

PLUMSTEAD TOWNSHIP

5186 STUMP ROAD
PIPERSVILLE, PA 18947
#215-766-8914
www.plumstead.org

BUILDING PERMIT PROCEDURES

BUILDING PERMIT PROCEDURE: Complete all applicable permit applications and submit two (2) copies of building plans with specifications. All commercial plans must be provided with an architect seal. The Township reserves the right to waive this requirement. **No building permit application will be reviewed until all required zoning and stormwater management applications have been approved.**

BUILDING PERMIT PLANS AND SPECIFICATIONS:

- All commercial projects must include two (2) full sets of signed and sealed plans from a design professional.
- One (1) digital copy of signed and sealed plans is required at submission (PDF format by email to Mstorti@plumstead.gov)

- DIMENSIONS: Show ALL dimensions of ALL proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- FOUNDATION & FOOTINGS: Give ALL foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 8”). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and PSI (pounds per square inch) of concrete and/or other sub-materials.
- MAIN BEAMS: Give size and description of materials of beam and column supports. Spans between columns must be indicated. **If using Manufactured Beams, structural plans must be sealed by Engineer or Architect.**
- FLOORS: Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. **If using Manufactured Floor Trusses, structural plans must be sealed by Engineer or Architect.**
- WALL: Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the use of wall insulation, its thickness and R factor. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.
- CEILING & ROOF FRAMING: Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness, and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. **If using Manufactured Roof Trusses, structural plan must be sealed by Engineer or Architect.**
- ATTACHING TO EXISTING STRUCTURE: Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- INTERIOR: Indicate type and thickness of materials to be used on interior walls and ceilings.

NOTES FOR POOLS: Temporary fencing (such as snow fencing) must be provided around excavation during construction. Details of permanent pool fencing showing compliance with Township Codes must be shown on plot plan. **Permanent fencing must be in place before pool is filled.**

NOTES FOR DECKS: Decks with any part of the structure 30 inches above grade are to show full construction details including diagonal bracing and location on ledger of Lateral Load Connectors. For construction detail guidance follow the recommendations found in the “Prescriptive Residential Wood Deck Construction Guide” found on the America Wood Council website at <https://awc.org/codes-standards/publications/dca6>. Decks that hold a Hot Tub require plans and construction details signed and sealed by a PA Engineer or Architect.

PERMIT GRANTED: Work shall not start until a permit has been approved and permit fees have been paid to the Township. The permit card(s) are to be displayed in window.

COMPLIANCE ESCROWS: For projects that require a compliance escrow, the escrow must be paid prior to work starting. All compliance escrows are to be paid by cash or check only. Compliance escrows are returned to the payor within 90 days of completing a satisfactory final inspection.

INSURANCE REQUIREMENTS: ALL CONTRACTORS MUST provide a Certificate of Insurance verifying valid Worker's Compensations coverage. In addition, each contractor must show proof that you are registered as a home improvement contractor with the State of Pennsylvania.

INSPECTION POLICY: Call Phil Neas at 215-766-8914 at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If required inspections are not requested, final approval will not be granted.**

ELECTRICAL POLICY: Plumstead Township does not provide in-house electrical permitting or electrical inspection services. These services must be obtained by the applicant from one of, but not limited to, the authorized electrical inspection agencies of the list below, or a licensed agency registered in the Commonwealth of Pennsylvania. An approval letter from an electrical inspection agency must be received **prior to the building permit being issued.** Rough and final electrical inspections must be obtained by the applicant and proof thereof provided in the manner described. The applicant is responsible to pay the selected agency for the electrical inspections provided.

If Electrical work is needed, then the applicant must:

- Contact an electrical inspection agency to arrange for an electrical permit approval.
- Contact the electrical inspection agency to schedule a rough electrical inspection prior to scheduling the building rough inspection
- Contact the inspection agency to schedule a final electrical inspection prior to scheduling the building final inspection.

NOTE: At each of these inspections, the electrical inspection agency must provide an electrical inspection sticker on or near the main distribution panel. The electrical inspection 'cut card' for the inspections must be mailed to Plumstead Township prior to scheduling the FINAL Building inspection.

LIST OF AUTHORIZED ELECTRICAL INSPECTION AGENCIES

(not limited to the list, can use any licensed agency registered in the Commonwealth of PA)

Code Inspections, Inc
605 Horsham Road
Horsham, PA 19044
Phone: 215-672-9400

Gardner & Associates
4346 Perkiomen Creek Road
Collegeville, PA 19426
Phone: 610-489-7376

Middle Atlantic Electrical Inspections, Inc
302 E. Pennsylvania Avenue
Feasterville, PA 19053
Phone: 215-322-2626

Middle Dept. Inspection Agency
1542 Bristol Pike
Bensalem, PA 19020
Phone: 215-244-1927 or 1-800-992-6342

United Inspection Agency
180 South Main Street
Ambler, PA 19002
Phone: 215-542-9977 or 267-228-5186

Grill 1 Inspections
P.O. BOX 263
Southampton, PA 18966
Phone: 215-694-6525 or 215-364-5758



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5186 Stump Road,
Pipersville, PA 18947
Phone: (215) 766-8914
www.plumstead.org

OFFICIAL USE ONLY

Date Rec: _____
App Fee Paid: _____
Check #: _____
Receipt #: _____

PERMIT #: _____

CONSTRUCTION WORK APPLICATION

Is Owner Applicant?

