



**Lower Providence Township**  
100 Parklane Drive • Eagleville, PA. 19403  
Phone: (610) 539-8020 • Fax: (610) 539-6347  
www.lowerprovidence.org

## **COMMERCIAL, INSTITUTIONAL & INDUSTRIAL BUILDING PERMIT PROCEDURES & REQUIREMENTS**

### **WHAT TYPE OF STRUCTURES REQUIRE A BUILDING/CONSTRUCTION PERMIT?**

- ⇒ Accessory buildings over 1000 sq. ft.
- ⇒ Interior and Exterior changes including a finished basement or attic to a home or other structure, which includes any type of an addition and electrical, plumbing or mechanical work
- ⇒ Garages
- ⇒ Patio enclosures, sun rooms or patio roofs
- ⇒ Demolition of all types of structures
- ⇒ Indoor Sprinkler system for a home
- ⇒ Replacement windows if the windows are larger than the existing openings
- ⇒ Commercial, Institutional or Industrial buildings or structures which includes any type of an addition, electrical, plumbing or mechanical work
- ⇒ Interior and exterior alterations including tenant-fit-outs of all commercial, institutional and industrial structures or buildings
- ⇒ Removal or placement of underground storage tanks
- ⇒ Any other temporary structure as required by the Township

### **WHAT OTHER PERMITS ARE REQUIRED WHEN SECURING A BUILDING PERMIT?**

The following permits must also be applied for and accompany all building permits:

1. **Electrical permits** – required for all new electrical work associated with the project. Third party underwriter electrical inspection required with all permits. Examples of items requiring permits would be:
  - a. New service or panel box
  - b. New pool pumps
  - c. New electrical signs
  - d. New motors, heaters, attic fans
  - e. New spas
  - f. New ranges
  - g. New switches and or plug receptacles
  - h. Smoke detectors
2. **Plumbing permits** – required for all new plumbing, water, sewer connections and placement of fixtures associated with the project. Examples of items requiring permits would be:
  - a. Dishwashing machine
  - b. Sump pump
  - c. Bathrooms and kitchen sinks
  - d. Water heater
  - e. Soft water tank
  - f. Floor drain and water closet

3. **Mechanical Permits** – for all types of electrical HVAC systems including:
  - a. Gas, geothermal and solar heating and cooling systems
  - b. Wood stove
  - c. Radon system
  - d. Ventilation and Range Hood
  - e. Clothes Dryer venting
  - f. Gas Fireplace
  - g. Space heater- permanent
  - h. Solar system
4. **Use and Occupancy Permit** – required for all building permits.
5. Outside Agency permits such as PADOT, DEP, etc.

### **WHAT HAPPENS IF I START CONSTRUCTION WITHOUT SECURING A BUILDING PERMIT FROM THE TOWNSHIP?**

The first thing that will happen is that you will be issued a cease and desist (stop work) order. This will be placed on your property so that all may see this bright red card. It is illegal to take down this sign until you secure a building permit. You will then be requested to file immediately for a building permit. At that time, you will be charged **double** what the normal building permit fee at the time of issuance of the permit as a penalty for not securing a building permit. If you still choose to ignore the stop work order, a summary citation will be issued where you will have to appear in front of the local district magistrate to face possible penalties of \$1000.00 per day per violation for each day that you are in violation. You are reminded that securing a building permit is now a state law and Township ordinance and Lower Providence Township takes this situation seriously. Lastly, when you sell your property, a certificate of compliance is required by the Township. All structures built without a permit may be noted and again you will be forced to secure a building permit and may have to pay additional penalties.

### **HOW MUCH ARE THESE BUILDING PERMIT FEES?**

The applicant will be notified of the correct permit fees upon issuance of a building permit. The applicant may refer to the current Lower Providence Township (Township) Permit Fee schedule for the approximate amount of all permit fees. All building permits will be charged a use and occupancy permit and a PA State UCC permit fee. **The Township will not issue permits until all permit fees are paid in full.**

**ATTENTION: You are expected to pick up and pay for your permit within forty-eight (48) hours of being notified by the Township. Failure to secure your permit within this time frame or if you or your contactor starts building construction or pouring footers without securing this building permit, the Township shall immediately issue a stop work order and no further building construction will take place.**

### **HOW DO I PAY FOR THE PERMIT AND TO WHOM DO I WRITE THE CHECKS?**

The building permit fee, other required permit and township fees and the use and occupancy permit fee may be combined into one check. Please make all checks payable to: *Lower Providence Township*. You may also pay by cash or a major credit card.

## WHAT TYPE OF PLANS AND HOW MANY OF EACH PLAN DO I NEED FOR A COMPLETE SUBMISSION?

1. **All building permit applications must be accompanied by a site plan drawn to an acceptable scale (an acceptable scale is 1" to 20' or bigger) indicating the exact location and size of the proposed structure.** The site plan must show setback lines to all property lines, any easements on the property, locations of existing water and sewer lines, wells, utility lines, right-of-ways and any other existing structures and their dimensions on the property as maybe required by the Township.
2. **Two (2) sets of architecturally designed and stamped construction documents must also accompany the site plan and building permit application.** These construction documents shall be prepared by a registered design professional as required by the PA UCC and must follow and implement the requirements of the PA UCC and the 2006 ICC Building Code. Construction documents shall be dimensioned and drawn on suitable material and will be reviewed by the Building Codes Enforcement Officer for compliance. Construction documents shall be of sufficient clarity to indicate the location; nature and extent of the work proposed and show in detail that the construction shall conform to township ordinances. The construction documents shall also provide sufficient detail of the location, construction, size, and character of all portions of the means of egress in compliance of the 2006 International Building Code. Furthermore, the construction documents shall also provide details of the exterior wall envelope as required, including flashing, intersection with dissimilar materials, corners, end details, control joints, intersections at roof eaves, or parapets, means of drainage, water resistive membrane and details around openings for all interior structures. The construction documents must include manufacturer's installation instructions that provide supporting documentation, the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. This supporting documentation shall fully describe the exterior wall system, which was tested, as well as the testing procedure used where applicable.
3. **Copies of any outside agency approvals.**

