

REQUIREMENTS FOR OBTAINING A TOWNSHIP PERMIT

ATTACHED ARE THE REQUIREMENTS FOR OBTAINING
A BUILDING PERMIT FOR A SINGLE FAMILY DWELLING

INCOMPLETE SUBMISSIONS WILL BE RETURNED IN THEIR ENTIRETY --
NO EXCEPTIONS!!

A **Sewage Permit** is required before any other applications or plans are submitted. A **Well Permit** must be approved and water tests completed; test results must be submitted to this office. An approved **Zoning Permit** must be obtained, as well as **Grading Permit**.

The **Building Permit application** must be complete -- including all addresses, zip codes, phone numbers, etc. of the applicant, owner, contractor and architect. All items listed under Part 5 of the attached requirements are to be submitted together. If one is omitted, the others will not be accepted. The Sewage, Well, Zoning and Grading Permit applications are handled separately prior to submitting the remaining data.

The following plan sizes will be accepted and no other:

8.5" x 11"
11" x 17"
17" x 22"
22" x 24"

Please adjust your plan sheets accordingly. Plan sizes other than those specified above cannot be properly filed in a file cabinet. An exception will be made if project will not fit on the above maximum size when drawn in 1/8" scale.

All blueprints shall carry the **original** signature and **original** seal of the architect or engineer. **Two sets** of plans are required.

REQUIREMENTS FOR CONSTRUCTION OF HABITABLE AND OCCUPIABLE STRUCTURES

1. SEWAGE PERMIT – (If Applicable) – To be submitted to Sewer Enforcement Officer

- a) Application shall be in complete accord with PA Sewage Facilities Act 537 and show exact location on plot plan.
- b) \$600.00 fee is required.
- c) Deep pit dug by applicant and inspected by Sewage Enforcement Officer.
- d) Percolation test
 - a. Shall be witnessed by Township Sewage Enforcement Officer.
 - b. Shall be run in exact area and depth where the proposed disposal field will be located.

2. WELL PERMIT - (If Applicable)

- a) Well location must be shown on application plot plan.
- b) A copy of the approved Sewage Permit plot plan must be attached to the Well Permit application.
- c) All sewage areas must be accurately delineated, including those of adjacent lots, if the well is proposed within 100' of the adjacent lot.
- d) Permit shall be approved prior to start of drilling.
- e) Report on well data shall be submitted to the Township in compliance with Section 500.4 of the Township Plumbing Code (physical data, lab analysis, location sketch).

3. ZONING PERMIT

- a) Application submitted to Zoning Officer, along with plot plan showing location and dimensions of the following:

- | | | |
|--------------------|--------------|---------------------|
| (1) Building | (4) Well | (7) Erosion Control |
| (2) Septic Tank | (5) Driveway | Devices |
| (3) Disposal Field | (6) Plot | |

4. GRADING PERMIT - (If Applicable)

- a) Application submitted to the Code Official with three sets of plans. Storm water retention must be addressed, including calculations to support the design (if storm water control for the individual lot was not designed on the approved and recorded subdivision). All items noted on the Grading Permit application must be shown on the grading plans.

The four permits listed above are to be submitted (as applicable) before submission of Building Permit Application.

5. **BUILDING PERMIT**

The following shall be submitted at the same time.

None will be accepted unless all are submitted.

- a) Building Permit application.
- b) Two sets of plans carrying the original seal and original signature of a PA Registered Architect or Engineer.
- c) Approved Sewage Permit/Sewer Connection Permit - **(If Applicable)**.
- d) Approved Zoning Permit.
- e) Approved Well Permit **(If Applicable)**, including the State Inventory Report and Laboratory Test Data demonstrating that the water supply meets the standards set forth by the Thornbury Township Code of Ordinances.
- f) Approved Grading Permit - **(If Applicable)**.
- g) State Road Occupancy Permit or Township Road Occupancy Permit application, whichever is applicable.
- h) Completed Township Warranty form.
- i) Proof of contractor's insurance equal or greater than amount of construction, and signed and notarized Workers' Compensation Insurance Coverage form.
- j) Owners' Authorization Form (if owner is not applicant).
- k) \$100.00 plan review fee (this fee is not refundable).

6. **EROSION CONTROL INSTALLATION**

- a) Must be completed.

7. **PLUMBING PERMIT**

- a) Application to be submitted by the registered Master Plumber.
- b) All plumbers working on the job must be registered with the Township.
- c) Pressure test required on all supply and drainage systems.

