposed

Type of Structural Frame: Wood Masonry Concrete Pre-Manufactured Dwelling
 Steel Other; Explain: _____

Does or will your building contain any of the following:

Elevator/Escalators/Lifts/Moving walks: YES NO Pressure Vessels: YES NO
 Sprinkler System: YES NO Refrigeration Systems: YES NO
 Fireplace(s): Number _____ Type of Fuel _____ Type of Vent _____

Bedrooms (number)	Stories (number)	Street Frontage (feet)
Full Baths (number)	Building Area (sq/ft)	Front Setback (feet)
Partial Baths (number)	Living Area (sq/ft)	Rear Setback (feet)
Garages (number)	Basement Area (sq/ft)	Left Setback (feet)
Garage Area (sq/ft)	Office/Sales (sq/ft)	Right Setback (feet)
Outside Parking (number)	Service (sq/ft)	Height Above Grade (feet)

PLUMBING SECTION: ESTIMATED COST OF PLUMBING WORK (Contract value) \$

Enter the number and size of Fixtures being Repaired, Replaced or Installed

Tubs / Showers	Laundry Tubs	Sewage Ejectors
Shower stalls	Dishwashers	Back Flow Preventers
Lavatories	Garbage Disposals	Water Pumps
Toilets	Water Heaters	Water Service
Urinals	Water Softeners	Sewer Connection
Sinks	Other	

Water Service: (Check) Public Private
 Sewer Service: (Check) Public Private (Septic Permit #)

MECHANICAL SECTION: ESTIMATED COST OF MECHANICAL WORK (Contract value) \$

Enter the number and size of Units being Replaced or Installed

Forced Air Furnace	Space Heater	A/C Compressor
Solid fuel Appliance	Unit Heater	Split A/C Unit
Heat Pump	Boiler	Coil Unit
Air Handling Unit	Gravity Furnace	Gas/Oil Conversion
Electric Furnace	Incinerator	Air Cleaner
Other:		

Fuel Type: Gas Oil L.P. Electric Coal Wood Other

ELECTRICAL SECTION: ESTIMATED COST OF ELECTRICAL WORK (Contract value) \$

Enter the number and size of Fixtures being Repaired, Replaced or Installed

Service Amps _____ # of circuits: _____ # of service outlets: _____ 110V _____ 220V Utility # _____

List devices	Qty	Load/Output	List devices	Qty	Load/Output	List devices	Qty	Load/Output
Switches			Dishwasher			Heater		
Receptacles			Washer			Hot Water Heater		
Circuit Panel			Dryer					
Lights			Spa / Hot Tub					
Smoke Det.			A/C Unit					

FIRE PROTECTION SECTION: ESTIMATED COST OF FIRE PROTECTION WORK (Contract value) \$

Enter the number and size of Equipment being Replaced or Installed

Sprinkler System	Hood Suppression System	Fire Alarm System
Stand Pipe	Fire Hydrants	Smoke Control System
Suppression System	Fire Pumps	Fire Detection System
Other:		

FLOODPLAIN:

Is the site located within an identified flood hazard area? YES NO
 Will any portion of the flood hazard area be developed? YES NO

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3*

Lowest Floor Level: _____

HISTORIC DISTRICT:

Is the site located within a Historic District? YES NO

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

Certificate of occupancy.

§ 403.46(a) A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official.

§ 403.46(d) A building code official may suspend or revoke a certificate of occupancy when the certificate was issued in error, on the basis of incorrect information supplied by the permit applicant or in violation of the Uniform Construction Code. Before a certificate of occupancy is revoked, a building owner may request a hearing before the board of appeals under § 403.122 (relating to appeals, variances and extensions of time).

