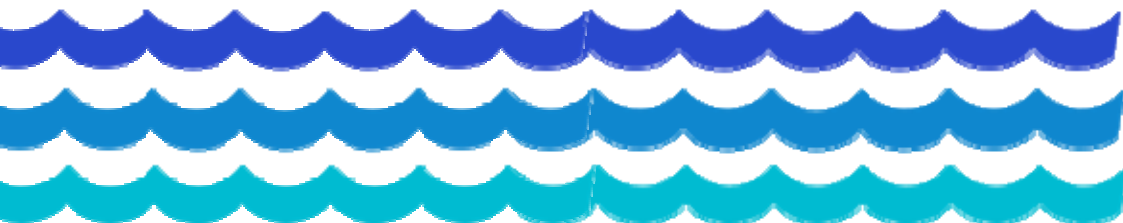




SWIMMING POOLS and SPAS



PERMITS REQUIRED FOR A SWIMMING POOL OR SPA

BUILDING PERMIT RESIDENTIAL CODE ALTERATION OF LAND

POSSIBLE ADDITIONAL PERMITS

FENCE PERMIT

Pools shall not be located in any front yard and must allow 10 feet from any property line. Corner lots have special requirements, please inquire.

INCLUDE THE FOLLOWING WITH PERMIT SUBMISSION (ONE COPY)

- Application fees payable to Bensalem Township
Above ground pools \$175.00
Inground pools \$200.00
Additional fees will be due payable to Code Inspections when permits are approved
- Plot plan showing the property lines and dimensions including all current structures and proposed structures on the property. Any overhead power lines must be shown on the plans. Show Drainage runoff patterns as well as any areas proposed to be regraded.
- A topographic survey is needed for all in ground pools.
- Completed Swimming Pool and Spa Requirements page
- Manufacturer's specifications for swimming pool and all equipment (filtration, lighting, heating, etc.).
- Provide swimming pool barrier details in accordance with Section 305 of the 2015 International Swimming Pool and Spa Code (ISPSC); identify the proposed swimming pool barrier you plan on providing this pool/pool area, specifically pertaining to the following:
 - **Pool walls**; if pool walls are intended to act as a part of the required barrier, provide manufacturer cut sheet showing it is listed as a pool barrier and identify height of pool walls.
 - Ladder details; if the pool walls are intended to act as part of the required barrier, the ladder/entry system shall be in accordance with Section 305.5 (Item #3); specifically pertaining to lockable or removable ladders, height of latch if lockable.

- **Fencing details**; if a fence (existing or proposed) is intended to act as part of the required barrier, identify height of fence.
 - **Access gate details**; if a fence is part of the barrier, the access gates (existing or and/or proposed) shall be in accordance with Section 305.3; specifically pertaining to direction of swing, self-closing and self-latching mechanisms, and height of latch.
 - **Part of a Dwelling**; if part of the existing dwelling is intended to act as part of the required barrier, the doors leading from the residence into protected pool area shall be protected in accordance with Section 305.4; specifically pertaining to operable windows and doors leading to the protected pool area.
- **Provide electrical details for this project in accordance with Chapter 42 of the 2015 International Residential Code (IRC), as follows:**
 - **Identify pool pump receptacle**; Section 4203.1.1: receptacles that provide power for water-pump motors or other loads directly related to the circulation and sanitation system shall be permitted to be located between 6 feet and 10 feet from the inside walls of pools and outdoor spas and hot tubs, and, where so located, shall be single and of the locking and grounding type and shall be protected by ground-fault circuit interrupters.
 - **Identify location of required receptacle**; Section 4203.1.2: at least one 125-volt, 15- or 20-ampere receptacle supplied by a general-purpose branch circuit shall be located a minimum of 6 feet from and not more than 20 feet from the inside wall of pools and outdoor spas and hot tubs. This receptacle shall be located not more than 6 feet, 6 inches above the floor, platform or grade level serving the pool, spa or hot tub.
 - **Identify size and type of all wiring and depth of bury**; include conduit details as applicable.
- **Provide complete bonding details in accordance with Section 4204 of the 2015 IRC; specifically pertaining to the following:**
 - **Size of copper bond wire**; typically #8 AWG bare copper wire,
 - **Bonding of metallic parts**; pool structural framing system,
 - **Electrical equipment**; filtration pumps, heaters and lights as applicable,
 - **Perimeter surfaces**; the ground around the pool walls,
 - **Water bond**; the water itself must be bonded.
- **Provide time switch that can automatically turn off and on heaters and pumps according to a preset schedule shall be installed on swimming pool heaters and pump motors in accordance with Section 1103.10.2 of the 2015 IRC.**