8. **ELECTRICAL PERMIT**

- a) Application to be submitted by registered Master Electrician.
- b) All electricians working on the job must be registered with the Township.
- c) All electrical installations, in whole or in part, shall be certified by a third-party electrical inspection agency approved by the Township.

9. **MECHANICAL PERMIT**

- a) Application to be submitted for HVAC installation.

10. **MANDATORY INSPECTIONS**

- a) All mandatory inspections noted on the Township Mandatory Inspection List; shall be requested by the applicant or his contractor when the work has been completed at least 24 hours in advance.
- b) After receiving request (when item is completed), the Township (as soon as possible) will make all inspections within 24 hours. If inspection is not possible, Township shall notify the applicant of the soonest time and date inspection can be conducted.
- c) It is the responsibility of the applicant to verify that inspection has been conducted and subsequently approved before continuing to the next phase of construction.
- d) When inspection has been requested and the work is found to be incomplete, the contractor shall be charged \$50.00 for each additional inspection of that work.

11. **CERTIFICATE OF OCCUPANCY**

- a) Within 10 days of receipt of completed C. of O. request form, Certificate will be issued, provided all work is complete within the provisions of the Code and other Township requirements.
- b) Use of any structure in whole or in part for its intended use before such Certificate is issued constitutes a violation of the Code. Such violation will cause the appropriate proceedings at law to be initiated.**

**THORNBURY TOWNSHIP
BUILDING PERMIT APPLICATION**



Two (2) sets of plans are required including the following: plot plans showing size of lot, location of existing and proposed structures, elevations, sections view, floor plans. When using a contractor, a signed contract between the contractor and the homeowner must be included with this application.

Thornbury Township requires that ALL permit applications be submitted simultaneously.

JOB ADDRESS: _____

Property Owner Name & Address

Contractor Name & Address

eMail _____

eMail _____

Phone: _____

Phone: _____

PA HIC _____ Exp.Date: _____

TYPE OF WORK:

- RESIDENTIAL
- COMMERCIAL
- ADDITION
- ALTERATION
- RENOVATION

DESCRIPTION OF WORK

Estimated COST OF JOB: \$ _____
(Should not include work that requires a separate permit including HVAC, Plumbing, Electrical and Fire Protection Systems)

DOES JOB INCLUDE THE FOLLOWING? Separate permits applications must be filed:

HVAC: YES NO IF YES NAME OF CONTRACTOR: _____

PLUMBING: YES NO IF YES NAME OF CONTRACTOR: _____

ELECTRIC: YES NO IF YES NAME OF CONTRACTOR: _____

SPRINKLER SYSTEM CURRENTLY INSTALLED? YES NO
IF YES, NAME OF CONTRACTOR: _____

DRIVEWAY ACCESS TO A STATE ROAD REQUIRES PennDOT PERMIT
BEFORE YOU DIG, CALL: PENNSYLVANIA ONE CALL AT: 1-800-242-1776
PA One Call ID #: _____

SIGNATURE: _____ DATE: _____
(Contractor or Applicant Signature)

DO NOT WRITE BELOW THIS LINE

Square footage of Improvement _____ X _____ per square foot

Permit Fee: \$ _____ + PA UCC FEES _____ Total: \$ _____

Building Code Official Signature: _____ Date: _____

Thornbury Township
6 Township Drive
Cheyney, PA 19319

AUTHORIZATION

(When APPLICANT is not the owner of record, the following must be completed by the owner, and submitted with the permit application.)

I (We) _____
(name)

(address, phone number)

owners of the property located at: _____
(site address)

do hereby authorize: _____
(contractor's name)

(address, phone number)

for the following work: _____

(owner's signature)

(print name)

D. **Exemption** - If APPLICANT is a contractor claiming exemption from providing Workers' Compensation Insurance or the owner of the property, Section D shall be completed.

*****The undersigned swears or affirms that he/she is not required to provide Workers' Compensation insurance under the provisions of the Pennsylvania Workers' Compensation Law, for one of the following reasons:***

- _____ 1.) Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this permit unless contractor provides proof of insurance.
- _____ 2.) Contractor is a member of a Corporation and has claimed exemption from such Corporation through PA Dept. of Labor & Industry (**Copy of exemption notification shall be attached**).
- _____ 3.) APPLICANT is a registered partnership through the State of Pennsylvania. (**Proof of partnership should be attached.**)
- _____ 4.) APPLICANT is the property owner, and understands that if he/she hires other parties or subcontractors, such parties or subcontractors shall submit acceptable insurance information or proof of exemption thereof to the applicant before commencing any work on the property.
- _____ 5.) Religious exemption under the Workers' Compensation Law.

