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REQUIRED RESIDENTIAL PERMITS

The majority of construction and home improvement projects require a permit. The list below covers only the most common residential projects. If your project does not appear on the list, please contact the LPT building official to determine if a permit is required.

A permit **IS REQUIRED** for:

New homes

Additions

Interior and exterior alterations

All structural alterations or repairs

Decks / Deck repairs

Structural alterations for windows and doors

Finishing basements

Electrical, new or altered

New or altered plumbing work

Sewer and Water Services

Mechanical systems

Sheds & Accessory Structures

Pools & hot tubs

Solar Panels

Emergency generators

Outdoor Wood Stoves

In-ground storage tanks

Demolition

Fire Sprinkler systems

Retaining Walls (over 4 feet high)

A permit **IS NOT REQUIRED** for:

Siding replacement.

Painting or wall covering

General landscaping

Roof replacement (re-shingling) or repairs. A building permit is required for structural repairs or alterations.

Window/ door replacement (Building permit required if opening is enlarged)

Kitchen and bath fixture replacement in same location

Electric fixture replacement, (lights, switches, and receptacles.

Repairs to HVAC and plumbing systems

Fireplace inserts and Indoor wood stoves

SUBMISSION REQUIREMENTS FOR PERMITS

Applications must be complete in order to begin the plan review/permit process. Delay or rejection of the permit application shall occur if the required information is incomplete. Please read the requirements for your proposed project carefully and make sure all applications are submitted.

NEW HOMES

Completed Zoning/Building permit application with associated Mechanical, Electrical, Plumbing, and Certificate of Occupancy permit applications; (2) sets of Architectural sealed plans; REScheck Energy Compliance Report or alternative; Sewer and Water Connection Agreement or private sewage and well permit from Montgomery County Board of Health (MCBH) shall accompany the building application.

ADDITIONS

Completed Zoning/Building permit application with associated Mechanical, Electrical, Plumbing, and Certificate of Occupancy permit applications; (2) sets of architectural sealed plans; and REScheck Energy Compliance Report or alternative. Note; if the addition adds to the number of bedrooms and the property utilizes a private in-ground septic system, approval from MCBH is required and shall accompany the building application.

INTERIOR AND EXTERIOR ALTERATIONS

All alterations that involve a structural change, change to the Means of Egress, or extension of the electrical, mechanical, or plumbing system require a permit. A Completed building permit application with associated Mechanical permits and (2) sets of plans are required. Please see the examples below:

Kitchen Renovation

- Option #1 – New cabinets, new flooring, and new fixtures and appliances all replaced in identical location. **NO** permits required.
- Option #2 – New kitchen plan requires removal of a load bearing wall, with sink and oven relocation. A Building, Plumbing, Electrical permit and possibly a Mechanical permit shall be required. (If walls are load bearing a Building permit shall be required).

Bath Renovation

- Option #1 – New plumbing fixtures, light fixtures, vanity, and flooring are being installed with fixtures in identical locations. **NO** permit is required.
- Option #2 – Bathroom is being enlarged. No load bearing walls are involved but the plumbing and electrical fixtures are relocated. Plumbing and Electrical permits shall be required. (If walls are load bearing a Building permit shall be required).

Front Porch

- Option #1 – Replace front stoop and misc. repairs to sidewalk. **NO** permit is required.
- Option #2 – Replace front stoop with a porch and porch roof. A building permit with (2) sets of building plans, and plot plan is required.

DECKS

A completed Zoning/Building permit and a Certificate of Occupancy application is required for all new decks and extensions to existing decks. The height of the deck walking surface shall be provided on the application. The height of the walking surface shall be measured at its highest

point above finish grade. If **ALL** areas of the deck walking surface are less than 30" above finish grade, **ONLY A ZONING PERMIT** is required. All decks 30" and higher require a Building permit application with (2) complete sets of plans. Plans shall include footer details, structural information, attachment schedule, railing, and stair details. A **deck construction guide** is available at the township building for your assistance.

DECK REPAIRS

Repairs involving the structural members, handrails, or stairs, require a Building permit application accompanied with (2) sets of plans for the proposed repair. Replacement of only the deck walking surface only does not require a permit. If the deck walking surface is less than 30" above finish grade at the highest point, a permit for structural repairs is not required.

WINDOW AND DOOR REPLACEMENT

A permit is not required for replacement windows and doors provided that the replacements are identical in size. If one or more openings are increased in size, a Building permit is required. Two sets of structural plans shall accompany the building permit application.

BASEMENT RENOVATIONS

Basement renovations require a Building permit and a Certificate of Occupancy application accompanied with (2) sets of plans. All rooms shall be identified for intended use, ie family room, rec room bedroom, etc. One Means of Emergency Egress is required and each sleeping area shall have its own means of Emergency Egress. Means of Emergency egress shall be identified and opening size shall be provided. Additional permit applications shall include Electrical, Mechanical, Energy and possibly a Plumbing permit. It is required that all habitable areas be insulated and conditioned for occupancy.