POOL INSPECTIONS REQUIRED



ABOVE GROUND POOL

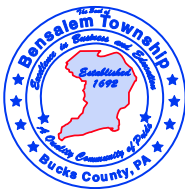
1. ***Stake-out - Prior to Installation***
2. Electrical bonding and backfill- Any underground wiring (**before** backfill)
3. Heaters - Electric, Plumbing for gas line if applicable. Also tank inspection if applicable
4. Final (electrical and building)
5. ***Final Township Engineer***

INGROUND POOL

1. ***Stake-out - before excavation. (Also see attached Engineering Department requirements)***
2. Foundation (collar) - **before** concrete pour.
3. Electrical bonding and backfill.
4. Heaters - Electric, Plumbing for gas line if applicable. Also tank inspection if applicable.
5. ***Rough Grade – Prior to Final grading and seeding***
6. Final (electrical and building)
7. ***Final Township Engineer***

***CALL 215-633-3652 TO SCHEDULE STAKE-OUT
AND ENGINEERING FINAL INSPECTIONS***

**CALL CODE INSPECTIONS 215-672-9400 FOR ALL
OTHER INSPECTIONS**



BENSALEM TOWNSHIP

Building and Planning Department
Office 215-633-3644 • Fax 215-633-3753
2400 Byberry Road • Bensalem, PA 19020

Swimming Pool & Spa Requirements

Barrier: A fence, wall, building or combination thereof, which completely surrounds the swimming pool and obstructs access to the swimming pool.

Pool: Any structure intended for recreational bathing that contains water **24" inches deep and over**. This includes in-ground, above ground, and **on ground** swimming pools, hot tubs and spas.

ALL POOLS

Must be completely surrounded by a 48 inch high barrier.

The opening in this barrier shall not be large enough to allow a 4 inch-diameter sphere to pass thru.

If the barrier is solid (no openings), it shall not have any protrusions or indentations creating a ladder effect.

All pool fencing must be installed so that the "nice" side is facing away from the pool area. All support beams and members are to be viewed from inside the pool area that is enclosed.

On stockade type barriers, when spacing between horizontal members is less than 45 inches, the vertical member spacing shall not exceed 1 ¾ inches in width. Where horizontal spacing is more than 45 inches between members, vertical member spacing shall not exceed 4 inches in width.

The maximum mesh size on chain link fencing shall not exceed 2 ¼ inches UNLESS the fencing has slats fastened to it.

All gates (except those larger than 6 feet in width) must open outward and away from the pool, have a self-closing device and have a self-latching device.

The release mechanism for the self-latching device must be 54 inches or more from the bottom of the gate. **IF**, the release mechanism is less than 54 inches, it must be located on the pool side of the fence and at least 3 inches from the top of the gate. There must also be no openings larger than ½ inch located within 18 inches of the release mechanism.

The pool shall be equipped with a powered safety cover **OR** Any door (including a sliding glass door) that leads directly into the enclosed area where the pool is located, must be equipped with an alarm that has an audible warning that can be heard from anywhere inside the house. A pool alarm must activate within 7 seconds of opening the door and be located at least 54 inches above the threshold of the door. **PLEASE NOTE: Burglar alarm systems are not acceptable.**

ABOVE GROUND POOLS

Pools require an additional barrier either on ground level or mounted to the top of the pool structure. Barriers mounted on the top of the pool structure shall not have a vertical clearance more than 4 inches from the top of the pool structure to the bottom of the barrier itself.

Any ladders or steps located on an above ground pool must be able to be secured, locked or folded up and locked to prevent access. For those ladders which are permanently fastened, a 48" barrier is required around them along with the requirements mentioned in Numbers 1 thru 8 listed above.

Spas and hot tubs with an approved ASTM F 1346 safety cover are exempt from barrier requirements.

I have read and understand all the requirements as listed above.