## WHEN MUST I REQUEST AN INSPECTION FROM THE TOWNSHIP?

An inspection must be requested at the appropriate times as shown in your building permit documents. The inspection must be scheduled with the Township at least forty-eight (48) hours prior to your request and will be handled on a first come, first served basis. It is strongly recommended that persons responsible for construction activities schedule inspections at least a few days in advance in order to minimize disruption of construction work. Please understand that during busy times of the building season, you may not be able to schedule the inspection at the time requested. The Township will attempt to meet your schedule, but more advance notice by you will help us meet your goals. Please note that failure to secure your inspection use may result in significant delays or costs for you or your client to prove that all work has been completed to the 2006 Building Code. The Code Enforcement Department will carry out such periodic inspections during the progress of work as necessary to insure the work conforms to the approved construction plans and all applicable codes and ordinances. The property owner and/or an authorized agent who is in charge of the construction work shall notify the Code Enforcement Department when each segment of work is completed and ready for inspection. Note: No work is permitted to proceed until the applicable inspection is conducted and approved by the Code Enforcement Department

## WHAT OTHER DOCUMENTS ARE REQUIRED FOR A COMPLETE SUBMISSION?

If you employ the services of a contractor to perform construction, repairs, remodeling, rehabilitation, demolition and or excavation and acting as general contractors, electrical contractors, fire prevention contractors, specialty contractors, home improvement contractors, or subcontractors, roofing contractors, painting contractors, paperhanging contractors, tree surgeons or prime contractors and subcontractors, this contractor must provide proof of PA Workman's Compensation Insurance and liability insurance. **All Electrical and Plumbing Contractors must be licensed and registered with Lower Providence Township.** Please refer to the contractor license requirements for more information.

## WHAT OTHER REQUIREMENTS SHOULD I BE AWARE OF WHEN BUILDING THE STRUCTURE?

- ⇒ All construction must comply with all provisions of the PA UCC and the 2006 ICC Building Codes, which also sets Minimum Building Energy Conservation Standards.
- ⇒ Construction demolition waste cannot be burned - the owner/applicant must dispose of construction demolition waste in an approved landfill or in a dumpster capable of being tarped or closed to prevent blowing of waste material off-site. Any questions Call Dept. of Environmental Protection (PADEP), 610-861-2070.
- ⇒ Before placement of any clean fill, you must contact the Lower Providence Township Zoning office and PADEP. Clean fill cannot be placed in a floodplain, within 50 ft. of a stream or in a wetland without securing a state or federal permit. The definition of "CLEAN FILL" is as follows: "Uncontaminated, non-water-soluble, non-decomposable inert solid material used to level an area or bring the area to grade. If the applicant has any questions, please refer to PADEP for proper clean fill requirements.
- ⇒ **STOP – It is a state law** to contact the PENNSYLVANIA ONE CALL SYSTEM. CALL BEFORE YOU DIG by dialing 811 or 1-800-242-1776 to have the utilities marked on the property.

## WHAT CAN DELAY MY BUILDING PERMIT FROM BEING ISSUED?

- ⇒ Application not filled out completely or properly with the correct information, especially with the wrong address.
- ⇒ Building permit application not signed by the property owner.
- ⇒ Not abiding by the aforementioned plan submission requirements.
- ⇒ Outstanding ordinance/code violations or payments due to the township on the property.
- ⇒ Any zoning approvals needed to build your structure.
- ⇒ **The application will be reviewed by the Township Code Enforcement Department for compliance with the Zoning Ordinance or any other applicable Ordinances of Lower Providence Township, as well as the requirements of the PA UCC and the ICC codes, within 30 business days for Commercial applications.** If the proposed project does not comply in any way with the applicable Ordinances and/or codes the applicant will be notified by phone and/or mail regarding the specific items, which need to be addressed. The plan reviewer may amend, correct, and/or change minor items within the plans or specifications; it is the applicant's responsibility to build to these amended plans and specifications.

## HOW LONG SHOULD IT TAKE TO RECEIVE MY BUILDING PERMIT?

The answer to this question depends on how well you prepared. If you have really done your homework and supplied the required information to the township, the normal time for issuance of a building permit is usually less than two (2) weeks. Please remember to take in consideration holidays and weather extremes when submitting your applications and plans. When the permit is approved the applicant will be notified and advised of the fees due. The permit can then be picked up at the Township Administrative Offices located at 100 Parklane Drive, Eagleville. **WORK MAY NOT BE STARTED UNTIL THE PERMIT HAS BEEN PICKED UP AND FEE IS PAID. A COPY OF TOWNSHIP APPROVED PLANS MUST BE KEPT ON THE JOB SITE AT ALL TIMES.**

## WHEN CAN I GET A USE AND OCCUPANCY (U&O) PERMIT FROM THE TOWNSHIP?

A use and occupancy permit must be secured for any building permit that requires construction document review by the Township. The purpose of this permit is to assure that all construction will meet all requirements of all zoning ordinances by a final inspection. Final inspection must be called for at least forty-eight (48) hours in advance.