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent _____

Print Name of Owner or Authorized Agent _____

Address _____

Date _____

Directions to Site: _____

*******(FOR ADMINISTRATIVE USE ONLY)*******

ADDITIONAL PERMITS/APPROVALS REQUIRED

STREET CUT/DRIVEWAY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File	ON-LOT SEPTIC	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File
CUT AND FILL	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File	ZONING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File
PENNDOT HIGHWAY OCCUPANCY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File	HARB	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File
DEP FLOODWAY OR FLOODPLAIN	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File	OTHER:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File
SEWER CONNECTION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File	OTHER:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> On File

APPROVALS

BUILDING PERMIT DENIED: YES NO DATE: _____ DATE RETURNED: _____
 ISSUED BY: _____ DATE ISSUED: _____

TOTAL SQ/FT USED FOR FEE	Sq/Ft	TOTAL CONTRACT VALUE USED FOR FEE \$	
PLAN REVIEW FEE	\$	FIRE PERMIT FEE	\$
BUILDING PERMIT FEE	\$	ACCESSIBILITY PERMIT FEE	\$
ELECTRIC PERMIT FEE	\$	ENERGY PERMIT FEE	\$
PLUMBING PERMIT FEE	\$	ADMINISTRATIVE FEES	\$
MECHANICAL PERMIT FEE	\$	STATE FEES	\$

TOTAL CONSTRUCTION PERMIT FEES: \$ _____

Residential Permit Application and Submittal Requirements

APPLICATION

The following sections located on page one must be completed in full:

1. County and Municipality
2. Location of proposed work or improvement, most importantly, site location, tax parcel number and lot number.
3. Type of improvement including a brief description of work.
4. Owner information with complete mailing address.
5. Estimated cost of construction is required to be provided.

The contractor section is required to be completed only when work is performed within Municipalities that require contractor registration. However, Code Inspections, Inc. requests a minimum of the primary contractor information to be provided in case correspondence or contact is necessary.

Page two needs to be completed for only the sections that apply to the proposed project, or work to be performed.

Page three needs to be completed for Floodplain information and, a signature by the property owner, or agent of the owner must be provided on page three. The bottom of page three is intended for administrative use and will be completed by Code Inspections, Inc. during the application review.

PLANS AND SUBMITTALS

- **The submittal shall include three complete sets of plans and specification** sufficient to indicate the scope of work being proposed. Listed below are some basic examples of information necessary to complete a plan review. Additional information may be requested depending on the intended project.
- Project design shall conform to the most current edition of the International Residential Code adopted by the Commonwealth of Pennsylvania.
- Drawings shall specify all site information such as address, lot number, TMP number, owner name and type of work Proposed. This information shall be reflected on all pages.
- Drawings shall include Floor plan showing new construction in comparison to existing, room labels or use of rooms, bearing locations, window and door sizes, header sizes and all other pertinent information.
- Footing details and specifications shall be provided for all locations. Detail should include a footprint or outline of the scope of work as well as specifying pier or continuous footings where applicable.
- Pre-cast concrete panels and all other pre-manufactured products shall have manufacturers engineered designs and specs.
- Insulation and thermal values shall be indicated for walls, ceiling, floors, basement walls and slab perimeter.
- Indicate electrical components including locations and sizes.

Swimming Pools

- Provide swimming pools construction specifications.
- Swimming pool enclosures and barriers shall be shown and include fence, gate and gate device details.

Commercial Permit Application and Submittal Requirements

The Application shall be completed as explained in the Residential information listed above.

PLANS AND SUBMITTALS

The submittal shall include **three complete sets of plans and specification** bearing the signature and seal of a licensed Design Professional. Plans and specifications shall, at minimum, be required to contain the information specified within the sections listed below.

§ 403.42a(b) A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the building code official with the permit application. **The applicant shall submit three sets of documents.**

§ 403.42a(c) A licensed architect or licensed professional engineer shall prepare the construction documents under the Architects Licensure Law (63 P. S. §§ 34.1—34.22), or the Engineer, Land Surveyor and Geologist Registration Law (63 P. S. §§ 148—158.2). An unlicensed person may prepare design documents for the remodeling or alteration of a building if there is no compensation and the remodeling or alteration does not relate to additions to the building or changes to the building's structure or means of egress.

§ 403.42a(e) The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

§ 403.42a(f) All of the following fire egress and occupancy requirements apply to construction documents:

§ 403.42a(f)(1) The permit applicant shall submit construction documents that show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the Uniform Construction Code.