Yes No

PERMIT TYPE: BUILDING ELECTRICAL/ALARM PLUMBING HVAC/MECHANICAL/SPRINKLER
 OTHER

DESCRIPTION:

PROPERTY INFORMATION (SITE ADDRESS WHERE WORK IS TO BE PERFORMED)

STREET ADDRESS:	CITY/STATE/ZIP:
TAX MAP PARCEL #:	TENANT / BUSINESS NAME (NON-RESIDENTIAL ONLY):

PROPERTY OWNER INFORMATION

NAME:	DAYTIME PHONE #:
STREET ADDRESS:	CITY/STATE/ZIP:
EMAIL ADDRESS:	PHONE #:

CONTRACTOR INFORMATION

(ALL CONTRACTORS MUST BE REGISTERED WITH THE STATE BEFORE PERMIT IS ISSUED)

<u>CONTRACTOR</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>DAYTIME PHONE #</u>	<u>Estimated VALUE</u> \$
GENERAL				
ELECTRICAL				
ALARM				
PLUMBING				
HVAC/MECH				
SPRINKLER				
ROOFING				
FOUNDATION				
CARPENTERS				
OTHER				

BUILDING PERMIT

COMPLETE FOR NEW CONSTRUCTION ONLY

	NO.		SQ. FT. OF
STORIES		BASEMENT AREA	
BEDROOMS		1ST. FLOOR	
FULL BATHS		2ND. FLOOR	
PARTIAL BATHS		3RD. FLOOR	
GARAGE (BAYS)		GARAGE AREA	
HEIGHT ABOVE GRADE		ATTIC	
FIREPLACES (CUSTOM)		DECK/PATIO	
FIREPLACE (FACTORY)		REAR PORCH/SUNROOM/BREAKFAST NOOK	
TOTAL CONTRACT VALUE \$ _____		TOTAL SQ. _____	
FT.			

PROPOSED GENERAL CONSTRUCTION WORK

<input type="checkbox"/> ADDITION	<input type="checkbox"/> GENERATOR	<input type="checkbox"/> ROOF OVER FRONT PORCH
<input type="checkbox"/> BASEMENT RENOVATION (Bedroom requires 2 nd means of egress)		<input type="checkbox"/> SHED
<input type="checkbox"/> BATHROOM RENOVATION	<input type="checkbox"/> INTERIOR ALTERATION	<input type="checkbox"/> SOLAR
<input type="checkbox"/> DECK	<input type="checkbox"/> KITCHEN RENOVATION	<input type="checkbox"/> SUNROOM / ENCLOSED REAR PORCH
<input type="checkbox"/> DECK WITH ROOF	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> TENANT FIT-OUT
<input type="checkbox"/> FENCE	<input type="checkbox"/> PATIO	<input type="checkbox"/> WALKWAY
<input type="checkbox"/> FENCE CROSSING EASEMENT	<input type="checkbox"/> PATIO WITH ROOF	<input type="checkbox"/> OTHER

NOTE: Manual J Heat Load Calculations - required for all new construction or new living space if using existing heat system

FRAMING: Steel Masonry Concrete Wood Other _____

DETAILED DESCRIPTION OF WORK:

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CONSTRUCTION TYPE:	CONTRACT VALUE FOR GENERAL CONSTRUCTION	Sq. Ft. of Total Project
<input type="checkbox"/> NON-RESIDENTIAL	(EXCLUDING: ELEC, PLUMB, HVAC/SPR) \$ _____	_____
<input type="checkbox"/> RESIDENTIAL		

**ELECTRICAL (2 PLAN SETS) and/or FIRE / SPRINKLER ALARM (3 PLAN SETS)
DIGITAL COPY EMAILED TO MSTORTI@PLUMSTEAD.GOV**

All Electrical Plans must be approved by a Third-Party Inspection Agency licensed in the Commonwealth of PA, prior to issuance of permit.