Address: _____

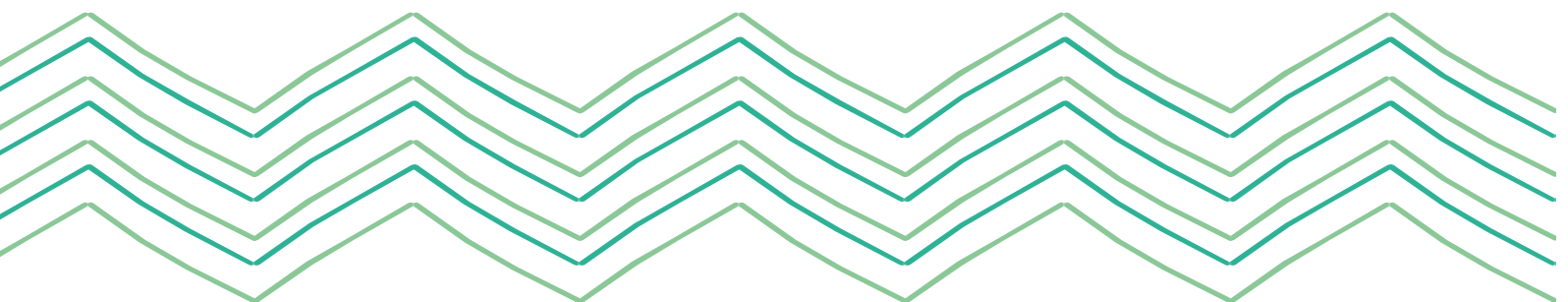
Property Owners Signature

Date

POOL CONSTRUCTION

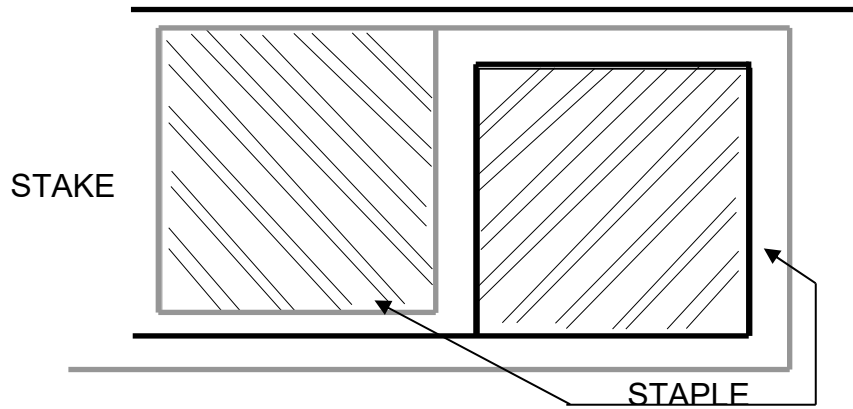
Engineering Department Inspection Requirements

1. Stakeout inspection is required to be completed by the Engineering Department for all pools. All required erosion and sedimentation controls must be installed prior to any earthwork activities. Any relocation must be approved by the Engineering Department.
2. A rough grade inspection is required to be completed by the engineering department for inground pools only prior to seeding disturbed areas. All swales must be rough graded as designed.
3. At the final inspection, final grading must be completed per Township Engineer approved plans on record with the township. The grading must be smooth and any debris must be removed prior to topsoil being distributed. Any required swales must be graded as designed on the plans.
4. The following are requirements that must be adhered to:
 - a. No grading is permitted within three (3) feet from any property line unless approved in writing by abutting property owner.
 - b. All disturbed areas must be seeded and mulched with hay unless property is already stabilized with an approved method. If property is not stabilized, proper erosion and sedimentation controls must be installed and maintained until disturbed areas are stabilized.
 - c. Any changes must be shown on a revised plan and submitted to the township engineer for review and approval.
 - d. A revised topographical plan may be required depending on the changes requested.
 - e. All disturbed areas must be restored to original conditions.