ELECTRICAL

All new work, and any addition or extension of the existing electrical system requires a permit. Electrical service up-grades require a permit.

PLUMBING

Any addition or extension to the water distribution system and/or a sanitary line requires a permit. Normal repair or replacement of the existing plumbing system and associated fixtures does not require a permit.

SEWER AND WATER LATERALS

New connections to sewer or water require a connection agreement signed by the proper Authority accompanied with a Plumbing permit application. Repair or replacement require a Plumbing permit only.

MECHANICAL

All new work and any addition or extension of the heating or cooling system requires a permit. Complete replacement of a heating or cooling system requires a permit. An electrical permit is required if additional electrical circuits are needed for the replacement of equipment. Normal repairs to maintain an existing system does not require a permit.

ACCESSORY STRUCTURES

A Zoning permit application is required for all accessory structures. A plot plan demonstrating all existing structures, well, septic fields, and drainage swales, along with the proposed location, size and height of the structure, with set back measurements to property lines shall accompany application. All structures **1000** square feet or larger shall require a building permit. Appropriate electrical or plumbing permits shall also be required if utilities are provided to the accessory structure.

Accessory structures **1000** square feet or less that are supplied with a utility shall make a permit application for the utility supplied (electric, plumbing, etc.).

POOLS

A Zoning/building permit application and an Electrical permit are required. A plot plan shall accompany the application demonstrating pool size (including aprons) and location. Location shall include measurements to property lines, distance from the dwelling, and distance to any windows on same level.

In-ground pool permit applications require (2) sets of sealed plans and pool barrier plans.

Above ground pool permit applications require size and depth of pool. Means of egress into the pool shall be included. If a deck is intended, (2) complete set of plans demonstrating structural and pool barrier compliance shall accompany application.

Hot tub permit applications shall indicate what the tub shall be set on (concrete, deck, grass, etc.)

SOLAR PANELS

Roof Mount

Applications for roof mounted PV panels shall include an Electrical permit with manufacturer product information (including attachment schedule complying with 90 MPH wind speeds); interconnect agreement from power company; wiring schematics, and number of panels.

Applications shall include a signed/sealed engineer's report stating that the existing roof members are capable of the additional loading imposed on the roof. If the roof members are not capable of additional loading the report shall provide remedial requirements for the structural members. A building permit shall be required if the engineer requires remedial work.

Pedestal Mount

Application for Pedestal Mounted PV panels shall include a Zoning/Building permit application, and an Electrical application with manufacturer product information, (including attachment schedule complying with 90 MPH wind speeds); interconnect agreement from power company; wiring schematics, and number of panels. Pedestal footer dimensions shall be signed by a design professional and demonstrate design for appropriate wind speeds. The application shall include a plot plan demonstrating all structures on the property, swales, and easements. Measurements to property lines are required.

OUTDOOR WOOD STOVES

Application for an outdoor wood stove shall include a Zoning/Building permit application, mechanical permit, and a plot plan. The plot plan shall demonstrate location and height of any

structure within 300 feet (this include neighboring structures), distance to property lines, and distance to any fuel storage containers. (Ordinance #600)

EMERGENCY GENERATORS

All applications require an Electrical permit and a plot plan. The application shall include generator size and wiring diagrams. The plot plan shall demonstrate location and distance to property lines, electric meter location, and distance to any fuel storage containers. Please follow NFPA 37 and manufacturer's recommendations. Generators fueled by natural gas may require Mechanical permits.

IN-GROUND STORAGE TANKS

A Demolition permit shall be required prior to the removal of under-ground fuel storage tanks. Soil sample reports shall be provided to the township upon completion. Contact the Building Code Official for information regarding the removal of storage tanks containing other materials.

DEMOLITION

A Demolition permit shall be required prior to the removal of any structure.

FIRE SPRINKLER

A Mechanical permit application shall be required accompanied by (2) sets of plans. Plans shall include flow calculations by a certified installer.

RETAINING WALLS

Retaining walls require a Zoning permit. Walls retaining 4 or more feet of unbalanced backfill require a Building permit. Application shall include a manufacturer approved design for the required height of installation accompanied with a plot plan.

RESIDENTIAL CERIFICATE OF OCCUPANCY

A Certificate of Occupancy is required upon completion of the construction or expansion of a principal building or structure, construction and installation of a swimming pool, creation of a new use or change in use of a structure or land. This permit indicates, to the best knowledge of the Township Zoning Officer and BCO that the premises comply with the provisions of all Township Ordinances and Township Building Code.

CERIFICATE OF COMPLETENESS

A certificate of Completeness shall be issued upon completion of all other permitted projects.

CERTIFICATION OF COMPLIANCE PERMIT

Certification of compliance permit shall be required whenever there is a proposed change of ownership of any residential building or part thereof and change of ownership or tenancy of any commercial, industrial or institutional structure or building dated not earlier than three months prior to the change of ownership as defined under 123-70 of the Code of Lower Providence Township. The Township Zoning Officer or designee shall issue this permit.