



Building Permit Application

Please Note: PLANS – Full construction drawings are to be kept on file in the Township Office

SEWAGE PERMITS – Copy to be presented with application

DRIVEWAYS – Permits for all road encroachments must be secured

A Building Permit issued pursuant to this application is valid only for 6 months: Provided that construction is commenced within such period.

Parcel # _____

Property Owner: _____ Phone# _____

Address: _____ E-Mail _____

Contractors Name: _____ PA # _____

Address: _____ E-Mail _____

Contact Person _____ Work _____ Cell _____

Job Site Location _____

Subdivision Name _____ Lot # _____

Lot Size Acres _____ or Square Feet _____

Type of Improvement (check one or all that apply)

New Building _____ Addition _____ Alteration _____ Wrecking _____ Moving _____ Other _____

If other is checked above then describe the type of improvement:

Proposed Use (Residential)

One Family _____ Two Family _____ Hotel/Motel _____

Private Storage Building _____ Private Garage _____ Other _____

If other is checked above then describe the type of residential use:

Proposed Use (Non-Residential)

Amusement _____ Church _____ Industrial _____ Parking _____ Utility _____

Hospital _____ Office _____ Store _____ Other _____

If other, then describe the type of improvement: _____

Cost of Improvement

Building _____
Electrical _____
Plumbing _____
Heating/Air _____
Other _____
TOTAL COST: \$ _____

Type of Sewage Disposal

Community System _____
Private (On-Lot System) _____

Type of Water Supply

Community System _____
Private (Well) _____

Principal Type of Heating

Gas ___ Oil ___ Electric ___
Other (Describe) _____

Central Air Conditioning Yes ___ No ___

Facilities

of Proposed Bedrooms _____
of Existing Bedrooms _____
of Proposed Bathrooms _____
of Existing Bathrooms _____

Architect / Engineer

Name _____ Phone # _____
Address _____
Contact Person _____ Phone # _____

Principle Type of Construction

Masonry (Wall Bearing) _____
Wood Frame _____
Steel Structure _____
Reinforced Concrete _____

Floor Area

Sq. Ft. of Building/Addition Foot Print _____
Total Sq. Ft. of Living Space _____
(Newly created space only)
Sq. Ft. of Unfinished Basement _____
(Not including living space)
Sq. Ft. of Attached Garage _____
Sq. Ft. of Porch or Deck _____
Sq. Ft. of Detached Accessory
Bldgs. including Sheds, Garages,
and similar structures _____

Size of Building

Number of Stories _____
Width _____ Length _____
Height – from finished grade to
highest point of structure _____

Commercial Bldg – total Sq. Ft. _____
(all floors including basement)

Number of Off-Street Parking Spaces

Enclosed _____ Outdoor _____

The information shown on this application is to supplement the review of the construction drawings and is not intended to replace them. Any applicant that is unable to submit the appropriate drawings and complete the application should seek the advice of an architect or other design professional.

Complete this page for all wood frame construction

Footings

Size	Size of Support Column Footer
Width _____	Size _____
Height _____	Height _____
Depth Below Grade _____	

Is there an elevation change that will require a step in the footings? Yes _____ No _____

Foundation

Poured Concrete.....Wall Thickness _____	Maximum Height of
Concrete BlockWall Thickness _____	Unbalanced Backfill _____
Other (specify) _____	(Unbalanced fill is measured from the concrete floor to outside grade elevation)

Sill Plate

Size: 2 X 6 _____ 2 X 8 _____ Other _____

Type: Pressure Treated _____ Untreated _____

Anchors: ½" Lag Bolts _____ Steel Straps _____ Spacing _____
(spacing 6' minimum) (spacing per manufacturer specs)

What is the minimum measurement from the sill plate to the finished grade? _____

(The Building Code requires a measurement of at least 6 inches between the final grade and all wood surfaces)

Girder

Steel: Size _____ Spacing of support columns _____

Wood: Size _____ Spacing of support columns _____

Other: (explain) _____

Floor Joists

<u>First Floor</u>	<u>Second Floor</u>	<u>Type of Roof</u>
Lumber Size _____	Lumber Size _____	A. Engineered Truss _____
Spacing _____	Spacing _____	B. Built on Site _____
Max Span _____	Max Span _____	Length of Rafter _____
		Lumber Size _____
		Spacing _____
		Rafter Slope _____

Ceiling Height

Basement _____

First Floor _____

Second Floor _____

Third Floor _____

Chimney

Type: Steel _____ Masonry _____

Type of Appliance: Gas _____ Oil _____

Exterior Wall Studs

Size _____ Spacing _____ Solid Fuel (wood, coal, etc.) _____

Bracing: Diagonal _____ Plywood _____ Other _____

Location of Improvements

Submit a plot plan of the boundry of the property, to scale, showing the following improvements:

- a. Location of all existing and proposed structures and buildings.
- b. On-lot septic systems, tanks, drain fields and wells.
- c. All public and private roads that border the property including driveways, parking/loading areas, etc...
- d. All streams, ponds, etc...
- e. Any easement or right of ways.