## **COMMERCIAL BUILDING PERMIT APPLICATION INSTRUCTION FORM**

### **PLEASE READ THESE DIRECTIONS BEFORE FILLING OUT THE BUILDING PERMIT APPLICATION:**

- ⇒ **A BUILDING PERMIT IS REQUIRED FOR ALL NEW COMMERCIAL STRUCTURES, ADDITIONS, INTERIOR AND EXTERIOR ALTERATIONS, ACCESSORY BUILDING, SPRINKLER SYSTEM, DEMOLITION OF ANY STRUCTURE OR REMOVAL OF AN UNDERGROUND STORAGE TANK** – Please complete ALL sections the permit application. This permit application will not be accepted until all sections are completed properly. If the section is not applicable, please mark on the application -- N/A.
- ⇒ **All APPLICATIONS MUST BE ACCOMPANIED WITH A SITE PLAN DRAWN TO SCALE** indicating the placement and dimension of the proposed structure, setbacks to all property lines and the placement of all existing structures on the property. A storm water and erosion control plan depicting all existing and proposed grading contours will be required for all commercial structures The permit application will not be accepted by Lower Providence Township until the required plans are provided at the time of application.
- ⇒ **All APPLICATIONS MUST BE ACCOMPANIED WITH TWO (2) SETS OF ARCHITECTURAL DESIGNED AND STAMP CONSTRUCTION DOCUMENTS OR STRUCTURAL FLOOR PLANS THAT COMPLY WITH THE PA UCC AND 2006 ICC BUILDING CODES AND ARE DRAWN TO SCALE WITH SUFFICIENT CLARITY AND DETAILED DIMENSIONS TO SHOW THE NATURE AND CHARACTER OF THE WORK TO BE PERFORMED. PLUMBING, ELECTRICAL AND OR HVAC PERMIT APPLICATIONS MUST ALSO ACCOMPANY THIS PERMIT APPLICATION. (if applicable)**
- ⇒ When subcontractors are being used, coordinate with them and submit all permit applications at the same time.
- ⇒ In addition, for new construction the following permits (2 copies) are required to be enclosed with the application:
  1. CONNECTION TO WATER SUPPLY (from the water company) OR WELL PERMIT (from Montgomery County) and
  2. SEWER CONNECTION (from the Sewer Authority) or ON LOT PERMIT (from Montgomery County Health Department)
- ⇒ These architectural plans must be signed and dated by a registered architect or structural engineer as required by the Township. Construction documents for a commercial building permit should include the following information:

### **INFORMATION REQUIRED ON ARCHITECTURAL PLANS**

- A. All design for new construction work shall be prepared by a registered architect and bear an imprint seal of the architect responsible for the design except for one and two family dwellings and their accessory structures.
- B. Front, side and rear elevations drawn to scale.
- C. Plan view of all floor areas including basement. Indicate overall dimension of proposed construction, identify all rooms, etc.
- D. The construction drawing shall also indicate:
  1. Use group
  2. Type of construction
  3. Pennsylvania UCC - International Code Council 2006 codes are being used
  4. Occupant load
  5. Loading schedule -indicate live loads for which structure is designed
  6. Size of footing and piers

7. Depth of footing below finished grade
8. Foundation wall construction
9. Anchor bolt size and spacing
10. Species and grade of lumber
11. Construction of all walls and partitions
12. Corner bracing detail
13. Type of exterior wall and roofing sheathing with cut sheets from manufacturers
14. Insulation must comply with ICC 2003 Energy Code
15. Size, spacing and direction of all roof rafters, beams, girders, floor joists and ceiling joist with design value
16. Any roof or floor truss will require engineered sealed drawings
17. Finished floor surface in the area of all toilets
18. Fire-stopping in the areas of vents, pipe ducts, chimneys and fireplaces, using ASTM E814 firecaulk and mineral wool where appropriate
19. All header sizes
20. All interior and exterior wall coverings
21. Type of roof covering (felt and type of shingles)
22. Roof slope
23. Chimney flashing detail
24. Indicate all window sizes, window manufacturer and cut sheet on the windows, indicating the clear opening for compliance with egress requirements. (bedrooms)
25. Indicate all building and room dimensions
26. Provide fireplace detail
27. Other details may be required depending on the nature of the construction
28. Elevations of all four sides, if applicable
29. Size, grade and type of lumber used for building members
30. Design load for the roof, floor etc
31. Specifications or callouts on plan to denote all materials used in construction of the structure
32. Specifications for plumbing, electrical, HVAC systems and Fire Protection Systems
33. Location of all smoke detectors, if applicable
34. Materials and fire ratings where required by Code
35. Stair and guard rail details
36. Energy Code Compliance Submission
37. Accessible Parking route, Building Elements and Facilities
38. 2006 ICC Fire Code, as required
39. Any other information as deemed necessary by the Building Code Official.

