

AHJ
ANY COUNTY
MUNICIPAL ADDRESS OFFICE ADDRESS

Phone: ###-###-####

Fax: ###-###-####

BUILDING PERMIT APPLICATION AND INSPECTION PROCEDURES

The attached **UNIFORM CONSTRUCTION PERMIT APPLICATION** must be completed and signed by the applicant and returned to the Building Permit Coordinator at the Township Office for processing. The following documentation shall be furnished, with the application, at the time of submission:

- 1. Completed Workman's Compensation form.
- 2. Contractor's Certificate of Insurance.
- 3. Complete sets (2) of the all Construction Documents prepared by the design professional in responsible charge (construction plans, specifications, structural calculations, etc., as required by the UCC)
- 4. Complete sets (2) of Soil and Erosion Control Plans, including grading, if applicable.
- 5. Complete sets (2) of Stormwater Management Plans, if applicable.
- 6. Approved Well Permit from the Chester County Health Department, if applicable.
- 7. Approved Sewage Disposal Permit from the Chester County Health Department, if applicable.
- 8. Approval letter from the Chester County Conservation District of the Soil and Erosion Control Plan (covers sediment control during construction), if applicable.
- 9. Street Opening Permit, if applicable.

A Plot Plan shall be furnished with the application showing the exact locations of all existing buildings, structures, driveways, sewage disposal fields, wells and storm water devices.

All submitted documents shall be reviewed by the Township Zoning Officer for compliance with the Township Zoning Code and by the Township Building Code Official for compliance with the Pennsylvania Uniform Construction Code (UCC). Residential plans shall be approved or denied within 15 working days and commercial plans shall be approved or denied within 30 working days.

When applicable, as determined by the Township Building Code Official and/or Zoning Officer, the Township Engineer shall examine the lot and advise the applicant if any further measures are needed to address stormwater runoff control problems after construction is complete.

INSPECTIONS

The Building Code Official shall inspect all permitted work as necessary, during construction and following completion of the work, to ensure compliance with the minimum requirements of the UCC. The following list of inspections represents the minimum number of inspections required for a new Single Family Dwelling under the Pennsylvania Uniform Construction Code.

OUTLINE OF MINIMUM REQUIRED INSPECTIONS (RESIDENTIAL) PER THE REQUIREMENTS OF THE ICC RESIDENTIAL CODE AND PA UCC

1) Setback

Performed after the lot has been staked out to ensure that the structure is laid out within the building envelope.

2) Footing

Performed after excavation, all forms are in place with all required rebar in place and properly supported, all debris removed from footing excavations, bottom of footings solid and capable of design support, depth pins at the edge of the footing, layout conforms to approved plan (no 'jumps' in footing at line of garage unless designed as such)

3) Foundation

Poured Concrete: Performed after forms are completed, all required rebar is in place, no debris in forms, all penetrations properly formed

CMU: Performed at the beginning to determine compliance with proper mortar head and bed joints.

Backfill

Performed after foundation walls are complete or forms are stripped for proper height, anchor bolt placement, damp/water proofing, perimeter drain, parging, and insulation, per design on approved plan. Also confirm that first floor deck is in place or walls are properly braced or no more than 4' of backfill.

4) Framing – Rough

Performed after entire structure is framed to determine compliance with code and design, anchor bolts/straps in place and compliant, jack studs, load bearing supports, proper fastening, braced wall lines, narrow wall bracing, roof tie-downs, foundation straps, sheathing – wall and roof, window and door installation per mfr's instructions and fire blocking.

Roofing

Performed at the same time as Rough Framing and includes underlayment, flashing, dripedge, roof and soffit venting, shingles, and vent boots.

Plumbing – Rough

Performed at the same time as Rough Framing and includes laterals and services (sewer and water), water supply (test witness), drain-waste-vent (test witness), gas piping (test witness).

Mechanical – Rough

Performed at the same time as Rough Framing and includes ductwork, return air, combustion air, appliance location and utility feeds.

Electrical – Rough (shall be done BEFORE rough framing inspection)

Record name of inspecting agency and date of rough inspection.

5) Energy Conservation

Insulation, tyvek (building wrap), window/door flashing, NFRC ratings for all fenestration – record to confirm compliance

6) Drywall

Performed as the lay-up begins, to check fastening and fit, return if necessary for follow-up.

7) Final

Perform final review of all systems: plumbing, mechanical, electrical, check total building, basement insulation, Energy Conservation sticker in electric panel, and finish, confirm that grading (and landscaping) conforms to approved land plan.

The Building Code Official shall require such other inspections as he shall deem necessary to assure that the permitted work is done in compliance with the approved plans and with the UCC. All specialized construction and/or equipment shall be inspected and approved by an inspector with the proper certifications, e.g., masonry fireplaces and chimney, commercial cooking hood with fire suppression, automatic sprinkler systems, etc.

PLEASE NOTE:

A \$80.00 Re-inspection fee shall be charged for all failed inspections. Re-inspection fees shall be paid in full before work will be reinspected.

Time Limit of Permit: § 403.43. Grant, denial and effect of permits.

- (g) *A permit becomes invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction for just cause. The building code official may grant extensions of time to commence construction in writing. A permit may be valid for no more than 5 years from its issue date.*

Certificate of Occupancy: § 403.46. Certificate of occupancy.

- (a) *A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official.*
- (b) *A building code official shall issue a certificate of occupancy within 5 business days after receipt of a final inspection report that indicates compliance with the Uniform Construction Code.*
- (c) *A building code official may issue a **certificate of occupancy for a portion of a building, structure or facility** if the portion independently meets the Uniform Construction Code.*
- (e) *A building code official may issue a **temporary certificate of occupancy** for a portion or portions of the building or structure before the completion of the entire work covered by the permit if the portion or portions may be occupied safely. The building code official shall set a time period during which the temporary certificate of occupancy is valid.*

All permitted work must pass a Final Inspection and receive a Certificate of Occupancy, as required by the UCC.

Signature of Applicant

Signature of BCO