



## Community Development Department

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www.lowerprovidence.org

# BUILDING PERMIT: RESIDENTIAL

## **THIS APPLICATION NOT TO BE USED FOR**

- Road Opening / Sidewalk / Curb  
*Use "Road Opening" Application*
- Sewer Lateral / Water Service  
(New or alteration to existing service)  
*Use "Sewer Lateral/Water Service" Application*
- Zoning matters *only* – i.e. Sheds / Accessory Structures < 1,000 SF; Patios; Decks < 30" above grade; Temp Signs; Fences; Driveway Expansion; Grading, etc  
*Use "Zoning Permit Application"*

## **INFORMATION FOR THE APPLICANT ABOUT ...**

### **APPLICATION SUBMISSION**

- Application for a permit may be made by the *a) owner* or tenant of the building or structure, or by *b) contractor* employed in connection with the proposed work.
- When a residence is located on a property within a Homeowner's Association (HOA), permit applications for work external to the primary residence must include documentation from the HOA indicating approval for the work / drawings as submitted
- Informational Project Handouts are available on the topics of *Demolition Standards, Deck Plan Review Notes, Finished Basements, & Swimming Pools*. Ask for these at Administration Office.
- Submission must include the following –
  - Completed application - Sections 1 – 7 (pages 2-4 of this packet)
  - Two (2) sets of drawings/sketches and/or equipment documentation [*One (1) set if submitted electronically*]
    - As a general "rule," drawings for a Residential setting do NOT need to be drawn/provided/approved by a design professional or engineer. There are, however, situations where the Building Code Official may require this.
- Electronic submissions are acceptable – please send required submission documents listed above to [permits@lowerprovidence.org](mailto:permits@lowerprovidence.org).

### **APPLICATION REVIEW**

- Applications for work that is external to the primary residence will first be reviewed for compliance to currently adopted Zoning ordinances and then reviewed for compliance to currently adopted & applicable Building / PA UCC codes.
- We legally have fifteen (15) business days in which to respond to residential permit application submissions.

### **INSPECTIONS**

- A list of required inspections will be provided when permits are issued
- ***Third Party Electrical Inspections are required for Electrical permits.*** Third Party Electrical Underwriters certified to conduct inspections in Pennsylvania are listed on the PA Department of Labor and Industry website. An abbreviated list of local Third Party Electrical Underwriters is available at the Administration Office of Lower Providence Township.

### **PERMIT FEE PAYMENT**

- In Lower Providence Township payment is not expected on submission of application. Instead, fees are due when permits are issued.
- Permits may be paid for with cash, check, or debit/credit card. Please note: if a card is used for payment, an additional "service fee" will be added to permit fees due.
- We are unable to accept payment over the phone or online at this time.

# BUILDING PERMIT: RESIDENTIAL APPLICATION

## 1. SITE INFORMATION:

Site Address: \_\_\_\_\_

**Include suite / unit # if applicable**

Homeowners' Association:      YES              NO

Existing Finished Basement:    YES              NO

Property Owner Name: \_\_\_\_\_

## 2. APPLICANT / CONTRACTOR INFORMATION:

Applicant Name: \_\_\_\_\_

Relationship to Property Owner:              Owner              Lessee              Agent              Contractor

Applicant's Mailing Address: \_\_\_\_\_

(including City/State/Zip) \_\_\_\_\_

Applicant's E-Mail: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Principal Contractor \*\*\*: \_\_\_\_\_ HIC #: PA \_\_\_\_\_

**\*\*\* Contractors must be registered with Lower Providence Township providing Certificate of Liability Insurance with Lower Providence Township listed as Additional Insured.**

*Registration Form is available on our website; Hard copies are available in lobby of Administration Office for Lower Providence Township.*

Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 3. PROJECT INFORMATION:

Proposed Start Date: \_\_\_\_\_ Is this emergency work?      YES              NO

Describe the proposed work \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 4. INCLUDE ANY DRAWINGS, SKETCHES, & EQUIPMENT SPECIFICATIONS

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You can best help us speed your application through the review process by being sure to include any drawings, sketches, &/or equipment specifications that will help us envision the changes that are planned.

Our ability to review & approve applications rests largely on how clear & accurate a picture you, the applicant, can provide us of the setting where the work is to be done & the scope of the job.

### TIPS FOR A SUCCESSFUL & SPEEDIER REVIEW TIME:

- Provide as much information on the application as possible.
- Remember, we know nothing about your project. When preparing supporting documents for your project, try to look at what you are giving us through our eyes. Give details.
- Give us MORE rather than LESS.

## 5. INFORMATION NEEDED FOR SPECIFIC PROJECTS:

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- **FIRE SUPPRESSION SYSTEM:**
  - Flow calculations by certified installer are required
  - Indicate type of system to be installed:

Sprinkler System	Gas Type Suppression
Standpipe System	Fire alarm and communication system
Fire Pump	Sprinkler Head Relocation
Wet Chemical System	Type I Hood
Dry Chemical System	Type II Hood
Foam Chemical System	Other

## 6. ACKNOWLEDGEMENT:

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The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” plan and any additional approved building code requirements adopted by Lower Providence Township. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances Lower Providence Township or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

**I, the Applicant for the Owner or Authorized Agent, certify 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

**7. PERMIT FEE COST/CALCULATION:** *(Based on Fee Schedule in effect on date of submission)*

*Permit fees cover administrative costs, plan review & inspections.\**

*Permit fees will be assessed for any/all of the following areas necessary based on scope of work planned for submitted project.*

There is a minimum fee established & stated in Fee Schedule for permits in all the areas listed below.

INDICATE ALL THAT APPLY TO THIS PROJECT APPLICATION	NOTES	FEE BASE	IF ITEM MARKED ON LEFT, APPLICANT MUST PROVIDE
DEMOLITION	<i>Use Demo Application</i>	Flat Fee	-----
BUILDING – Mark project type below New Addition Repair Relocation Alteration / Remodel	<i>None</i>	Square foot of addition/alteration, <i>(plus cost of Certificate of Occupancy/Completeness)</i>	SF =
MECHANICAL Indicate type of fuel: Oil Gas LPG Electric	Normal repairs to maintain existing system do not require permit. Propane gas piping & appliances exempted	Cost of Construction	COST =
ELECTRICAL	New &/or wiring extension; Service Upgrade	Cost of Construction	COST =
PLUMBING	<i>Inside of building</i> - New &/or Extension only; Normal repair or replacement – no permit needed	<b>NEW WORK:</b> → # fixtures/traps <b>ALTERATION:</b> → # taps/cuts in existing waste &/or supply lines	# FIXTURES/TRAPS = <b>OR</b> # TAPS/CUTS =
FIRE SUPPRESSION	<i>Complete #5 above</i>	Cost of Construction	COST =
SWIMMING POOL	<i>None</i>	Cost of Construction <i>(plus cost of Certificate of Occupancy/Completeness)</i>	COST =
DECK Provide height of walking surface at highest point above grade:	Where any portion of deck walking surface ≥ 30” above grade	Square foot of addition/alteration	SF =
ACCESSORY BUILDING	> 1,000 square feet	Square foot of addition/alteration	SF =

Does work for this project cause a CHANGE OF USE of the property?	YES	If “yes,” provide planned use:
	NO	

*\* With the exception of Electrical. Arrangements for electrical inspections must be made by applicant / contractor with third party underwriter who is PA-certified to do electrical inspections.*