E. Section through the building and all plans MUST comply with ICC Building Code, 2006 editions.

### **INFORMATION REQUIRED ON PLUMBING PLANS**

#### **NEW CONSTRUCTION:**

1. Isometric elevation and plan view drawings of the drainage and venting system, with the fixtures and pipe sizing labeled.
2. Isometric drawing of the water piping system.
3. For a one and two family dwelling: this may be drawn by the owner or a licensed plumber performing the work. All commercial work and multi-family dwellings shall be by a licensed engineer.
4. The drawings shall be accompanied by a listing of the type of material to be used.
5. Water source and waste disposal shall be specified public or private.

#### **ALTERATIONS:**

1. Isometric elevation and plan view drawings of the present installation AND THE PROPOSED WORK.
2. An isometric drawing for the water system and one for the drainage and venting, both of which shall show the proposed connection to the existing system.
3. In addition a plan view and elevation view of the DWV system.
4. The application for a Township plumbing permit is to be filled out reflecting all plumbing fixtures, devices, etc.
5. A plumbing contractor must be certified in order to work within the jurisdiction of Lower Providence Township, and Must be registered with the township (forms available at the township building)
6. All plumbing must comply with the International Plumbing Code, 2006 edition

### **INFORMATION REQUIRED ON HEATING, VENTILATION AND AIR CONDITIONING PLANS**

- A. Elevations and plan view drawings are required for alterations, replacement and new construction of HVAC units and systems (boilers, forced air heaters, A/C compressors, exhaust fans and heat pump systems).
- B. A copy of the manufacturer installation instruction
- C. Heat load/heat gain calculations
- D. The plumbing permit application is to be used for heating and A/C. You are to indicate the BTU rating/tonnage on this form where indicated
- E. All work to comply with the International Mechanical Code, 2006 edition

### **INFORMATION REQUIRED ON ELECTRICAL PLANS**

- A. Location of all switches, lights, receptacles, fans, smoke detectors, service equipment, heating and a/c equipment, wiring method with number of circuits. This information is to be indicated on the floor plans with a symbol legend included.
- B. The electrical permit application form is to be filled out reflecting the actual count of all items mentioned above.
- C. Electrical contractors working within the jurisdiction of Lower Providence Township are required to register with the Township (form is available at the township building).
- D. All electrical work is to comply with the National Electrical Code, 2005 edition.

### **PLAN REVIEW**

**The application will be reviewed by the Township Code Enforcement Department for compliance with the Zoning Ordinance or any other applicable Ordinances of Lower Providence Township, as well as the requirements of the PA UCC and the ICC codes, within 30 business days for Commercial applications. If the proposed project does not comply in any way with the applicable Ordinances and/or codes the applicant will be notified by phone and/or mail regarding the specific items, which need to be addressed. The plan reviewer may amend, correct, and/or change minor items within the plans or specifications; it is the applicant's responsibility to build to these amended plans and specifications.**

When the permit is approved the applicant will be notified and advised of the fees due. The permit can then be picked up at the Township Administrative Offices located at 100 Parklane Drive, Eagleville. **WORK MAY NOT BE STARTED UNTIL THE PERMIT HAS BEEN PICKED UP AND FEE IS PAID. A COPY OF TOWNSHIP APPROVED PLANS MUST BE KEPT ON THE JOB SITE AT ALL TIMES.**



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## COMMERCIAL, INSTITUTIONAL & INDUSTRIAL BUILDING PERMIT APPLICATION

I. PERMIT APPLICATION				
Street Address	Apt. or Tenant Address	City and State	Zip	
Subdivision	Lot Number	Parcel Number	Zoning District	Construction Est. Value \$

II. TYPE OF COMMERCIAL BUILDING PERMIT (Please check one:)				
<input type="checkbox"/> New Construction	<input type="checkbox"/> Additions	<input type="checkbox"/> Interior Alterations	<input type="checkbox"/> Exterior Alterations	
<input type="checkbox"/> Other	Demolition: Asbestos Removal <input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES, MUST NOTIFY DEP & COPY TO TWP)			

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

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

Work Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tenant: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

III. DESCRIPTION OF PROPOSED CONSTRUCTION

IV. PROPOSED USE CLASSIFICATION		
ASSEMBLY	INSTITUTIONAL	EDUCATIONAL
<input type="checkbox"/> Theatre	<input type="checkbox"/> Group Home	<input type="checkbox"/> Grade 1 - 12
<input type="checkbox"/> Night Club	<input type="checkbox"/> Hospital	<input type="checkbox"/> Day Care
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Prison	
<input type="checkbox"/> Church		
<input type="checkbox"/> Other		
FACTORY	STORAGE	OTHER
<input type="checkbox"/> High Hazard	<input type="checkbox"/> Moderate Hazard	<input type="checkbox"/> Parking Garage
<input type="checkbox"/> Factory	<input type="checkbox"/> Low Hazard	<input type="checkbox"/> Business
		<input type="checkbox"/> Motor Fuel Service
		<input type="checkbox"/> Repair Garage
		<input type="checkbox"/> Public Utility
		<input type="checkbox"/> Merchantile

**PLEASE SEE REVERSE SIDE FOR MORE INFORMATION.**

IV. STRUCTURAL-FRAME INFORMATION (Please check all that apply:)			
<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete	<input type="checkbox"/> Masonry	
<input type="checkbox"/> Wood	<input type="checkbox"/> Other:		
V. EXTERIOR-WALL INFORMATION (Please check all that apply:)			
<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete	<input type="checkbox"/> Masonry	
<input type="checkbox"/> Wood	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Other	
VI. STRUCTURAL AND LOT CHARACTERISTICS			
PROPERTY SETBACKS	PROPOSED ALTERATIONS	DIMENSIONAL REQUIREMENTS	
Street Frontage (Feet):	Stories (Number):	Lot Area (Sq. Ft.):	
Front Setback (Feet):	Elevators/Escalator (Number):	Building Area (Sq. Ft.):	
Rear Setback (Feet):	Kitchen (Number):	Parking Area (Sq. Ft.):	
Left Setback (Feet):	Bathrooms (Number):	Garage Area (Sq. Ft.):	
Right Setback (Feet):	Windows (Number):	Office/Sales Area (Sq. Ft.):	
Height Above Grade (Feet):	Parking Spaces (Number):	Service Floor Area (Sq. Ft.):	
Total Impervious Coverage:	Handicap Parking Spaces (Number):	Manufacturing (Sq. Ft.):	
	Type of HVAC:	Driveways (Number):	
Est. Start Date:     /     /	Est. Finish Date:     /     /		
VII. PROJECT DOCUMENTS (DRAWING & CALCULATIONS) submitted with application			
Type Drawings/Report	Required	Submission Date	Revision Date
Site Plan (2)	<input checked="" type="checkbox"/> Yes		
Architectural Drawings (2)	<input checked="" type="checkbox"/> Yes		
Structural Floor Drawings (2)	<input checked="" type="checkbox"/> Yes		
Mechanical Drawings (2)	<input checked="" type="checkbox"/> Yes		
Electrical Drawings (2)	<input checked="" type="checkbox"/> Yes		
Job Specifications (2)	<input checked="" type="checkbox"/> Yes		
As Determined to be required by Township			
Soil Report	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Structural Connection Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Structural Calculations	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Inspection Data	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Sprinkler Drawings (2)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Sprinkler Calculations (2)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**PLEASE NOTE:** The property owner(s) must sign this application to verify the contractor or tenant has permission from the property owner(s) to do all construction work authorized by the issuance of this permit. A site plan with the appropriate construction documents must accompany this application.

By signing this application, authorization is granted to any municipal representative of Lower Providence Township to access the above property as stated within this application at any time, without an administrative warrant, to inspect and verify that any proposed use and/or structural contained within this application and/or that exists on the above property complies with all Lower Providence Township ordinances. The application together with the signed site plan and construction documents is made part of this application by the undersigned. Furthermore, it is clearly understood and agreed to by the applicant and property owner that the Township office is not responsible for any property dimensions shown on the site plan and establishment of property lines is the sole responsibility of the property owner and applicant. The applicant and property owner also agree they are responsible for the replacement or repair of any township road to township standards which is damaged during the building of the permitted structure and understands that the information provided on this application by the applicant(s) and property owner(s) is true and correct to the best of their knowledge or belief.

Date: \_\_\_\_\_ Signature of Applicant(s) \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Property Owner(s) \_\_\_\_\_ (Required)

REQUIRED OUTSIDE AGENCY APPROVALS: FOR INTERNAL USE ONLY		
<input type="checkbox"/> Water Company	<input type="checkbox"/> LPT Sewer Authority	<input type="checkbox"/> Montgomery County Dept. of Health
<input type="checkbox"/> Public Works Road Opening Permit	<input type="checkbox"/> PADEP	<input type="checkbox"/> Other -
TOWNSHIP TRACKING --FOR INTERNAL USE ONLY		
<b>Application No:</b>		<b>Permit No:</b>

# PENNSYLVANIA WORKERS COMPENSATION INSURANCE COVERAGE INFORMATION FORM

**PLEASE READ DIRECTIONS CAREFULLY, Before filling out this form,**

DIRECTIONS: Please complete all sections. All blank spaces must be completed with the requested information and boxes must be checked as they pertain to your status with the Pennsylvania Workman's Compensation Insurance Law. If you are claiming an exemption, this form must be signed in front of a notary public. A building or zoning permit will not be issued by Lower Providence Township until this form is completed properly. **NOTE: If an exemption is claimed, this form will only be maintained in the Lower Providence Township records until December 31<sup>st</sup> of the year issued. It is the responsibility of the contractor to renew this form yearly. If the contractor wishes to provide a certificate of Workman's Compensation insurance, the contractor must notify their insurance company that Lower Providence Township is to be named as the policy certificate holder on the certificate.**

**ATTENTION: All Contractors must be licensed in Lower Providence Township.**

Please provide your Township Contractor License number. \_\_\_\_\_

**The contractor for this building permit, in compliance with ACT 44 of 1993, hereby submits (please check one):**

- Certificate of Insurance (please attach)
- Certificate of Self-Insurance (please attach)
- Affidavit of Exemption (must be signed in front of a notary public)

- Name of Contractor \_\_\_\_\_
- Title of Company \_\_\_\_\_
- Address \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone# \_\_\_\_\_
- Contractor or policyholder's federal or state employer identification (EIN) number \_\_\_\_\_

If a Certificate of Insurance or Self-Insurance has been submitted, please complete the following:

- Name of Insurer or Self-Insurer \_\_\_\_\_
- Address \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone# \_\_\_\_\_
- Policy No. \_\_\_\_\_ Coverage Period Ends \_\_\_\_\_

