

# **GENERAL CHECKLIST FOR OBTAINING A BUILDING PERMIT**

*Specific project requirements*

[http://www.franklintownship.us/uploads/Permit\\_Requirements\\_12.28.15.pdf](http://www.franklintownship.us/uploads/Permit_Requirements_12.28.15.pdf)

1. Proof of ownership or authorized agent representing property is required.
2. The applicant must complete a Uniform Zoning/Construction Permit Application (attached). All questions shall be completed to expedite permit processing and issuance.
3. Residential building applications require (2) sets of Building Plans with material lists. Non-Residential building applications require (2) sets of construction drawings signed and sealed.
4. A Plot Plan demonstrating the size and location of all structures, on-lot sewage system, alternate drainage field, well, infiltration beds, and distance to property lines (hand drawn is acceptable).
5. Copy of Workers' Compensation Certificate. (See attached form)
6. Copy of the Erosion and Sedimentation Plan and approval letter from Chester County Conservation District as applicable. Impervious areas of 1000 S.F. and greater require a storm water application.
7. New Home permit applications shall be accompanied with a sewage permit issued by the Chester County Board of Health.
8. New Home permit applications shall be accompanied with a well permit issued by the Chester County Board of Health.
9. Residential additions/renovations involving additional bedrooms; The Chester County Board of Health shall verify by letter, the adequacy of the existing on lot septic systems prior to the issuance of permit.
10. An Electrical Permit may be required with the building permit. The electrical application shall accompany the application.
11. A Plumbing Permit may be required with the building permit. The plumbing application shall accompany the application.
12. A Driveway Permit is required for any new driveway. If the driveway abuts a State Route, a PennDOT Highway Occupancy Permit shall accompany the application.
13. The applicant should stakeout the location of the proposed structure. The building inspector may request to verify the stakeout prior to issuing a building permit.
14. Non-residential building applications may require a Land Development Plan.

Building Permit fees are based on square footage using the rate in the Franklin Township Schedule of Fees. Payment is required upon issuance of permit and prior to construction. All fees shall be payable to Franklin Township.

Commercial permits shall be granted or refused within 30 days as per the Uniform Construction Code requirements after the written application has been submitted and determined complete. **LTL makes every effort to process and issue residential permits within 10 working days. Questions regarding permits can be directed to LTL @ 610-987-9290 or 888-987-8886.**

**Remember PA One-Call before excavating, simply dial 811, or [www.paonecall.org](http://www.paonecall.org).**



**FLOODPLAIN**

Is the site located within an identified flood hazard area? (Check One)  Yes  No  
Will any portion of the flood hazard area be developed? (Check One)  Yes  No  N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3*

Lowest Floor Level: \_\_\_\_\_

**HISTORIC DISTRICT**

Is the site located within a Historic District?  Yes  No

*If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.*

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents, PA Act 45 of 1999 (Uniform Construction Code), Act 247 of 1968 as amended (Municipalities Planning Code), and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances or the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

**I certify the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Directions to Site \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_

Permit #'s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS**

# PLUMBING PERMIT APPLICATION

TOWNSHIP: \_\_\_\_\_

Date of Application: \_\_\_\_\_, 20\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Name of Applicant (Owner): \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Subdivision Name and Lot No. (if applicable): \_\_\_\_\_

Tax Map Parcel Number: \_\_\_\_\_

- Check Appropriate Box:
- Mobile Home or Manufactured Dwelling
  - Single-Family Dwelling
  - Two Family Dwelling
  - Apartment Building or Condominium
  - Addition or Alteration
  - Sewer Lateral
  - Water Lateral
  - Non-Residential Application: Specify: \_\_\_\_\_
  - Permit for work not listed elsewhere

Statement of materials to be Used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Plumbing Construction (*Reasonable fair market value*) \$ \_\_\_\_\_

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

Permit No. \_\_\_\_\_ Issuance Date: \_\_\_\_\_

Approved by Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Signature



# DRIVEWAY PERMIT APPLICATION

TOWNSHIP: \_\_\_\_\_

Date of Application: \_\_\_\_\_, 20\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Owner (if other than applicant): \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contractor or Builder: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Property Address of Site: \_\_\_\_\_

Location of Driveway: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of materials and Construction to be Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

Permit No.: \_\_\_\_\_ Issuance Date: \_\_\_\_\_

Approved by Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Signature



**PLOT PLAN / SKETCH PLAN AREA**

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

A large grid for drawing a plot plan or sketch plan. The grid consists of 20 columns and 20 rows of small squares, providing a structured area for hand-drawn plans.

The Plot Plan must show size and location of all structures and wells on the property and the distance to property lines (hand drawn is acceptable)

Is your drawing to scale Y / N? If yes, what is the scale? \_\_\_\_\_

**Any questions, please contact:  
LTL Consultants, Ltd. at 610-987-9290 or 1-888-987-8886**