A large grid for drawing a plot plan. The grid consists of 20 columns and 20 rows of squares, providing a scale for the property boundaries and improvements.

I hereby certify that the proposed work is authorized by the owner of record and I am or have been authorized by the owner to make this application as his or her authorized agent and we agree to confirm to all applicable laws of jurisdiction. I also certify that I have read the supplemental forms outlining inspection requirements and procedures and agree to comply.

Signature _____ Date _____

NEW HANOVER TOWNSHIP BUILDING INSPECTION REQUIREMENTS

All inspections require at least a 24 hour notice. To schedule an inspection call New Hanover Township at (610) 327-2535 or (610) 323-1008. Leave your name, phone number, permit #, location and type of inspection requested.

SPECIAL NOTES:

1. The contractor should verify all building dimensions and zoning setbacks before excavation begins.
2. Smoke detectors shall be hard wired with a battery backup and installed in each separate sleeping room, outside each separate sleeping area and on each additional story of the dwelling unit including basement and cellar. A carbon monoxide detector must be installed outside and within 20' of each bedroom door.
3. All sleeping rooms shall have at least one emergency escape & rescue opening.

Windows shall meet the following requirements:

- a. The maximum sill height shall be 44".
- b. First floor windows shall have a minimum 5.0 sq. ft. net opening.
- c. Above first floor and below grade windows shall have a minimum 5.7 sq. ft. net opening.
- d. Minimum window opening width: 20", minimum window opening height: 24".

Inspections Required:

Footing Inspection – This inspection is made after the trenches or basement areas are excavated and forms erected, but prior to placing of concrete. All concrete footings must be formed or entrenched with suitable material. Stone is not considered suitable.

Foundation Inspection – This inspection is made after the foundation walls are in place and properly moisture protected. The foundation/footing drains will also be inspected at this time. Foundation walls requiring reinforcement must be inspected prior to pouring concrete.

Open Wall Inspection – This inspection is made after the roof, masonry, all framing, firestopping, draftstopping materials, and bracing are in place and after the plumbing, mechanical, and electrical systems are routed. A rough electrical inspection shall also be performed by the Township's designated electrical inspector prior to wall covering.

Insulation Inspection – This inspection is made after all wall, floor & ceiling insulation is completed. Prior to an occupancy permit being issued, a permanent certificate shall be posted on the electric distribution panel. The certificate shall list the R-values of all installed insulation, the U-factors for fenestration and the efficiency of heating, cooling and service water heating equipment.

Drywall/Plaster Lath Inspection – This inspection is made during and after drywall and/or lath is installed or in the process of being installed. Fastening requirements are pursuant to the International Residential Code and available from the Code Enforcement Officer upon request.

Final Inspection – This inspection is made after the building is completed and ready for occupancy. A final inspection certificate will be issued only after all federal, state, and local regulations are in compliance.

Contractor's Signature

Owner's Signature

ZONING APPLICATION

Property Owner _____ Phone No. _____

Address _____ E-Mail: _____

Applicant _____ Phone No. _____

Address _____ E-Mail: _____

Homeowners' Association Email: _____

Accurate location / address of property involved: _____

Describe proposed use: _____

1) Present or most recent use: Residential _____ Commercial _____ Industrial _____ Other _____

2) Include, to scale, a plot plan showing dimensions of lot, locations of buildings and structures, and other applicable information. Submit a complete narrative of proposed use.

3) List any impervious area installed on property since July 29, 2007. This includes but is not limited to pools, hot tubs, additions, patios, walkways, driveways or extensions, sheds and other accessory structures.

I (we) hereby apply for approval of this application for a Zoning Permit for the purpose(s) stated herein. I (we) further certify that this application with all supporting data is true and correct to the best of my (our) knowledge and belief.

Property Owner

Applicant