



New Garden Township

BOARD OF SUPERVISORS
299 STARR ROAD
LANDENBERG, PENNSYLVANIA 19350

INSTRUCTIONS FOR COMPLETION OF BUILDING ,PLUMBING, MECHANICAL,ELECTRICAL AND FIRE PROTECTION PERMIT APPLICATIONS AND PERMIT FORMS.

Permits are required for all buildings and structures with the exception of one story detached single family residential accessory buildings and structures 199 square feet or less in area, however a zoning permit is required. This exemption applies to residential sheds and similar structures not intended to be occupied.

CONSTRUCTION PERMIT APPLICATION FORM:

The applicant is to complete Sections I, II and III. (IV, VI and VII optional).

I. IDENTIFICATION:

1. Proposed work site.
2. Name of owner and address.
3. Public or private ownership.
4. Principal contractor.
5. Architect or engineer if applicable.
6. Responsible person in charge of work.
7. Place the tax parcel number on the permit.

II. PROPOSED WORK:

Check the appropriate boxes.

III. DO YOU WANT? (OPTIONAL)

Check the appropriate box.

IV. OPTIONAL; CHECK APPROPRIATE BOXES.

VI. BUILDING / SITE CHARACTERISTICS;

1. Number of stories.
2. Height of structure.
3. Area – largest floor.
4. New building area. (all floors including attic space 6'-6" in height or greater)

Continued on reverse side

5. Volume of new structure.
6. Construction classification.
7. Total land area disturbed.
8. Flood Hazard zone.
9. Base flood elevation.
10. Wetlands – yes or no (check one)
11. Max. Live load.
12. Max. Occupancy load.

VII. DESCRIPTION OF BUILDING USE;

Check applicable boxes.

BUILDING, PLUMBING, MECHANICAL AND ELECTRICAL AND FIRE PROTECTION PERMIT FORMS.

The applicant is to complete sections A., B., C. and D. of the permits.

CONSTRUCTION DOCUMENTS REQUIRED;

1. Two sets of plans are required. If the building or structure exceeds 300 square feet in area the plans must be signed and sealed by a PA licensed architect or engineer. Include building, plumbing, mechanical and electrical and energy conservation information when applicable.
2. Two plot plans drawn to scale showing the lot size in square feet, metes and bounds, setbacks, size and location of proposed building or structure with distances to lot lines, building lot coverage and total lot coverage in square feet and percent, on-site water supply and sewage systems, proposed driveways with proposed grades, storm water and sedimentation controls when applicable, Flood Hazard districts and wetlands. This plan must be prepared by a Pa. licensed engineer or surveyor.
3. Place the estimated costs on the permits. The permit can not be issued without this information.
4. Copies of approved well and septic permits from the Chester County Health Department when applicable.
5. Additional information may be required depending on your specific project.

If you have any questions or need assistance please contact the Building Official at 610-268-2915 extension 103.

New Garden Township

Deck requirements

The following information has been prepared to provide you with a description of the documentation necessary to obtain a building permit for a deck. Two sets of building plans and site plans are required to be submitted with the completed building permit application. Permit fees will be calculated when plans are reviewed. If you have any questions you may contact the Building Code Official at 610-268-2915 extension 103.

1. SITE PLAN – Drawn to scale with the following information;

- a. Zoning District Classification.
- b. Lot size with metes and bounds and north arrow.
- c. Existing improvements. (House, garage, swimming pools, other decks, etc.)
- d. Size and location of proposed deck with distances to property lines and other structures.
- e. Right of ways, easements, and flood hazard areas and storm water management systems.
- f. On site septic tank and drain field locations.
- g. Impervious surface calculations in square feet and percent. (All surfaces other than grass and dirt).

2. DECK CONSTRUCTION DRAWINGS – Drawn to scale with the following Information;

TOP VIEW –

- a. Exterior dimensions of deck.
- b. Footing size and locations. (Minimum 36” in depth)
- c. Post size and spacing.
- d. Size, span and locations of beams.
- e. Size, spacing and direction of floor joists.
- f. Size, type and direction of decking.
- g. Method of attachment to existing structures.
- h. Grade and species of all framing members.
- i. Location(s) of stairs with dimensions.

SIDE AND FRONT ELEVATIONS – with the following information;

- a. Post size and locations and spacing.
- b. Height above grade level.
- c. Guardrail details.
- d. Dimensions of cantilevers or overhangs.
- e. Stair locations and construction details.
- f. Wind or diagonal bracing.