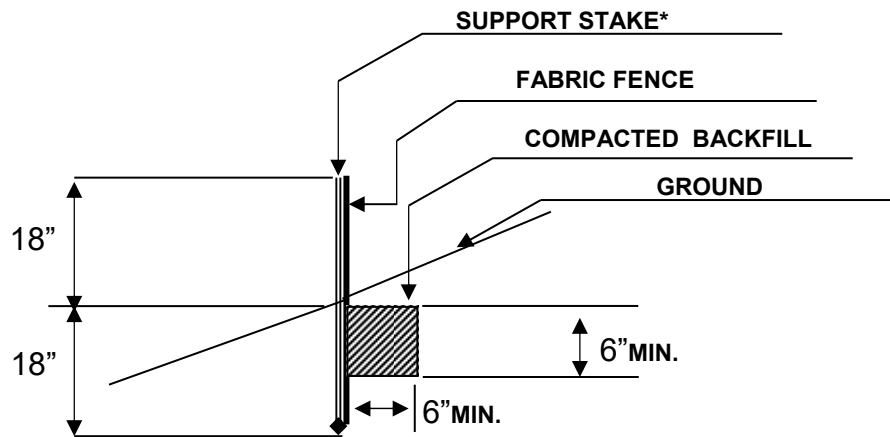


STANDARD CONSTRUCTION DETAIL

Standard Filter Fabric Fence 18" High



JOINING FENCE SECTIONS

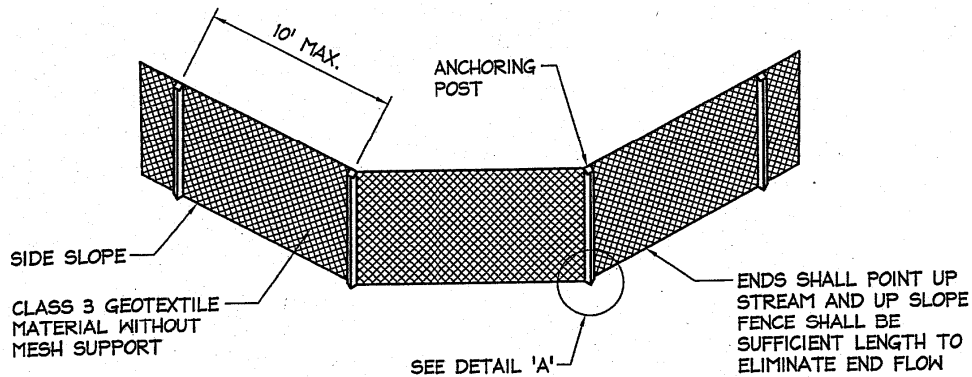


* Stakes spaced at 8' maximum. Use 2" x 2" wood or equivalent steel stakes.

Filter Fabric Fence must be placed at level existing grade. Both ends of the barrier must be extended at least 8' up slope at 45° to the main barrier alignment.

Sediment must be removed when accumulations reach 1/2 the above ground height of the fence.

Any section of filter fabric fence which has been undermined or topped must be immediately replaced with a Rock Filter Outlet. See Standard Construction Detail #18.



SILT BARRIER FENCE

N.T.S.

**Pennsylvania Department of Environmental Protection
Southeast Regional Office**

NPDES II STORMWATER MANAGEMENT

SWIMMING POOL GUIDELINES

The discharge of any sewage or industrial waste, including swimming pool water, to a water of the Commonwealth without a permit, is a violation of the Clean Streams Law, the Act of June 22, 1937, P. L. 1987, as amended.

It has been the Department's policy not to require permits for discharges from single residence pools, provided the guidelines outlined below are followed. Local municipalities should be contacted concerning local ordinances.

These guidelines shall not be construed as to waive or impair any rights of the Department of Environmental Protection to prosecute the property (pool) owner and/or pool company for any stream damage that occurs as a result of the discharge. Penalties would be assessed under the provisions of the Clean Streams Law.

Pool Guidelines:

A. Disposal of Water to Sanitary Sewer

1. If the municipal authority grants permission, discharging of pool backwash water, neutralized pool cleaning wastewater and standing water to the sanitary sewer system is the best environmental alternative. Care should be taken in making sure the discharge is to a sanitary sewer and not a storm sewer, which would discharge to a stream. If sanitary sewers are not in the immediate area, the wastewater should be hauled off-site for disposal at an approved treatment facility.

B. Discharge of Water

1. The following guidelines must be followed if water is not pumped or hauled to a sanitary sewer. Water should be pumped over a grassy area to allow absorption, filtration, and aeration of water. The discharge should be at a rate which prevents erosion and optimizes filtration. In no event shall pool waters be directly discharged to waters of the Commonwealth.
 - a. Standing water or accumulated rain and/or pool water from the previous season should be pumped from the top so as not to disturb settled soils. Solids on the pool bottom should not be discharged. Following pump down of water, solids should be cleaned out manually. The discharge should not raise instream temperatures by more than 2 degrees F in a one-hour period or a total of 5 degrees F, pH should be between 6 and 9 standard units and total chlorine residual should be 0.0 mg/l.
 - b. Cleaning wastewaters containing muriatic acid or chlorine that is used in cleaning pool surfaces needs to be treated prior to discharge. Muriatic acid wastewater should be neutralized to a pH between 6 and 9 standard units. Chlorine rinses should stand for a period of days to allow chlorine degradation prior to discharge. Total chlorine residual of the wastewater discharge should be less than 0.5 mg/l. Temperature should be monitored as above (standing water). Chlorine rinse water pH should be between 6 and 9 standard units.
 - c. Filter backwash water during normal pool operation must be at a sufficiently low volume that all water infiltrates to the ground. Backwash water discharged to a stream or storm sewer is not permitted.



