

Date Stamp

UPPER SALFORD TOWNSHIP

BUILDING PERMIT

DATA INFORMATION PACKET

EVERYTHING IN THIS PACKET IS IMPORTANT. PLEASE READ EVERYTHING CAREFULLY AND COMPLETELY BEFORE YOU FILL OUT THE PERMIT APPLICATION.

THE SIGNATURE PAGE (last page) OF THIS DATA INFORMATION PACKET MUST BE SIGNED AND RETURNED TO THE TOWNSHIP WITH ALL PERMIT APPLICATIONS.

ALL PERMIT APPLICATIONS AND EVERYTHING REQUIRED TO BE SUBMITTED ALONG WITH THEM WILL NOT BE RETURNED TO YOU, THEREFORE, YOU ARE ADVISED TO MAKE A COPY OF THE APPLICATION ONCE YOU HAVE COMPLETED IT FOR YOUR RECORDS.

Please refer to Resolution 2010-15 for the current permit fee schedule

Township Building Inspector

Roger Priest

Office (610) 287-5594

Cell (610) 291-2783

Plumbing & Mechanical Inspections

(Includes Fire Sprinkler/Alarm Inspections)

Technicon Enterprises Inc. II

Office (610) 286-1622

Electrical Inspections

Refer to list of approved Inspection Agencies

Stormwater Control Inspections

(when applicable)

Technicon Enterprises Inc. II

Office (610) 286-1622

Commercial Inspections

(including accessibility)

Technicon Enterprises Inc. II

Office (610) 286-1622

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

(A 15 business day review period is permitted by State Code)

Listed below are the items that are required to be submitted to Upper Salford Township in order for you to obtain a building permit. Failure to submit the required items will result in a denial of the issuance of the permit.

1. The Building Permit Application must be made either by the Owner(s) or Lessee of the building or structure, or an agent of either, or by the Registered Design Professional employed in connection with the proposed work. Application must be signed by property owner.
2. All applications must be accompanied by three (3) sets of site plans.
3. If this application is for commercial construction and includes electric, the electric plan must be approved by one of the PA State certified electrical inspection agencies approved by the Township.
4. All applications shall be accompanied by not less than three (3) sets of construction documents. The documents for all new dwellings, commercial, industrial and institutional permits must be prepared by a Registered Design Professional. The documentation shall include the name and address of the Registered Design Professional and shall be signed, dated and sealed. For all other permits, it is recommended but not required that a Registered Design Professional prepare the construction documents.
5. If this application is for a new home requiring an on-lot septic system, a copy of the septic system permit must be submitted. If an addition including bedrooms is to be constructed, the Sewage Enforcement Officer must check the plans to verify that an adequate septic system is available. The Sewage Enforcement Officer for the Township is Vincent Smith with the Montgomery County Health Department. (610-970-5040 X 4218)
6. If this application is for a new home, a copy of the permit for Individual Water Supply Installation from the Montgomery County Health Department is required prior to a building permit being issued. Rachel DeMarzio is the County employee that handles the water permits for Upper Salford Township. Her number is 610-278-5117.
7. If this application is for a new home, a driveway permit is required.
8. When soil disturbance exceeds 5000 sq. ft., a Low Hazard Soil Erosion and Sedimentation control Plan application must be obtained from the Montgomery County Conservation district. (610-489-4506) A copy of the approval letter must be included with the building permit application for processing.
9. All new water fixtures must be of the "low flow" water conservation type.
10. **NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.**

**THE FOLLOWING PLANS SHALL BE SUBMITTED, IN TRIPLICATE, ALONG WITH
THE BUILDING PERMIT APPLICATION**

I. SITE PLAN

All applicants shall submit a site plan drawn to scale, and the site plan shall contain, at minimum, the following information:

- A. Lot dimensions, including all existing and proposed structures
- B. Building location on lot and setbacks
- C. Street or highway right-of-ways and any other easements or right-of-ways
- D. Existing or proposed septic and well locations.
- E. Existing or proposed driveway location with percentage of slope (or grade) of lot, e.g. 3%, etc.
- F. Flood plain, wetlands, steep slope and riparian corridor.

