



Township of New Hanover

PROCEDURE FOR SUBMITTING APPLICATION TO SECURE BUILDING & OCCUPANCY PERMITS

Building inspector will either grant or deny application for residential uses within 15 days of submission date. All other uses within 30 days.

Project must be started within 6 months of issuance of permit.

Projects creating more than 1,000 square feet of impervious area must have a Stormwater Management Plan designed by a Licensed Engineer. The 1,000 square feet of impervious area is cumulative for all impervious area created after July 23, 2007.

The applications and/or permits listed below must be submitted.

BUILDING PERMIT APPLICATIONS

Applications are available at the Township Office /Website and must be completed fully and accurately. Applications must be accompanied by:

- Full construction drawings
- Plot Plan
- Sketch showing sediment and erosion controls, to be implemented during construction
- Any project disturbing one acre or more may require a NPDES permit . Contact Montgomery County Conservation District at (610) 489-4506.
- One of the following for new homes, additions and alterations:
 - IECC 2015 System Analysis (REScheck)
 - IECC 2015 Proposed Home Summary for Simulated Performance Alternative
 - IECC 2015 Energy Rating Index Alternative
 - PA Alternative Residential Energy Provisions

DRIVEWAY PERMIT APPLICATION

STATE ROAD

- Return completed application with plans to Township Office for review and comment letter from Road Superintendent. Application will be returned to applicant for submission to PennDOT.

COUNTY ROAD

- Contact Montgomery County Department of Roads & Bridges at 610-278-3612.

TOWNSHIP ROAD

- Application available at Township Office / Website.

SEWAGE PERMIT APPLICATION

ON-SITE SYSTEM

- Issued by Montgomery County Health Department, (610) 970-5040.
- When submitted with building application, permit must be in property owners' name. If transfer is required, contact County Health Department.

PUBLIC SEWER SYSTEM

- Application available at Township Office / Website and submitted to Zoning Office. Permit will be processed through the Sewer Authority. There is a \$20.00 processing fee.
- Certificate must be issued by Sewer Authority prior to building.

PERMIT APPLICATIONS TO BE SUBMITTED CONCURRENTLY

ZONING PERMIT APPLICATION

ELECTRICAL PERMIT APPLICATION

MECHANICAL PERMIT APPLICATION

PLUMBING PERMIT APPLICATION (PRIVATE AND PUBLIC SYSTEM)

WELL PERMIT APPLICATION issued by County Health Department, (610) 970-5040.

DECK AND PATIO PERMIT APPLICATION if applicable

PROJECTED CHECKLIST OF DOCUMENTS TO ACCOMPANY U&O APPLICATION

- All third party or special inspection reports
- For IECC 2015 Simulated Performance Alternative, submit Energy Code Checklist confirmed with all applicable blocks checked.
- BuiltSmart Inspection Report confirmed w/ Photographic Documentation