**Questions concerning pool guidelines should be directed to Pennsylvania Department of Environmental Protection,
Southeast Regional Office, Bureau of Water Management, telephone: 484-250-5970.**



BENSALEM TOWNSHIP

Building and Planning Department
2400 Byberry Road • Bensalem, PA 19020
Office 215-633-3644 • Fax 215-633-3753

Application for Alteration of Land Permit

Permit No. _____
Date: _____

SUBMIT TO THE TOWNSHIP BUILDING & PLANNING DEPT AT 2400 BYBERRY RD OR EMAIL TO permitcenter@bensalempa.gov

1. LOCATION OF PROJECT: ☐ RESIDENTIAL ☐ COMMERCIAL

ADDRESS:

TAX PARCEL No.

2. APPLICANT INFORMATION

APPLICANT NAME:

CONTACT NAME: (if different from applicant)

EMAIL ADDRESS:

PHONE:

ADDRESS:

CITY:

STATE:

ZIP:

3. PROPERTY OWNER INFORMATION (if different from applicant)

PROPERTY OWNER:

EMAIL ADDRESS:

PHONE:

4. BRIEF PROJECT DESCRIPTION

5. IF APPLICABLE, DESCRIBE ANY WORK STARTED PRIOR TO RECEIVING PERMIT

6. REQUIRED QUESTIONS

Total area of property: _____ Square feet

Total area of disturbance: _____ Square feet

Additional impervious cover as a result of the project: _____ Square feet

Total impervious cover: _____ Square feet

Select plan type being submitted: ☐ Development ☐ Filling of Property ☐ Excavation, Reclamation
(check all that apply)

☐ Grading of Property ☐ Removal of Earth ☐ Stormwater Installation

☐ Other (describe) _____

Is the project located in a floodplain? ☐ YES ☐ NO

Is there a stream or other wetlands located on the property? ☐ YES ☐ NO

How will drainage be affected? _____

Is this application part of an approved Land Development or Stormwater Management Plan? ☐ YES ☐ NO

A PLOT PLAN MUST BE SUBMITTED WITH THIS APPLICATION

1. Show all existing structures and setbacks.
2. Dimensions of the addition or proposed new structure and its location on the lot with all setbacks from property.
3. Include driveways, sidewalks, patios, etc. and their dimensions.
4. Plot plan should be drawn on regular, unlined paper, 8½" x 11".

A SIGNED COPY OF THIS APPLICATION MUST BE SUBMITTED AT THE TIME OF OR PRIOR TO ISSUANCE OF THE PERMIT

Signature of Applicant/Owner

Date

Township Engineer's Recommendation:



BENSALEM TOWNSHIP

Building and Planning Department
2400 Byberry Road • Bensalem, PA 19020
Office 215-633-3644 • Fax 215-633-3753

Tax Parcel No.	_____
Date	_____
Permit No.	_____

FENCE PERMIT APPLICATION

PROPERTY OWNER

NAME: _____
ADDRESS: _____

E-MAIL: _____
PHONE: _____
FAX: _____

CONTRACTOR / APPLICANT

NAME: _____
ADDRESS: _____

E-MAIL: _____
LICENSE #: _____
FAX #: _____

SITE INFORMATION

LOCATION: _____
(Address where fence is to be installed)

TAX PARCEL No.: _____ ZONING DISTRICT: _____

HEIGHT of FENCE: _____ ESTIMATED COST: \$ _____

FOOTING REQUIRED ☐ YES ☐ NO FENCE MATERIAL: ☐ Wood

Notes: _____ ☐ Vinyl/PVC

_____ ☐ Metal/Chain Link

_____ ☐ Other _____

IMPORTANT: Prior to issuance of permit, a **PENNSYLVANIA LICENSED SURVEYOR** shall be required to provide permanent markers at the corners of the subject property and is to be shown on the **PLOT PLAN** submitted with this application. Said surveyor shall provide certifications of any restrictions, easements or other covenants of record regarding the subject property. Applications submitted without meeting this requirement will be rejected.