THE FOLLOWING PLANS SHALL ALSO BE SUBMITTED IN TRIPLICATE AND SHALL BE DRAWN ON A SCALE OF ONE-QUARTER (1/4) INCH = 1 FOOT. THE FOLLOWING PLANS SHALL ALSO BE SUBMITTED IN TRIPLICATE.

II. ELEVATION PLANS

Elevation plans of the front, back, and both sides of the structure shall be submitted and shall, at minimum, show the following (from the finished grade):

- A. Floor lines with dimensions and dimensions from grade to peak
- B. Overhangs or porches (with dimensions and materials)
- C. Exterior coverings and materials
- D. Roof materials and roof slope
- E. Louvers and vents (with sizes)
- F. Chimney size, chimney material, and location of chimney above ridge line and from nearest wall

III. FOUNDATION PLAN

- A. Basement crawl spaces and slabs
- B. Footings to include depth, size, and width
- C. Foundation material and sizes with window and door sizes and locations
- D. Structural members, and their sizes and types
- E. Stairs and their sizes and types
- F. Interior and exterior dimensions

IV. FLOOR PLANS

- A. First, second, and third (if applicable) floors with all dimensions
- B. Structural framing members, and their sizes, directions and spacing
- C. Stairs, stairways and stairwells, including dimensions

- D. A window and door schedule showing the manufacturer, insulation u-factor, model, sizes and locations for each. (Bedroom windows must meet egress requirements (attach manufacturers specifications)
- E. A plan showing the complete insulation package that will be installed and certified by the installer (insulation thickness, R-value, type)
- F. Plumbing drawings, including fixtures, size of supply vent and drain lines
- G. Mechanical plan, including heating and/or cooling unit with efficiency rating
- H. Electrical plan, including smoke detector locations.

V. CROSS SECTION

- A. Building or wall cross sections
- B. Footer and foundation type and details
- C. Framing details with floor to floor height
- D. Roof construction and all material used throughout
- E. Section through chimneys and/or fireplaces showing damper(s), smoke chamber, throat, flue(s), clean out and mantle.

FOR RESIDENTIAL CONSTRUCTION, IT IS STRONGLY RECOMMENDED THAT ALL OF THE PLANS LISTED ON THESE PAGES BE PREPARED BY A REGISTERED DESIGN PROFESSIONAL.

FOR ALL COMMERCIAL CONSTRUCTION, IT IS REQUIRED THAT ALL OF THE PLANS LISTED ON THESE PAGES BE PREPARED BY A LICENSED ARCHITECT OR LICENSED PROFESSIONAL ENGINEER.

INSPECTIONS REQUIRED DURING THE STAGES OF CONSTRUCTION

THE ISSUANCE OF THE BUILDING PERMIT FOR WHICH YOU HAVE APPLIED REQUIRES YOU TO COMPLY WITH ALL PROVISIONS OF ALL CODES APPLICABLE TO BOTH CONSTRUCTION AND CONSTRUCTION INSPECTIONS. FOLLOWING ARE THE STAGES OF CONSTRUCTION WHEN THE CODE ENFORCEMENT OFFICER MUST BE NOTIFIED. INSPECTIONS MUST BE SCHEDULED A MINIMUM OF TWENTY-FOUR (24) HOURS IN ADVANCE UNLESS OTHERWISE SPECIFIED IN THE INSPECTION INSTRUCTIONS. INSPECTIONS BY THE CODE ENFORCEMENT OFFICER MUST BE COMPLETED BEFORE YOU PROCEED TO THE NEXT STAGE OF CONSTRUCTION.

