

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. *The remaining pages should be kept by the applicant as they provide inspection requirements and inspector contact info.*

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 2018-16 for the current permit fee schedule

Township Building Inspector <i>(Footer, Foundation, Framing, Plumbing, Drywall & Final)</i>	Technicon Enterprises Inc. II (TEI) Office (610) 286-1622
Mechanical Inspections <i>(Rough and Final Inspections)</i>	Technicon Enterprises Inc. II (TEI) Office (610) 286-1622
Energy Inspections <i>(Rough and Final Inspections)</i>	Technicon Enterprises Inc. II (TEI) Office (610) 286-1622
Electrical Inspections	Technicon Enterprises Inc. II (TEI) Office (610) 286-1622
Stormwater Control Inspections <i>(when applicable)</i>	Technicon Enterprises Inc. II (TEI) Office (610) 286-1622
Commercial, Industrial & Institutional Inspections <i>(including accessibility)</i> <i>(Includes Fire Sprinkler/Alarm Inspections)</i>	Technicon Enterprises Inc. II (TEI) Office (610) 286-1622

NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.

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. In addition to the building permit application, a separate plumbing/mechanical permit application must be completed for all projects that include plumbing and/or HVAC.
3. In addition to the building permit application, a separate swimming pool/hot tub application must be completed for all swimming pool and/or hot tub permit applications.
4. All applications must be accompanied by three (3) sets of site plans.
5. If this application includes electric, the electric plan must be approved by one of the PA State certified electrical inspection agencies approved by the Township. The agency to approve the plan must perform the inspections. Three (3) electric plans shall be submitted to the inspection agency. One approved copy of the plan is to be given to the township, one copy is for the applicant and one copy is to be kept by the inspection agency. Upon completion of the final electrical inspection, confirmation of compliance must be provided to Upper Salford Township. This confirmation may be in the form of an inspection cut-in card. No use and occupancy permit will be provided until code compliance is confirmed.
6. All applications shall be accompanied by not less than three (3) sets of construction documents. The documents for all commercial, industrial and institutional permits must be prepared by a Registered Design Professional. *(That includes sign permits.)* 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.
7. 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 Jennifer Mercurio with the Montgomery County Health Department. (610-970-5040, ext. 4215)
8. 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. Jennifer Mercurio is the County employee that handles the water permits for Upper Salford Township. (610-970-5040, ext. 4215)
9. If this application is for a new home, a driveway permit is required.
10. 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. Contact Shannon Healey (610-489-4506, ext. 13). A copy of the approval letter must be included with the building permit application for processing.
11. Projects that disturb one acre or more of earth must obtain an NPDES permit for stormwater discharge associated with the construction activity. Contact the Montgomery County Conservation District for details. (610-489-4506)
12. All new water fixtures must be of the "low flow" water conservation type.
13. Any exterior construction/improvement proposed in the East Branch Perkiomen Creek Watershed must be reviewed by the Township Engineer to determine if a stormwater management plan is required as per Upper Salford Township Ordinance 2016-1.

**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.

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 including stamped and signed truss drawing
- E. 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, width, and rebar if any
- C. Foundation material and sizes with window and door sizes and locations. Wall steel
- D. Structural members, and their sizes and types
- E. Stairs and their sizes and types
- F. Interior and exterior dimensions
- G. Louvers and vents (with sizes)

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 - handrails
- 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. (Only one copy of the approved electric plan needs to be submitted to the township with the permit application.)

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 ALL NEW RESIDENTIAL DWELLINGS, IT IS REQUIRED THAT ALL OF THE PLANS LISTED ON THESE PAGES BE PREPARED BY A LICENSED ARCHITECT OR LICENSED PROFESSIONAL ENGINEER. FOR ALL OTHER RESIDENTIAL CONSTRUCTION, IT IS STRONGLY RECOMMENDED THAT ALL OF THE PLANS LISTED ON THESE PAGES BE PREPARED BY A LICENSED ARCHITECT OR REGISTERED DESIGN PROFESSIONAL.

FOR ALL COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL 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 PERFORMS ALL INSPECTIONS INCLUDING MECHANICAL, ENERGY, ELECTRIC & COMMERCIAL.

MECHANICAL, ENERGY & 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 mechanical, energy, and commercial inspections for all permitted work under the Uniform Construction Code. To schedule inspections, please call (610) 286-1622.

ELECTRICAL INSPECTIONS

Please contact Technicon Enterprises Inc. II (TEI) at 610-286-1622.

INSPECTION #1

FOOTINGS, STORMWATER, 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

PREPOUR

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

Concrete walls and ICF walls: Forms set and pinned and rebar installed and supported prior to concrete.

INSPECTION #3

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 waterproofing must be completed 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 #3 HAS BEEN COMPLETED AND APPROVED BY THE CODE ENFORCEMENT OFFICER.

INSPECTION #4

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 system pressure testing must be performed on all waste and drainage, water supply, and natural gas piping at the time of inspection as required by the Int. Residential Code. All fire stopping, fire blocking, and fire caulking must be in place prior to the rough framing inspection.

UNDER NO CIRCUMSTANCES SHOULD ANY INSULATION, DRYWALL, OR PLASTERING BE STARTED BEFORE INSPECTION #4.

INSPECTION #5

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. A certificate of compliance from the energy installer is required.

INSPECTION #6

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. This includes final mechanical and final energy inspections. Proof of duct testing is required. 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.

SEPTIC APPROVAL AND POTABLE WATER TEST (IF WELL) IS REQUIRED TO BE SUBMITTED BEFORE A USE AND OCCUPANCY CERTIFICATE WILL BE ISSUED.

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 BUILDIND 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.

I/WE ARE AWARE THAT THE REVIEW PERIOD PROVIDED UNDER THE UNIFORM CONSTRUCTION CODE (UCC) DOES NOT BEGIN UNTIL A COMPLETE SUBMISSION INCLUDING ALL ITEMS LISTED UNDER "REQUIREMENTS FOR OBTAINING A BUILDING PERMIT" ON THE 2ND PAGE OF THIS DATA INFORMATION PACKET IS SUBMITTED TO AND RECEIVED BY THE TOWNSHIP.

Date: _____
_____ Applicant's Signature

Date: _____
_____ Applicant's Signature

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