GENERAL BUILDING CODE REQUIREMENTS
(Partial listing – refer to code text)

All contractors and sub-contractors must be currently licensed by New Garden Township.

Minimum design criteria is 40 lbs./ s.f. live load and 10 lbs. /s.f. dead load for decks not supporting a hot tub, spa, roof or other concentrated loads. Decks supporting hot tub, spa, roof or similar concentrated loads are to be designed by a Pa. licensed design professional.

Decks greater than 30 inches above grade level are required to be protected at the open sides with guardrails not less than 36 inches in height capable of withstanding minimum 200 pounds per square foot from any direction. Guardrail infill components shall be capable of withstanding minimum 50 pounds per square foot horizontally. The open sides of stairs greater than 30 inches above grade or floor level are required to be protected with guardrails not less than 34 inches in height measured from the leading edge of the treads. Openings in guardrails shall not permit the passage of a 4 inch sphere with the exception of the triangular openings formed by a stair riser, tread and bottom rail where the opening shall not permit the passage of a 6 inch sphere.

Stair treads are to be minimum 10 inches in depth measured from the leading edge of the treads. Risers are to be maximum 7-3/4 inches in height. Open risers are permitted providing the opening does not permit the passage of a 4 inch diameter sphere.

Handrails are to be provided on at least one side of all stairs having 4 or more risers. Handrails shall be continuous for the entire flight of stairs. Handrails are to be a minimum of 34 inches and not more than 38 inches above the leading edge of the stair treads.

All fasteners, hangars and flashing must be compatible with the pressure treated wood being used. Check with the manufacturers.

DECK REQUIREMENTS

WOOD DECKS, PORCHES, STOOPS, BALCONIES AND STEPS

1. **Design Criteria:** All wood decks, porches balconies and stoops shall be designed for not less than 40 lbs. per square foot live load and 10 lbs. per square foot dead load. Joist and beams shall be pressure treated #2 grade or better Southern Yellow Pine or equivalent. Cantilevers may extend to 24". **Decks supporting hot tubs, spas or roofs shall be designed by a PA. registered architect or engineer.**
2. **Footings:** Footings shall be a minimum of 36 inches (36") below finished grade. Excavations shall be smooth with straight edges. Footings are sized according to the tributary load and soil bearing value but not less than 12" in diameter.
3. **Support Posts:** Where the deck surface is 48" (4') or less, above finished grade, 4"x 4" posts are permitted, if deck is greater than 48' above finished grade, a minimum post size of 6"x 6" shall be used.

Maximum Post/Support Spacing Beam

Joist Span	6'	8'	10'	12'	14'	16'
Beam Size						
Two 2"x 6"	6'-2"	5'-9"	5'-5"	5'-0"	4'-8"	4'-4"
Two 2"x 8"	7'-9"	7'-3"	6'-10"	6'-4"	5'-11"	5'-6"
Two 2"x 10"	9'-6"	8'-11"	8'-5"	7'-10"	7'-3"	6'-9"
Two 2"x 12"	11'-1"	10'-5"	9'-9"	9'-1"	8'-5"	7'-9"
Three 2"x 12"	13'-9"	12'-11"	12'-2"	11'-4"	10'-7"	9'-10"

Maximum Post/Support Spacing Intermediate Beam (Supporting Two Sets of Joists)

Joist Span	6'	8'	10'	12'	14'	16'
Beam Size						
Two 2"x 6"	5'-3"	4'-10"	4'-6"	4'-2"	3'-11"	3'-7"
Two 2"x 8"	6'-6"	6'-1"	5'-9"	5'-5"	5'-0"	4'-7"
Two 2"x 10"	7'-11"	7'-5"	7'-0"	6'-6"	6'-1"	5'-8"
Two 2"x 12"	9'-2"	8'-7"	8'-1"	7'-6"	7'-0"	6'-6"
Three 2"x 12"	11'-4"	10'-9"	10'-2"	9'-5"	8'-10"	8'-3"

Floor Joist Spans

Joist Size	2"x 6"	2"x 8"	2"x 10"	2"x 12"
Span	9'-9"	12'-10"	16'-1"	18'-10"