THE TOWNSHIP BUILDING INSPECTOR, ROGER PRIEST, PERFORMS ALL INSPECTIONS OTHER THAN PLUMBING, MECHANICAL, ELECTRIC & COMMERCIAL.

PLUMBING, MECHANICAL & COMMERCIAL INSPECTIONS

(Includes fire sprinkler/suppression inspections, and accessibility inspections.)

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

PLEASE NOTE: As the appointed Third-Party Agency, Technicon Enterprises, Inc., II will perform all plumbing, mechanical and commercial inspections for all permitted work under the Uniform Construction Code. To schedule inspections, please call (610) 286-1622.

ELECTRICAL INSPECTIONS

Please refer to the list of approved PA State certified electrical inspection agencies. The certificate of occupancy will not be issued until the Township receives an electrical approval card from the chosen inspection agency.

INSPECTION #1

FOOTINGS, STORM WATER, SEDIMENTATION AND CONTROLS

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection is to be scheduled AFTER excavation is completed and forming for footings, reinforcement and grade stakes have been installed. Concrete **MAY NOT** be poured until this inspection has been completed and approved by the Code Enforcement Officer. Prior to this inspection, ALL storm water and sedimentation controls must be installed. **Note:** Footings are required to have smooth side and sharp corners, be continuous and of appropriate size. Property lines or setback lines **MUST** be staked accurately to identify those property lines.

INSPECTION #2

FOUNDATION BACKFILL

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon your completion of foundation and foundation drains but PRIOR to any backfilling and setting of joists in a frame structure or upon completion of all walls before setting ceiling joists and rafters in a masonry structure. All purging and water proofing must be completed prior to this inspection. Foundation drains will also be inspected at this time. UNDER NO CIRCUMSTANCES ARE BACKFILLING OR FRAMING TO BE STARTED UNTIL THIS INSPECTION #2 HAS BEEN COMPLETED AND APPROVED BY THE CODE ENFORCEMENT OFFICER.

INSPECTION #3

ROUGH FRAMING, PLUMBING, MECHANICAL & ENERGY

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon completion of all framing, rough plumbing, and rough wiring. All concealed plumbing and mechanical equipment should be installed prior to calling for this inspection and must be tested at this time. An electrical rough wiring inspection sticker must be posted on-site at this time. The Plumbing Air Test Certification (5 lb/psi for 15 minutes for waste and drain piping and 50 lb/psi for 15 minutes for water supply piping) must be presented at this time.

INSPECTION #4

WALLBOARD OR LATHE INSPECTION

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made after the installation and completion of all wallboard and/or lathe. However, under no circumstances should plastering or taping and finishing of joints and fasteners be done prior to this inspection.

INSPECTION #5

FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This final inspection will be made upon completion of the structure. Prior to the final inspection, the following items must be completed: grading, seeding, installation of any driveway and a final electrical inspection sticker must be placed on the main electrical panel. No Use and Occupancy Permit will be issued until the Code Enforcement Officer has determined that the structure is in full compliance with the approved Building Plans and provisions of all codes.

NOTE: NO DWELLING OR STRUCTURE MAY BE OCCUPIED IN ANY MANNER UNTIL THE ISSUANCE OF A FINAL USE AND OCCUPANCY PERMIT. ANY DEVIATION FROM THE APPROVED BUILDING PLANS SUBMITTED WITH YOUR ORIGINAL APPLICATION MUST BE APPROVED BY THE BUILDING CODE OFFICIAL, IN WRITING, BEFORE PROCEEDING WITH ANY CHANGE.

I/WE HAVE RECEIVED A COPY OF THE UPPER SALFORD TOWNSHIP DATA INFORMATION PACKET AND AM/ARE FULLY AWARE OF THE INSPECTION REQUIREMENTS.

Date: _____
_____ Applicant's Signature

Date: _____
_____ Applicant's Signature

This sheet must be signed and returned to the township office along with the permit application.

