

Edgmont Township Building Department Application

Please read this page

Instructions for completing the application

- No work may begin until you have the building department permit in your possession. Permit fees are doubled for work started without a permit.
- All applications must include two (2) sets of plot plans showing the size of the lot and the location of improvements (existing and proposed), along with the front, rear and side yard setback. All plans must show the location of the well and septic system, if applicable. All plans must show the location of the construction entrance. If the construction entrance is not the existing driveway, a Highway Occupancy permit may be necessary.
- All applications must be accompanied by plans and/or specifications. The number of plans depends on the type of project. A minimum of two (2) sets of plans is required. Additional plans will be necessary if the project includes the need for an electrical permit and / or a fire suppression permit. Please check with the building department.
- Plans for new residential dwellings, residential structural alterations, and most residential additions must be sealed by a registered design professional. All non-residential plans must be sealed by a registered design professional, who becomes the Registered Design Professional in Responsible Charge. All non-residential permit applications must be coordinated and submitted by the Registered Design Professional in Responsible Charge.
- The property owner's signature must appear on all applications. NO EXCEPTIONS. Copies of contracts will not be taken in lieu of this requirement.
- No permit will be released until all contractors and subcontractors are either registered with the Township or with the Pennsylvania Attorney General's office as a Home Improvement Contractor, if applicable. Proof of registration and a copy of the contractor's liability and workman's comp insurance must be submitted with the permit application.
- Fees are due at the time the application is submitted. No permit will be released until all fees are paid.
- If work does not begin within 180 days of permit issuance, or if work is suspended for more than 180 days, the permit becomes invalid unless extended in writing by the Edgmont Township building department. It is the responsibility of the applicant to monitor the viability of the permit.
- Other permits that may be necessary and must be completed and approved before a building department permit may be applied for:
 - Any project that increases the number of bedrooms requires the review and approval of the Sewage Enforcement Officer.
 - Any project that increases the amount of impervious surface by 750 square feet, or disturbs an area greater than 4000 square feet requires a grading permit. Grading permits are also required when there are site improvements such as in-ground swimming pools.
 - Any project that requires the placement of a new driveway or a temporary construction entrance may require a Highway Occupancy permit. If the new entrance is on a state road, the Highway Occupancy permit must be obtained from PennDOT. If the new entrance is on a Township road, the Highway Occupancy permit must be obtained from the Township. No Highway Occupancy permits are needed for entrances onto private roads, although approval of the Homeowner's Association may be necessary.
- Processing time for a permit depends on the complexity of the project and the completeness of the application and plans. Residential permits are usually issued within a week to ten days. Non-residential (commercial) permits may take two to three weeks.
- A "*" on the permit application indicates the information is required. A "+" indicates that the information is required on non-residential applications.

General Information

This page must be completed for all applications
Please print clearly

*Name of contractor/applicant: _____ *Phone number: _____ *Cell number: _____

*Contractor/applicant's address (street, city, zip code): _____ *Fax number: _____

*Name of property owner: _____ *Phone number: _____

*Property owner's address (street, city, zip code): _____

*Location of work (street, city, zip code): _____

Name of subdivision: _____ Lot number: _____ *Zoning district: _____ * Tax Parcel Number: _____

* Which watershed does the property drain to? : Crum Chester Ridley

* Will there be an increase in existing impervious surface? Yes No

* If yes, square footage of parcel _____

* Square footage of existing impervious _____

* % coverage of existing impervious _____

* Square footage of new impervious _____

* % coverage of new impervious _____

* Total square footage of impervious _____

* % coverage of total impervious _____

* If structure is existing, does it have a fire suppression system (sprinklers)? Yes No

* Edition of the International Building Codes used for design: _____

If not known, or if space is left blank, the current edition of the Code as adopted by the Commonwealth of Pennsylvania under the Uniform Construction Code will be used for review and inspection purposes. The date that the application is submitted to the Township will be used for the determining date unless the applicant can prove that another date should be used.

*Type of improvement proposed:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Alteration | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Repair/Replacement | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Non-residential | |

* Briefly describe the work to be done:

Building Permit Application

*Name of general contractor:

*Phone number:

*Cell number

*Address of general contractor (street, city, zip code):

*Registration number:

+Name of architect / engineer:

+Phone number:

+Fax number:

Note: The architect or engineer who seals non-residential plans becomes the Registered Design Professional in Responsible Charge. All non-residential permit applications must be coordinated and submitted by the Registered Design Professional in Responsible Charge

*Estimated cost of work: \$ _____

*Please provide the following calculations:

- For additions and alterations, fill in only the square footage of the proposed work
- For new construction, fill in the proposed square footage for the new structure

Residential construction:

Number of existing bedrooms: _____

Number of proposed bedrooms: _____

- If increasing the number of bedrooms, approval must first be obtained from the Edgmont Township Sewage Enforcement Officer