4. **Bridging:** Where floor joists are longer than 11' solid blocking is required to be placed at intervals not exceeding 8'.
5. **Ledger/Ban/Ribbon Board Attachment to Structure:** Ledger/ban/ribbon board shall be to the same size or greater than the floor joist. Ledger/ban/ribbon board shall be firmly attached to house using through bolts and placed staggered 16" on center with bolts doubled on each end. Minimum size bolts shall be ½" x 4 ½" or ½" x 4 ½" lag bolts when approved prior to installation or other approved anchors are permitted with approval from the Code Officer prior to installation.
6. **Guard Rails:** Where the deck, porch or balcony surface is more than 30" above the finished grade on an open side shall have guards not less than 36" in height. Open sides of stairs with a height of 30" or more above grade shall have guards not less than 34" in height measured vertically from the nosing of the treads. They all shall also have intermediate rails or ornamental closures that do not allow passage of a sphere 4" in diameter. Required guards shall not be constructed with horizontal rails or other ornamental patten that results in a ladder effect. For stairs, the triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such size that a sphere 6" cannot pass through.
7. **Stairs:** Stairs shall not be less than 36" in width. The maximum riser height shall be 7-3/4" and the minimum tread depth shall be 10". Open risers are permitted, provided that the opening between treads dose not permit the passage of a 4" diameter sphere.
8. **Handrails:** Hand rails shall be between 34" to 38" in height, respectively, measured vertically from the nosing of the treads and shall be provided on at least one side of stairways. All required handrails shall be continuous the full length of the stairs with two or more risers from a point directly above the top riser of a flight to a point directly above the lowest riser of the flight. The handgrip portion of handrails shall have a circular cross section of between 1 1/4" to 2" for circular handrails and at least 4" to maximum 6-1/4" perimeter dimension for non-circular handrails. Handrails adjacent to a wall shall have a space of not less than 1 ½" between the wall and the handrail.
9. **Landings:** The width of each landing shall not be less than the stairway or door served, with a minimum of 36". Every landing shall have a minimum dimension of 36" measured in the direction of travel. The landing at an exterior doorway shall not be more than 8" below the top of the threshold, provided that the door, other than an exterior storm or screen door, does not swing over the landing.
10. **Illumination:** All stairs shall be provided with illumination.

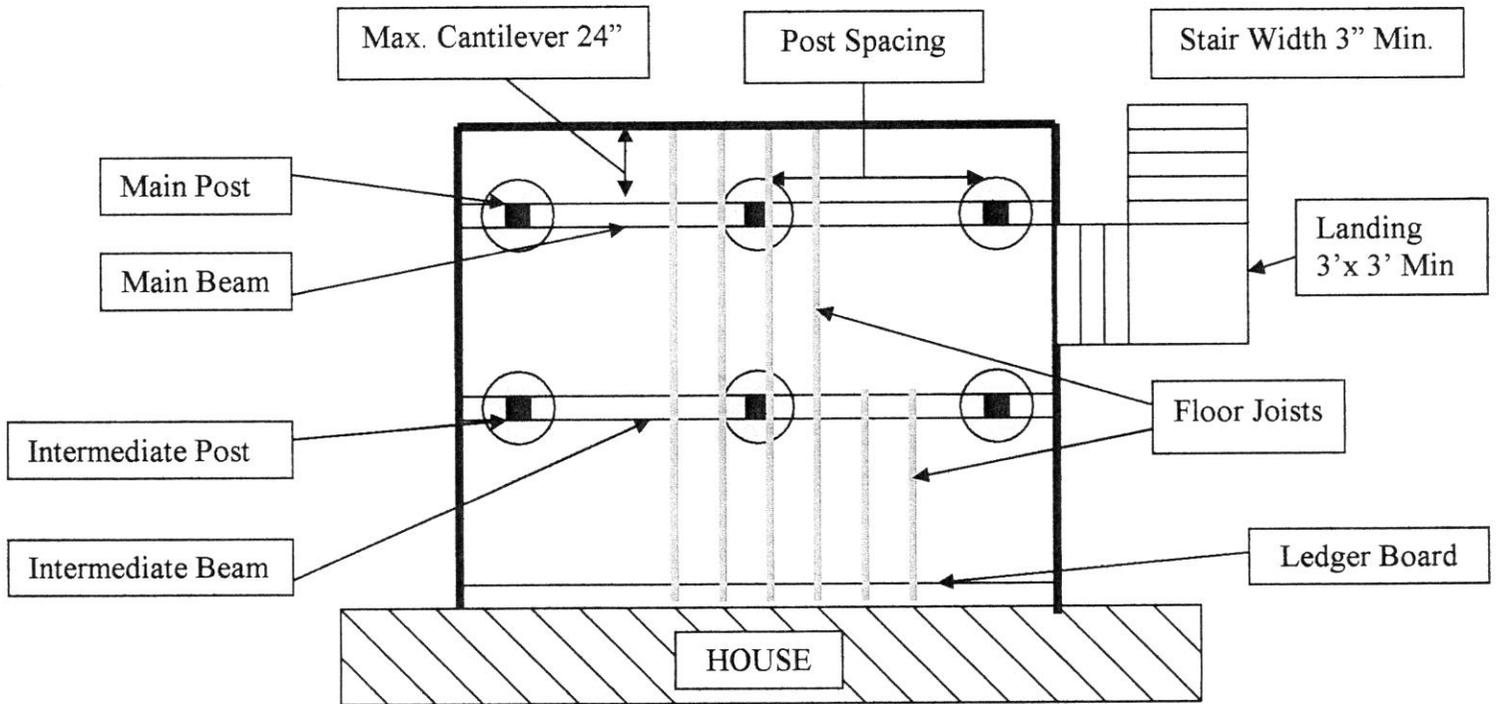
4. **Bridging:** Where floor joists are longer than 11' solid blocking is required to be placed at intervals not exceeding 8'.
5. **Ledger/Ban/Ribbon Board Attachment to Structure:** Ledger/ban/ribbon board shall be to the same size or greater than the floor joist. Ledger/ban/ribbon board shall be firmly attached to house using through bolts and placed staggered 16" on center with bolts doubled on each end. Minimum size bolts shall be 1/2" x 4 1/2" or 1/2" x 4 1/2" lag bolts when approved prior to installation or other approved anchors are permitted with approval from the Code Officer prior to installation.
6. **Guard Rails:** Where the deck, porch or balcony surface is more than 30" above the finished grade on an open side shall have guards not less than 36" in height. Open sides of stairs with a height of 30" or more above grade shall have guards not less than 34" in height measured vertically from the nosing of the treads. They all shall also have intermediate rails or ornamental closures that do not allow passage of a sphere 4" in diameter. Required guards shall not be constructed with horizontal rails or other ornamental patten that results in a ladder effect. For stairs, the triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such size that a sphere 6" cannot pass through.
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9. **Landings:** The width of each landing shall not be less than the stairway or door served, with a minimum of 36". Every landing shall have a minimum dimension of 36" measured in the direction of travel. The landing at an exterior doorway shall not be more than 8" below the top of the threshold, provided that the door, other than an exterior storm or screen door, does not swing over the landing.
10. **Illumination:** All stairs shall be provided with illumination.