**IF AN EXEMPTION IS BEING CLAIMED, PLEASE COMPLETE THE REVERSE SIDE AND SIGN IN THE PRESENCE OF A NOTARY PUBLIC:**

**Basis for exemption is (please check one):**

- The Contractor for this building permit is a sole proprietorship without employees
- The Contractor is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain: \_\_\_\_\_
- All of the contractor's employees on the project are exemption religious grounds under Section 304.2 of the Workers' Compensation Act. Please explain: \_\_\_\_\_
- Other. Please explain: \_\_\_\_\_

**Please be aware of the following requirements under the Pennsylvania Workers' Compensation Act:**

- ⇒ This policy provides coverage for the requirements of the Workers' Compensation Act, the Occupational Disease Act, and, where applicable, the federal Longshore and Harbor Workers' Compensation Act.
- ⇒ The insurer has been notified that the municipality issuing the building permit is to be named a policy certificate holder.
- ⇒ Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
- ⇒ The contractor/policyholder will notify the municipality of any change in status, cancellation or expiration of workers' compensation coverage.
- ⇒ Violation of the Workers' Compensation Act or the terms of this information form will subject the contractor to a stop-work order and other fines and penalties as provided by law.

**My signature on behalf of or as the contractor as stated on this form constitutes my verification that the statements contained here are true, and that I am subject to the penalty of 18 Pa. C.S.A. 94904 relating to unsworn falsifications to Lower Providence Township Municipal representatives or authorities.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (Please Print) \_\_\_\_\_  
Title \_\_\_\_\_  
Name of Company \_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_

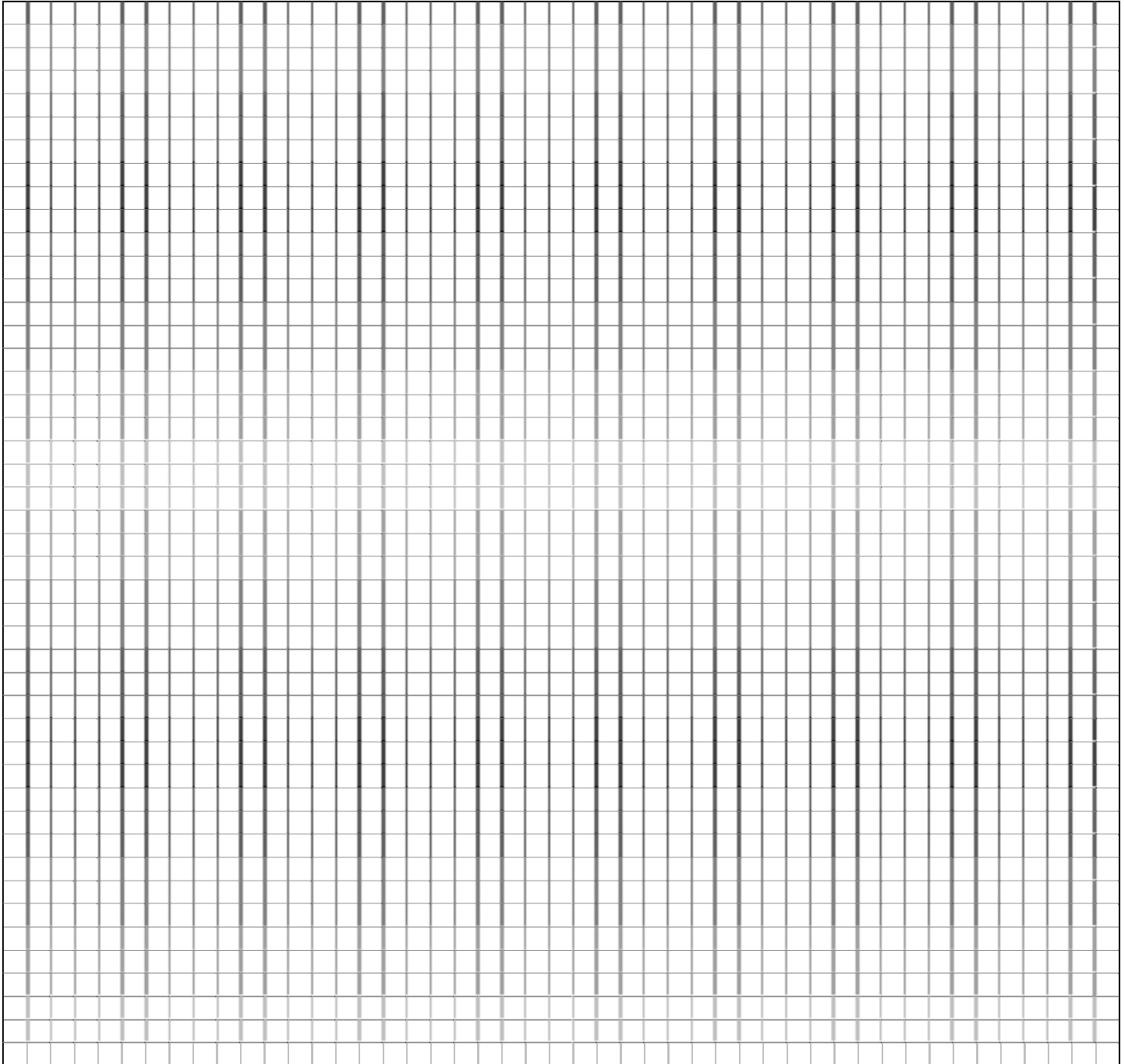
seal

\_\_\_\_\_  
(Signature of Notary Public)