Square footage of living area: _____

Square footage of garage area: _____

Square footage (total) of basement area: _____

- Does this permit application involve finishing the basement Y / N
- If yes, square footage of basement to be finished _____

Square footage of deck or patio (over 30" above grade) _____

- For new construction only; building permit applicants that are building only a deck or patio should complete a Deck Permit Application

Non residential construction:

Tenant fit out :

Square footage of space to be altered: _____

- Unless proven otherwise to the building department, it will be assumed that the alteration involves the entire tenant space

New construction:

Square footage of proposed building _____

- Include the square footage for all floors

Electrical Permit Application

*Name of electrical contractor:

*Phone number:

*Cell number

*Address of electrical contractor (street, city, zip code):

*Registration number:

*Fax number

All electrical permit applications will be reviewed by United Inspections Inc. All electrical inspections will be performed by United Inspections Inc. To arrange for an inspection, please call 610-565-0789. Edgmont Township will not accept inspections performed by any other agency.

*Type of work proposed: New Addition Alteration Repair Other_____

*Please check one: Residential Non residential

*Estimated cost of work: \$_____

*Brief description of work to be done including size of service:

When required, plans for electrical work must be submitted with the application

Mechanical Permit Application

*Name of mechanical contractor: _____ *Phone number: _____ * Cell number _____

*Address of mechanical contractor (street, city, zip code): _____ *Registration number: _____

*Estimated cost of work: \$_____

*Type of work proposed: New Addition Alteration Repair

*Please check one: Oil LPG Gas Electric Geothermal Other: _____

*Please complete the following chart:

Improvement type	How many	Improvement type	How many
Air conditioning unit	_____	Range	_____
Refrigeration unit	_____	Range hood	_____
Boiler	_____	Ventilation fan	_____
Forced air system	_____	Clothes dryer	_____
Floor furnace	_____	Air handler	_____
Wall heater	_____		
Unit heater	_____		

- A copy of the contract must accompany the permit application
- Manufacturer's specifications for all mechanical equipment must accompany the application
- Geothermal installations must follow the regulations of the Edgmont Township Ground Source Heat Pump Ordinance

Plumbing Permit Application

*Name of plumbing contractor:

*Phone number:

*Address of plumbing contractor (street, city, zip code):

*Registration number:

*Estimated cost of work: \$_____

*Please complete the following chart:

Improvement type	How many	Improvement type	How many
Stack	_____	Sewage ejector	_____
Service sink	_____	Sewer line	_____
Bath tub	_____	Laundry tray	_____
Shower	_____	Washing machine standpipe	_____
Lavatory	_____	Building drain sump	_____
Water closet	_____	Water distribution system	_____
Urinal	_____	Water service line	_____
Water heater	_____	Special wastes	_____
Dishwashing machine	_____	Drinking fountain	_____
		Total number of fixtures	_____

- Potability of well water must be certified by a recognized testing agency prior to approval of the plumbing system.
- A riser diagram must accompany all applications

Fire Prevention Permit Application

*Name of fire prevention contractor:

*Phone number:

*Address of fire prevention contractor (street, city, zip code):

*Registration number:

*Estimated cost of work: \$_____

*Type of work proposed: Sprinkler installation Fire Alarm Commercial hood suppression system
 Other _____

* Number of sprinkler heads to be installed/ added/ relocated: _____

* Number of alarm devices to be installed/ added/ relocated: _____

* Number of restaurant range hood nozzles to be installed/ added/ relocated: _____

- Township Ordinance requires sprinklers in all new construction (residential and commercial) that has access to public water.
- All sprinkler system installations require a letter from the sprinkler contractor certifying that the retrofit of the sprinkler system was completed in accordance with NFPA 13.

*Please add up the following (see General Fee Schedule):

Zoning review fee: _____

Building permit fee: _____

Electrical permit fee: _____

Mechanical permit fee: _____

Plumbing permit fee: _____

Fire prevention permit fee: _____

Certificate of Use and Occupancy fee: _____

Uniform Construction Code Fee _____

Total permit fee: _____

Number of permits _____ x \$4.00

I declare, under the penalties of perjury, that this application (including any accompanying plans and specifications) has been examined by me, and to the best of my knowledge, is a true, correct, and complete application. I have reviewed and agree to comply with all pertinent Township Codes and Ordinances. This application will be reviewed against Township Ordinances and policies ONLY; additional approvals may be required (e.g. approval from Homeowners Associations, etc.) The acceptance of this permit requires me as the applicant, property owner or both to follow the inspection schedule on the permit as well as the obligation to have a Certificate of Occupancy final inspection and close out the permit properly.

*Signature of property owner:

*Date:

*Signature of applicant:

*Date:

For Official Use Only

Date received: _____ Date complete: _____ Right setback: _____ Rear setback: _____

Street frontage: _____ Left setback: _____ Front setback: _____

Does this project require zoning review? Y N

Approved by:

Date approved: