



BENSALEM TOWNSHIP

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

PERMIT REQUIREMENTS

INSTRUCTIONS TO APPLICANTS FOR PERMIT SUBMISSION

1. Complete all of the information called for on the application and sign name.
2. Applications for any type of construction must be accompanied by:
 - a. Two (2) copies of complete construction drawings.
 - b. Two (2) copies of a plot plan drawn to scale showing dimensions of the lot.
 1. Show all existing structures and setbacks.
 2. Dimensions of the addition or proposed new structure, their location on the lot with all setbacks from property, and street lines.
 3. At least one copy of the plot plan should be on regular, unlined paper, 8½" x 11". (No onion skin paper.)
3. One (1) copy of all plans will be returned to the applicant after their approval and they must be kept at the construction site for examination by the Township inspector.
4. No work other than clearing and grading may commence until the permit is issued and arrangements have been made with the Building Inspector for inspection. For all permits forty-eight (48) hours notice must be given to the inspector before pouring concrete.
5. Construction which would require plumbing or heating applications are to be filed with the building application and plans.

SAMPLE PLOT PLAN