My Commission expires: \_\_\_\_\_

**(Show Lot Lines, Easements, Work Layout and Dimensions)**

<b>IV. SITE INFORMATION</b>	
Water Service: <input type="checkbox"/> Public <input type="checkbox"/> Private	Sewer Service: <input type="checkbox"/> Public <input type="checkbox"/> Private
Fuel Source: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> LPG Gas <input type="checkbox"/> Oil <input type="checkbox"/> Other (List)	
<b>PLOT PLAN</b>	



**Include (2) Copies of Site Plan & (2) Sets of Structural Plans**  
SCALE = 1 Inch \_\_\_\_\_ FEET

# PLOT PLAN

## IMPERVIOUS COVERAGE

<b>IDENTITY OF THE PROPERTY</b>	
Street Address or Parcel No.	

Lot Size	(sq. ft.)	
Driveway	(sq. ft.)	
Walkway	(sq. ft.)	
Buildings	(sq. ft.)	
Patio, Misc.	(sq. ft.)	

Total Existing Impervious:	
Proposed Construction (sq. ft.)	
Total:	

- | <b>NOTE:</b>  |
|---|
| <ul style="list-style-type: none"> <li>• <b>IMPERVIOUS SURFACE</b> – Surfaces, which <b><u>do not</u></b> absorb water, including all buildings or paved or hard surfaces. In addition, other areas determined by the Township Engineer to be impervious within the meaning of this definition shall also be classified as impervious. For purposes of this definition that areas of a swimming pool or pond located inside the coping shall <b><u>not be classified</u></b> as impervious.</li> <li>• <b>IMPERVIOUS SURFACE RATIO</b> – The total area of all impervious surfaces within a lot divided by the gross lot area.</li> <li>• The Township Engineer has determined that brick/stone in sand structures (patios, walkways, etc.) are considered impervious.</li> </ul> |

(FOR USE BY LOWER PROVIDENCE TOWNSHIP)

<b>IMPERVIOUS COVERAGE</b>		
Total Impervious Surface & Existing	Proposed %	Sq. ft.
	Allowed %	Sq. ft.



**Lower Providence Township**  
 100 Parklane Drive • Eagleville, PA. 19403  
 Phone: (610) 539-8020 • Fax: (610) 539-6347  
 www.lowerprovidence.org

**ELECTRICAL PERMIT APPLICATION**

**PERMIT NO.:**  
**DATE:**

**Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contractors Registration No.:** \_\_\_\_\_  
**Contractors/Applicant**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Owner Phone No.:** \_\_\_\_\_  
**Owner Cell No.:** \_\_\_\_\_

**Contractors Phone No.:** \_\_\_\_\_  
**Contractors Cell No.:** \_\_\_\_\_

**Location of Work:** \_\_\_\_\_  
**Type of Building:**    Residential    Commercial    Industrial  
**Used As:** \_\_\_\_\_

**Type of Work: (check one)**    New    Addition    Alteration    Repair    Other

**Total Cost of Electrical Work:** \_\_\_\_\_

Fixture:	Quantity:
Panel Size	
Alarm System	
Motors	
Ranges	
Air Heaters	
Baseboards	
Dryer	
Water Heater	
Ceiling Fans	
Ceiling Outlets	
Switches	
Plug Receptacles	
Smoke Detector Circuits	
GFI Outlets	
Lighting Fixtures	
Attic Fans	
Illuminated Signs	
Exit / Emergency Lighting	
Pool Pumps	
Spa	
Other	
Electrical Permit Fees	
PA UCC Surcharge Fee	<b>\$4.00</b>
<b>Total Fees</b>	

**An independent Electrical Underwriter must inspect all Electrical Work/Rough Electrical wiring before the framing inspection. Once the Underwriter has completed inspections, please call Lower Providence Township at (610)-539-2642 to schedule an inspection. Forty-eight (48) Hours Notice is required.**

By signing this application the contractor/Applicant certifies that all information given is correct and the property owner has authorized work. All work is to comply with the PA UCC/NEC 2005 Codes. All work must be started within 6 months and completed within 1 year. Application is hereby made for a permit to install or alter electrical service and or systems and or heating systems on the premises described above. The information, which above, together with the electrical plan and or heating plan and or alarm plan, is made part of this application. By the undersigned, it is understood and agreed by this application that any error, misstatement or misrepresentation of material fact as contained in this application without approval of Lower Providence Township shall constitute sufficient ground for revocation of this permit and or prosecution or both.