TOTAL SERVICE _____ AMPS	NO. OF CIRCUITS <input type="checkbox"/> 2-WIRE <input type="checkbox"/> 3-WIRE <input type="checkbox"/> 4-WIRE	No. of Services Outlets <input type="checkbox"/> 110V <input type="checkbox"/> 220V
NEW SERVICE _____ AMPS	UPGRADE SERVICE _____ AMPS	

DESCRIPTION OF WORK:

ELECTRIC NOTE: APPLICANT IS RESPONSIBLE TO CONTRACT WITH A THIRD-PARTY INSPECTOR: APPROVED THIRD PARTY ELECTRICAL INSPECTION CO. TO BE USED FOR PROJECT:

NAME: _____	LICENSE #: _____
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TOTAL ELECTRIC CONTRACT VALUE \$
TOTAL ALARM CONTRACT VALUE \$

HVAC / MECHANICAL WORK (2-PLAN SETS) and/or SPRINKLER (3-PLAN SETS)
DIGITAL COPY EMAILED TO MSTORTI@PLUMSTEAD.GOV

RESIDENTIAL SYSTEM (CHECK ONE): <input type="checkbox"/> NEW <input type="checkbox"/> REPLACE <input type="checkbox"/> REMOVAL	COMMERCIAL SYSTEM (CHECK ONE): <input type="checkbox"/> NEW <input type="checkbox"/> REPLACE <input type="checkbox"/> REMOVAL	
<i>PROPOSED WORK:</i>		
<input type="checkbox"/> ABOVE GROUND TANK _____ GALLONS	<input type="checkbox"/> COIL UNIT	<input type="checkbox"/> SPRINKLER SYSTEM – ALTERATION
<input type="checkbox"/> AC COMPRESSOR	<input type="checkbox"/> ELECTRIC FURNACE	<input type="checkbox"/> SPRINKLER SYSTEM – NEW
<input type="checkbox"/> AIR CLEANER	<input type="checkbox"/> EXHAUST HOOD	<input type="checkbox"/> STANDPIPE
<input type="checkbox"/> AIR HANDLING	<input type="checkbox"/> EXTENSION OF EXISTING SUPPLY/RETURN DUCTS ONLY	<input type="checkbox"/> STOVE – WOOD/COAL/PELLET
<input type="checkbox"/> ALARM SYSTEM – ALTERATION	<input type="checkbox"/> INDOOR/OUTDOOR FIREPLACE OR INSERT	<input type="checkbox"/> UNDERGROUND TANK _____ GALLONS
<input type="checkbox"/> ALARM SYSTEM – NEW	<input type="checkbox"/> FORCED AIR UNIT	<input type="checkbox"/> UNDERGROUND TANK REMOVAL _____ GAL
<input type="checkbox"/> ANSUL SYSTEM	<input type="checkbox"/> GAS/OIL CONVERSION UNIT	<input type="checkbox"/> EMERGENCY GENERATORS
<input type="checkbox"/> BOILER	<input type="checkbox"/> ROOF TOP UNIT	
<i>DESCRIPTION OF WORK:</i>		
TOTAL HVAC / MECHANICAL CONTRACT VALUE: \$		
TOTAL SPRINKLER CONTRACT VALUE: \$		# SPRINKLER HEADS:

PLUMBING WORK

(ENTER THE NUMBER OF FIXTURES BEING INSTALLED OR REPLACED
AND PROVIDE RISER DIAGRAM ON BACK OR SEPARATE SHEET)

FIXTURES	QUANTITIES				
	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR	4TH OR ABOVE
BATH / TUBS / SHOWERS					
DISHWASHERS					
DRINKING FOUNTAINS					
EJECTOR PUMPS					
FLOOR DRAINS / FLOOR SINKS					
GARBAGE DISPOSAL / GREASE TRAPS / INTERCEPTORS					
IRRIGATION SYSTEM					
WATER HEATERS (EXPANSION TANK REQUIRED)					
WASHING MACHINE / HOSE BIB					
SINKS / MOPS SINKS					
URINALS / WATER CLOSETS					
WATER SERVICE LINE – INTERIOR WATER - SEWER LINE					
WATER SOFTENER					
OTHER					

TOTAL PLUMBING CONTRACT VALUE: \$

TOTAL # FIXTURES:

NOTE: PERMIT SUBMISSION DOES NOT GRANT “APPROVAL” TO START WORK.

By signing this application, I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit. I understand that the issuance of the permit creates no legal liability, express or implied, on Plumstead Township; and certify that all the above information is accurate. A permit issued is subject to Section 105.4 of the IRC and the IBC, as amended. Permit expires if work is not started in 6 months, not completed in 12 months, or if work is discontinued for 6 months in the judgment of the Township. The Township Inspector, or the Inspector's authorized agent, is authorized to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the proposed work. Failure to comply with the above will result in a STOP WORK order. The Township reserves the right to request a copy of all contracts for work performed.

Owner / Authorized Agent (Print Name)

Signature of Owner/Authorized Agent

Date

To Be Completed by Township Staff

REVIEWERS	SIGNATURE	DATE	STATUS
Building Code Official			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Other			<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Fees:

Building	\$	Plumbing	\$
Electrical	\$	Mechanical	\$
Use and Occupancy	\$	Other	\$
UCC State Fee	\$	TOTAL	\$

BUILDING PERMIT