§ 403.42a(f)(2) The construction documents for occupancies other than Groups R-2 and R-3 shall contain designation of the number of occupants to be accommodated on every floor and in all rooms and spaces.

§ 403.42a(f)(3) The permit applicant shall submit shop drawings for a fire protection system that indicates conformance with the Uniform Construction Code in accordance with the following:

§ 403.42a(f)(3)i. The shop drawings shall be approved by the building code official before the start of the system installation.

§ 403.42a(f)(3)ii The shop drawings must contain the information required by the referenced installation standards contained in the "International Building Code."

§ 403.42a(g) Construction documents shall contain the following information related to the exterior wall envelope:

§ 403.42a(g)(1) Description of the exterior wall envelope indicating compliance with the Uniform Construction Code.

§ 403.42a(g)(1) Flashing details.

§ 403.42a(g)(1) Details relating to intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane and details around openings.

§ 403.42a(h) Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

§ 403.42a(h)(1) The size and location of new construction and existing structures on the site.

§ 403.42a(h)(2) Accurate boundary lines.

§ 403.42a(h)(3) Distances from lot lines.

§ 403.42a(h)(4) The established street grades and the proposed finished grades.

§ 403.42a(h)(5) If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.

§ 403.42a(h)(6) Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.

§ 403.42a(i) A building code official may waive or modify the submission of construction documents, that are not required to be prepared by a licensed architect or engineer, or other data if the nature of the work applied for does not require review of construction documents or other data to obtain compliance with the Uniform Construction Code. The building code official may not waive the submission of site plans that relate to accessibility requirements.

§ 403.42a(m) An applicant for an annual permit under § 403.42(f) shall complete an application and provide information regarding the system that may be altered and the date that approval was previously provided for the approved electrical, gas, mechanical or plumbing installation.

§ 403.42a(n) A permit applicant shall comply with the permit, certification or licensure requirements of the following laws applicable to the construction:

§ 403.42a(n)(1) The Boiler and Unfired Pressure Vessel Law (35 P. S. §§ 1331.1—1331.19).

§ 403.42a(n)(2) The Propane and Liquefied Petroleum Gas Act (35P. S. §§ 1329.1—1329.19).

§ 403.42a(n)(3) The Health Care Facilities Act.

§ 403.42a(n)(4) The Older Adult Daily Living Centers Licensing Act

Don't Let Storm Water Run Off With Your Money and Our Community!

What Builders need to know about managing Storm Water in Prospect Park Borough, in the Darby Creek watershed.

The construction industry plays an important role in improving our community's quality of life by protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites. Here's what you need to do:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advance planning and training to ensure control measures are well maintained.

Permit Requirements for Construction Activity

- Pennsylvania's Erosion and Sediment Control Pollution Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbance activities. The Delaware County Conservation District approves these plans for **Prospect Park Borough**.
- The National Pollution Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit. Contact the DEP Southeast Region office.

Planning is Nice, But...

Your carefully laid plans and permit compliance will be quickly undone without training and supervision. If you don't make regular inspections of your controls, you can't expect your employees to take it seriously—and that leads to violations which hit you in the wallet.

- Teach people to treat the storm water controls like they would any other tool of their trade. If it's well maintained it will function properly.
- Don't allow a "shortcut" mentality. If a job's worth doing, it's worth doing right.

What is Storm Water
Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly known as storm sewers. Collectively, the draining water is called storm water runoff.

Erosion Control and Pollution Prevention Practices

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection
- Fueling and vehicle maintenance away from streams
- Remove trash and litter
- Clean up leaks immediately
- Never wash down dirty pavement
- Place dumpsters under cover
- Dispose of all wastes properly

For More Information

Prospect Park Borough (610) 532-1007
Delaware County Conservation District (610) 892-9484
www.delcocc.org

PA Handbook of Best Management Practices for Developing Areas
www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center
www.stormwatercenter.net

Pennsylvania Department of Environmental Protection (484) 250-5970
www.dep.state.pa.us Keyword: Stormwater