



ZONING PERMIT PROCEDURES & REQUIREMENTS

WHAT TYPE OF STRUCTURES REQUIRE A ZONING/CONSTRUCTION PERMIT?

- ⇒ Accessory structures and sheds under 1000 sq. ft. (Electrical permit required if power supplied to structure)
- ⇒ Pre-fabricated gazebos
- ⇒ Hot tubs –(Electrical permit required for installation)
- ⇒ All New Uses of the property- including changing of types of retail establishments or industrial uses
- ⇒ Any Change of Use of the property – including changing of types of retail establishments or industrial uses
- ⇒ New Sign
- ⇒ Temporary Sign
- ⇒ Fences
- ⇒ Blasting
- ⇒ Burning
- ⇒ Grading

WHAT OTHER PERMITS ARE REQUIRED WHEN SECURING A ZONING PERMIT?

The following permits must also be applied for and accompany all Zoning permits if required by the Township:

1. **Electrical permits** – required for all new electrical work associated with the project. Third party underwriter inspection required with all electrical 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 new HVAC systems including:
 - a. Gas, propane, 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 new or change of uses.

WHAT HAPPENS IF I START CONSTRUCTION WITHOUT SECURING A ZONING 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 your neighbors may see this bright red card. It is illegal to take down this sign until you secure a Zoning permit. You will then be requested to file immediately for a Zoning permit. At that time, you will be charged **double** what the normal Zoning permit fee at the time of issuance of the permit as a penalty for not securing a Zoning 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 Zoning permit is required by Township ordinance and Lower Providence Township takes this situation seriously. Lastly, when you sell your home, a certificate of compliance is required by the Township. All structures built without a permit or any new uses without a permit may be noted and again you will be forced to secure a Zoning permit and may have to pay additional penalties.

HOW MUCH ARE THESE ZONING PERMIT FEES?

The applicant will be notified of the correct permit fees upon issuance of a Zoning permit. The applicant may refer to the current Lower Providence Township (Township) Permit Fee schedule for the approximate amount of all permit fees. Permits will not be issued by the Township 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 Zoning construction or without securing this Zoning permit, the Township shall immediately issuing a summary citation and a stop work order and no further Zoning construction will take place until the matter is heard in court. This could take upwards of two months or more to adjudicate through the court system.

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

The Zoning 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 Zoning 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 sets of construction documents must also accompany the site plan and Zoning permit application.** These construction documents shall be prepared by a registered design professional as required by the Lower Providence Township Zoning Codes Enforcement Officer and must follow and implement the requirements of the Lower Providence Township Zoning Ordinance. Construction documents shall be dimensioned and drawn on suitable material and will be reviewed by the Zoning 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 the location, construction, size, and character of all portions of the sign or structure.
- 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 if required as shown in your Zoning permit documents. The inspection must be scheduled with the Township at least forty-eight (48) hours prior to your request. Please understand that during busy times of the Zoning 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 Lower Providence Township Ordinances.

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 contactors, specialty contactors, home improvement contractors, or subcontractors, roofing contractors, painting contactors, paperhanging contactors, tree surgeons or prime contactors and subcontractors, this contractor must secure a Lower Providence Township Contractor's License and proof of PA Workman's Compensation Insurance. The cost of this license is \$75.00 Please refer to the contractor license requirements for more information.

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

- ⇒ All construction must comply with all provisions of PA Uniform Construction Code, as amended.
- ⇒ 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 - CALL BEFORE YOU DIG, PENNSYLVANIA ONE CALL SYSTEM, INC. 811 or 1-800-242-1776.**

WHAT CAN DELAY MY ZONING PERMIT FROM BEING ISSUED?

- ⇒ Application not filled out completely or properly with the correct information, especially with the wrong address.
- ⇒ Zoning 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.

HOW LONG SHOULD IT TAKE TO RECEIVE MY ZONING 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 Zoning 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 CAN I GET A USE AND OCCUPANCY (U&O) PERMIT FROM THE TOWNSHIP?

A use and occupancy permit must be secured for any Zoning 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.