[A SIGNED COPY OF THIS APPLICATION MUST BE SUBMITTED AT TIME OF OR PRIOR TO ISSUANCE OF PERMIT.]

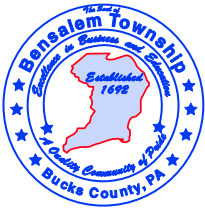
Signature _____ ☐ Owner ☐ Contractor Date _____

OFFICE USE ONLY

Zoning Officer APPROVED ☐ YES ☐ NO Date _____

Building Inspector APPROVED ☐ YES ☐ NO Date _____

Notes: _____



BENSALEM TOWNSHIP

Building and Planning Department
Office 215-633-3644 • Fax 215-633-3753
Matthew K. Takita
Director of Building and Planning
2400 Byberry Road • Bensalem, PA 19020



Read First

Application fee required at time of submission.

- Non-refundable application payment via cash check or money order of \$100.00 is due at time of submission - alteration of land fee should be submitted at this time to expedite the process. Permits will not be processed without the application fee.

Fees payable to Bensalem Township

- Above ground pools \$175.00
- Inground pools \$200.00

Additional fees will be due payable to Code Inspections when permits are approved

If additional fees required by the Township for alteration of land or escrow fees you will be notified as those fees are assessed.

Plans on paper will not be accepted if they are larger than 11x17".

We conduct our reviews in a digital format and require signed sealed plans to be submitted in pdf format emailed to permitcenter@bensalempa.gov or on a disk or thumb drive. We have the capability to scan 11x17" plans, if your plans are legible at this size we will accept them on paper. If you have any questions about how to submit digitally, please call Tracey 215-633-3640. Submit only one complete set of plans.

Alteration of Land permits required.

Bensalem Township requires an alteration of land permit submitted with the building application for any exterior work or change of grading.



Code Inspections, Inc.

CONSTRUCTION PERMIT APPLICATION

605 Horsham Rd • Horsham PA 19044 • Office 215-672-9400 • Fax 215-672-9736

Bensalem Permit #

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

ALL APPLICATIONS ARE TO BE SUBMITTED TO THE BENSALEM TOWNSHIP BUILDING & PLANNING DEPT
AT 2400 BYBERRY RD OR EMAILED TO permitcenter@bensalempa.gov

ALL PLANS PREPARED BY A DESIGN PROFESSIONAL **MUST BE SUBMITTED ELECTRONICALLY**
VIA DISC OR EMAIL – NO PAPER PLANS ACCEPTED

County: BUCKS Municipality: BENSALEM
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: _____ Email: _____

CONTRACTOR INFORMATION

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

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: _____ Change in Use: ☐ YES ☐ NO

Use Group: _____ If YES, Indicate Former: _____

Maximum Occupancy Load: _____ Maximum Live Load: _____

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

Number of Residential 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:

Elevators/Excaltors/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) \$ _____

NEW PLUMBING WORK REQUIRES AUTHORIZATION FROM BUCKS COUNTY WATER & SEWER AUTHORITY

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 # _____

IS PLUMBING WORK NEW?

☐

YES

☐

NO

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:

TOTAL SQ FT USED FOR FEE _____ SqFt TOTAL CONTRACT VALUE USED FOR FEE \$ _____

PLAN PERMIT FEE	\$	FIRE PERMIT FEE	\$
BUILDING PERMIT FEE	\$	ACCESSIBILITY PERMIT FEE	\$
ELECTRIC PERMIT FEE	\$	ENERGY PERMIT FEES	\$
PLUMBING PERMIT FEE	\$	ADMINISTRATIVE FEES	\$
MECHANICAL PERMIT FEE	\$	STATE FEES	\$

TOTAL CONSTRUCTION PERMIT FEES: \$ _____

Residential Permit Application and Submittal Requirements

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 one complete set of plans, a plot plan 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. **Any document larger than 11 x 17 must be submitted in electronic format (disc, email, etc.)**
- 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 **one complete set of plans and specifications** 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- 58.2). 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(1) All of the following fire egress and occupancy requirements apply to construction documents:

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

§ 403.42a(g)(i) 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(b)(3) Distances from lot lines.

§ 403.42a(b)(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)(i) 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(0)(3) The Health Care Facilities Act.

§ 403.42a(0)(4) The Older Adult Daily Living Centers Licensing Act