Signature: _____

Name: _____

Address: _____

Phone No.: _____

THORNBURY TOWNSHIP
DELAWARE COUNTY
6 TOWNSHIP DRIVE
CHEYNEY, PA 19319-1020
(610) 399-0844

Addendum To Building Permit Application

Location of Property _____
 Applicant _____
 Applicant Address _____
 Applicant Phone _____
 Applicant Fax _____

Property Owner _____
 Owner Address _____
 Owner Phone _____

The Building Permit Application must be complete, including all addresses, zip codes, phone number, etc. of applicant, owner, contractor and architect.

All plans must include total square footage figures for the proposed project broken down as follows:

Fee Calculation

Living Space		sqft
Unfinished Basement		sqft
Finished Basement		sqft
Garage		sqft
Wood Decks		sqft
Wood Decks (covered)		sqft
Concrete Patio		sqft
Concrete Patio - Covered		sqft
Concrete Patio - Enclosed		sqft
Covered porches - Open		sqft
Covered porches - Enclosed		sqft
Finished Attic		sqft

Living space is all enclosed space that is not a crawl space, unfinished basement, garage or an attic that cannot be finished in the future to become a "legal room".

("Legal room" defined – room over seventy (70) square feet with a minimum ceiling height of 7'6". Areas with sloped ceilings cannot be considered legal rooms if at least 50% of the prescribed ceiling height cannot be maintained.)

 Signature of Applicant Date



**THORNBURY TOWNSHIP, DELAWARE COUNTY
UNIFORM CONSTRUCTION CODE INSPECTION PROCEDURE**

Phone: 610-399-8383 x101 or 103 Fax: 610-399-3162 email: susan@thornbury.org



INSPECTIONS WILL NOT BE MADE IF:



- | |
|--|
| <ol style="list-style-type: none"> 1. <u>ADDRESS and/or BLOCK and LOT</u> are not posted at street frontage. 2. <u>APPROVED PLANS</u> are not on job site. |
|--|

*** ORDER OF INSPECTIONS REQUIRED ***

- Footing** - Before footings are poured.
- Foundation** – Before wall forms are poured.
- Backfill** - Before backfilling, the following must be done: Exterior perimeter subsoil drains shall be in place and anchor bolts and/or straps approve.
- Pre-Slab** – Stone and plastic in place as per IRC 2009.
- Rough Electric** – Must be done and approved before framing inspection is scheduled.
- Rough Framing, Plumbing, and Mechanical** – These inspections can be done simultaneously. Framing can not be done prior to Plumbing and Mechanical.
- Insulation** – Ceilings, walls, perimeter joist (under floor or walls of crawlspace) prior to sheetrock.
- Final Electrical** (United Inspection Agency: 610-565-0789)
- Final Building** – entire project must be complete
- Final Grade** – (Catania Engineers: 610-532-2884)
- The following paperwork is mandatory and MUST be completed before a C.O. can be issued, if applicable:**
 - Water and Septic or Sewer** approval from the Thornbury Township SEO.
 - Soil Conservation** approval, if required.
 - Township Engineer** approval, when applicable.

NO WORK IS PERMITTED TO BE CONCEALED UNTIL APPROVED BY THE INSPECTOR.

<p><u>TWENTY FOUR (24) HOURS MINIMUM ADVANCED NOTICE IS REQUIRED FOR ALL INSPECTIONS.</u> <u>NO INSPECTIONS ON SATURDAYS, SUNDAYS, OR HOLIDAYS. NO SAME DAY INSPECTIONS.</u></p>

FINAL INSPECTION FOR A CERTIFICATE OF OCCUPANCY IS THE RESPONSIBILITY OF THE HOMEOWNER OR BUILDER. FAILURE TO OBTAIN A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF APPROVAL MAY RESULT IN A \$2,000.00 PENALTY ASSESSMENT.

NO FURNITURE, PERSONAL ARTICLES, OR THE USE OF ANY PART OF THE BUILDING IS PERMITTED UNTIL INSPECTED AND APPROVED BY THE ENFORCING AGENCY. ANY SUCH ACTION WILL CONSTITUTE OCCUPANCY WITHOUT A CERTIFICATE.