\_\_\_\_\_  
 Contractor

\_\_\_\_\_  
 Date



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**MECHANICAL PERMIT APPLICATION**

**PERMIT NO.:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contractors Registration No.:** \_\_\_\_\_  
**Contractors/Applicant Name:** \_\_\_\_\_  
**Contractors Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Owner Phone No.:** \_\_\_\_\_  
**Owner Cell No.:** \_\_\_\_\_

**Contractors Phone No.:** \_\_\_\_\_  
**Contractors Cell No.:** \_\_\_\_\_

**Location of Work:** \_\_\_\_\_  
**Type of Building:**  Residential  Commercial  Industrial  
**Used As:** \_\_\_\_\_

**Type of Work: (check one)**  New  Addition  Alteration  Repair  Other

**Type of Fuel:**  Oil  Gas  LPG  Electric

**Total Cost of Mechanical Work:** \_\_\_\_\_

Type of Equipment:	Quantity:	Type of Equipment:	Quantity:
Air Condition Unit – H.P. Ea.		Conversion Burner	
HVAC Vent		Clothes Dryers	
HVAC Return		Ventilation Fan	
Window A/C Unit		Range Hood	
Split System A/C		Hazardous Exhaust System	
Radiant Heater		Conversion Burner	
Refrigeration Unit – H.P. Ea.		Air Handling C.F.M.	
Boilers – H.P. Ea.		Air Cleaner	
Forced Air System – B.T.U. M Ea.		A/C Compressor	
Gravity System – B.T.U. M Ea.		Incinerator	
Floor Furnace – B.T.U. M		Gas Piping	
Wall Heater – B.T.U. M		Range <input type="checkbox"/> Com. <input type="checkbox"/> Dom.	
Unit Heater – B.T.U. M		Coil Unit	
Heat Pump		Solid Fuel Appliance	
Electric Furnace		Solar Systems	
Space Heater		Wood Stove	
Gas Fireplace		Radon Exhaust System	
		Mechanical Permit Fees	
		PA UCC Surcharge Fee	\$4.00
		<b>Total Fees</b>	

Please call Lower Providence Township at (610)-539-2642 to schedule an inspection. Forty-eight (48) Hours Notice is required. By signing this application the contractor/Applicant certifies that all information given is correct and the property owner has authorized work. All work is to comply with 2006 ICC Codes. All work must be started within 6 months and completed within 1 year. Application is hereby made for a permit to install or alter any mechanical service and or systems and or heating systems on the premises described above. The information, which above, together with the mechanical plan and or heating plan, is made part of this application. By the undersigned, it is understood and agreed by this application that any error, misstatement or misrepresentation of material fact as contained in this application without approval of Lower Providence Township shall constitute sufficient ground for revocation of this permit and or prosecution or both.

\_\_\_\_\_  
 Contractor

\_\_\_\_\_  
 Date



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**PLUMBING PERMIT APPLICATION**

**PERMIT NO.:**  
**DATE:**

**Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Contractors Registration No.:** \_\_\_\_\_  
**Contractors Name:** \_\_\_\_\_  
**Contractors Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Owner Phone No.:** \_\_\_\_\_  
**Owner Cell No.:** \_\_\_\_\_

**Contractors Phone No.:** \_\_\_\_\_  
**Contractors Cell No.:** \_\_\_\_\_

**Location of Work:** \_\_\_\_\_  
**Type of Building:**    Residential    Commercial    Industrial  
**Used As:** \_\_\_\_\_

**Type of Work: (check one)**    New    Addition    Alteration    Repair    Other

**Total Cost of Plumbing Work:** \_\_\_\_\_

Type:	Quantity:	Fees:
Stack		
Sink		
Bath		
Water Closet		
Lavatory		
Tank and Heater		
Laundry Tray		
Water Distribution System		
Floor Drain		
Sewage Ejector		
Fountain (Drinking)		
Sump Pump		
Shower		
Urinal		
Fire Sprinkler System		
Dishwashing Machine		
Garbage Grinder		
Washing Machine		
Special Waste		
Rainwater Leader		
Humidifier		
Miscellaneous Fixture		
<b>Total Fixtures</b>		
<b>Plumbing Permit Fees</b>		
<b>PA UCC Surcharge Fee</b>		<b>\$4.00</b>
<b>Total Fees</b>		

Please call Lower Providence Township at (610)-539-2642 to schedule an inspection. Forty-eight (48) Hours Notice is required. By signing this application the contractor/Applicant certifies that all information given is correct and the property owner has authorized work. All work is to comply with 2006 ICC Codes. All work must be started within 6 months and completed within 1 year. Application is hereby made for a permit to install or alter plumbing service and or systems on the premises described above. The information, which above, together with the plumbing plan, is made part of this application. By the undersigned, it is understood and agreed by this application that any error, misstatement or misrepresentation of material fact as contained in this application without approval of Lower Providence Township shall constitute sufficient ground for revocation of this permit and or prosecution or both.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

## CHANGE OF SUBCONTRACTOR APPLICATION

Due to the Pennsylvania Workers Compensation Insurance regulation, all change in subcontractors must provide proof of insurance and a current copy of their license to operate in Lower Providence Township with this change of application.

Job Location:	Permit No:
---------------	------------

General Contractor:			
Contractor Address:			
City, State, Zip:			
Phone:		Fax:	
E-mail:		License No.:	

### To Replace #1

Subcontractor No. 1:			
Contractor Address:			
City, State, Zip:			
Phone:		Fax:	
E-mail:		License No.:	
<input type="checkbox"/> <b>Electrical</b>		<input type="checkbox"/> <b>Mechanical</b>	
		<input type="checkbox"/> <b>Plumbing</b>	

### With Subcontractor #2

Subcontractor No. 2:			
Contractor Address:			
City, State, Zip:			
Phone:		Fax:	
E-mail:			

### Signatures Required

Property Owner:		Date:	
Individual Responsible for Property:		Date:	
General Contractor:		Date:	
No. 2 Subcontractor:		Date:	