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

ZONING PERMIT APPLICATION

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

II. PROPOSED USE FOR THIS ZONING PERMIT (Please check only one)				
<input type="checkbox"/> New Use or Change of Use	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Accessory structure (under 1,000 sq. ft.)	<input type="checkbox"/> Shed (under 1,000 sq. ft.)	
<input type="checkbox"/> Hot Tub <input type="checkbox"/> Gazebo	<input type="checkbox"/> Patio only	<input type="checkbox"/> Fence	<input type="checkbox"/> Grading	
<input type="checkbox"/> Sign - Permanent	<input type="checkbox"/> Sign - Temporary	<input type="checkbox"/> Blasting	<input type="checkbox"/> Burning	<input type="checkbox"/> Other structure/use

III. SPECIFIC DESCRIPTION OF EXISTING USE
<input type="checkbox"/> Residential Use
<input type="checkbox"/> Commercial Use
<input type="checkbox"/> Industrial Use
<input type="checkbox"/> Other Use

IV. SPECIFIC DESCRIPTION OF PROPOSED CONSTRUCTION OR USE

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: _____

V. PROPOSED TYPE OF SIGN (Please check all that apply)		
Type of Sign: <input type="checkbox"/> Wall Sign <input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Temporary Sign <input type="checkbox"/> Billboard <input type="checkbox"/> Political <input type="checkbox"/> Billboard <input type="checkbox"/> Movable Sign <input type="checkbox"/> Identification Sign <input type="checkbox"/> Directional Sign <input type="checkbox"/> Other _____	Type of Illumination for Sign: <input type="checkbox"/> Internally <input type="checkbox"/> Externally <input type="checkbox"/> Digital <input type="checkbox"/> Other _____	Material of Sign: <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Masonry <input type="checkbox"/> Wood

PLEASE NOTE: An electrical permit must accompany this permit if the sign is illuminated.

PLEASE SEE REVERSE SIDE FOR MORE INFORMATION.

VI. STRUCTURAL AND LOT CHARACTERISTICS		
Sign Length:	Sign Width:	
Sign Area (Sq. Ft.):	Sign Height Above Existing Grade (Feet):	
Bldg. Face Area of Sign Wall Placement (Sq. Ft.):		
Placement Date of Sign: ____/____/____	Removal Date of Sign ____/____/____	
Street Frontage (Feet):	Lot Area (Sq. Ft.):	
Front Setback (Feet):	Building or Structure Area (Sq. Ft.):	
Rear Setback (Feet):	Parking Area (Sq. Ft.):	
Left Setback (Feet):	Living Area (Sq. Ft.):	
Right Setback (Feet):	Total Impervious Coverage:	
Commercial/Industrial Service (Sq. Ft.):	Office/Retail (Sq. Ft.):	
Start Date: ____/____/____	Finish Date: ____/____/____	Dimension of Structure (Length X Width)

VII. PROJECT DOCUMENTS (DRAWING & CALCULATIONS) submitted with application				
Type Drawings/Report	Submitted	Signed and Sealed	Date	Revision Date
Plot Plan (2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Structural Drawings (2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Electrical Drawings (2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<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 zoning and building code 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 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)

TOWNSHIP TRACKING -- FOR INTERNAL USE ONLY			
Application No:		Permit No.:	

NOTICE TO PROPERTY OWNERS

Lower Providence Township CODE

Section 123-105: Drainage from sump pumps and unnatural water sources:

- A. Water originating from other than natural sources, such as swimming pools, air conditioning units, sump pumps or other dry weather flow, wherever practical, shall be discharged into natural watercourses on the property by connecting directly into the nearest storm discharge system. These facilities may not be used for polluted matter.

Section 123-109: Interface with flow of water:

- B. No person shall dump, move or place any soil, bedrock or other material or divert or increase the flow of water so as to cause the same to be deposited upon or roll, flow or wash upon or over the premises of another without the express consent of the owner of such premises so affected or upon or over any public street, street improvement, road, sewer, storm drain, watercourse or right-of-way or any public property.
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The following alterations or repairs do not require Building, Electrical, Mechanical or Plumbing permits:

1. Replacement of glass in any window or door. However, the replacement glass must be of a type and quality to meet the minimum code requirement.
2. The installation and replacement of any energy efficient window or door, including garage doors, placed in the same opening without altering the framing of the original opening. This includes storm windows and storm doors. A new window or door shall be of the same type and operation as the existing and shall not reduce the minimum requirements of the code for means of egress and emergency escape.
3. The following items also do not require permits:
 - a. Air conditioners (package equipment)
 - b. Cabinets – kitchen and bathroom
 - c. Doorbells
 - d. Fans
 - e. Faucets and valves (working parts)
 - f. Molding
 - g. Paint
 - h. Rain gutters and leaders
 - i. Roofing (non-structural work)
 - j. Siding
 - k. Trim
 - l. Toilets
 - m. Wallpaper
 - n. Window screens

Simple repairs and replacements of like items do not require permits. If in doubt, consult with the Lower Providence Township Codes Department by contacting them at 610-539-2642.



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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:
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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"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	

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:	