DECK SAMPLE

The following information will be needed on the plans turned in to the Township.

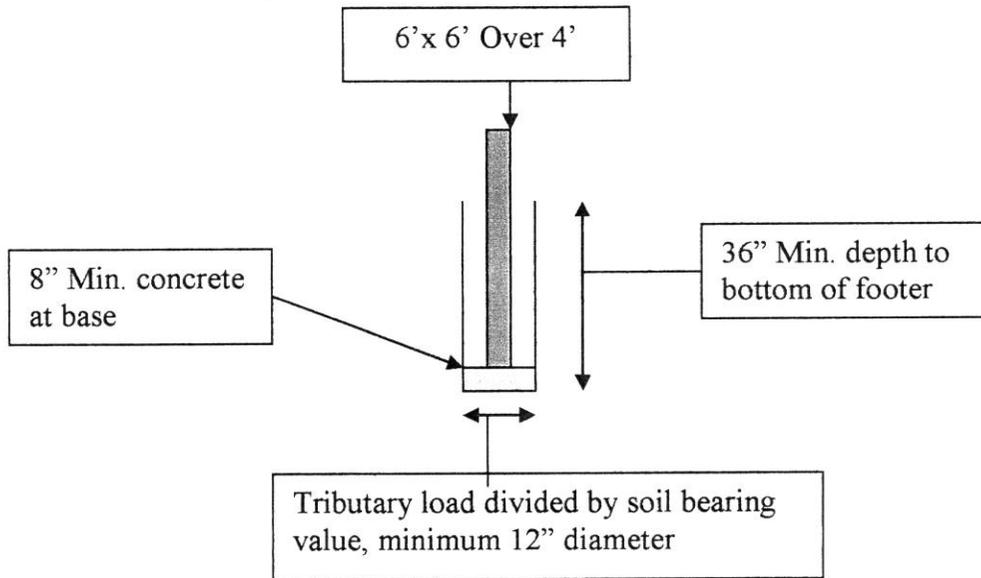
1. Main Beam: _____ Post Size: _____ Distance Between Post: _____
2. Intermediate Beam: _____ Post Size: _____ Intermediate Post Spacing: _____
3. Joist Size: _____ Joist Length: _____

Deck Framing Detail Sample only

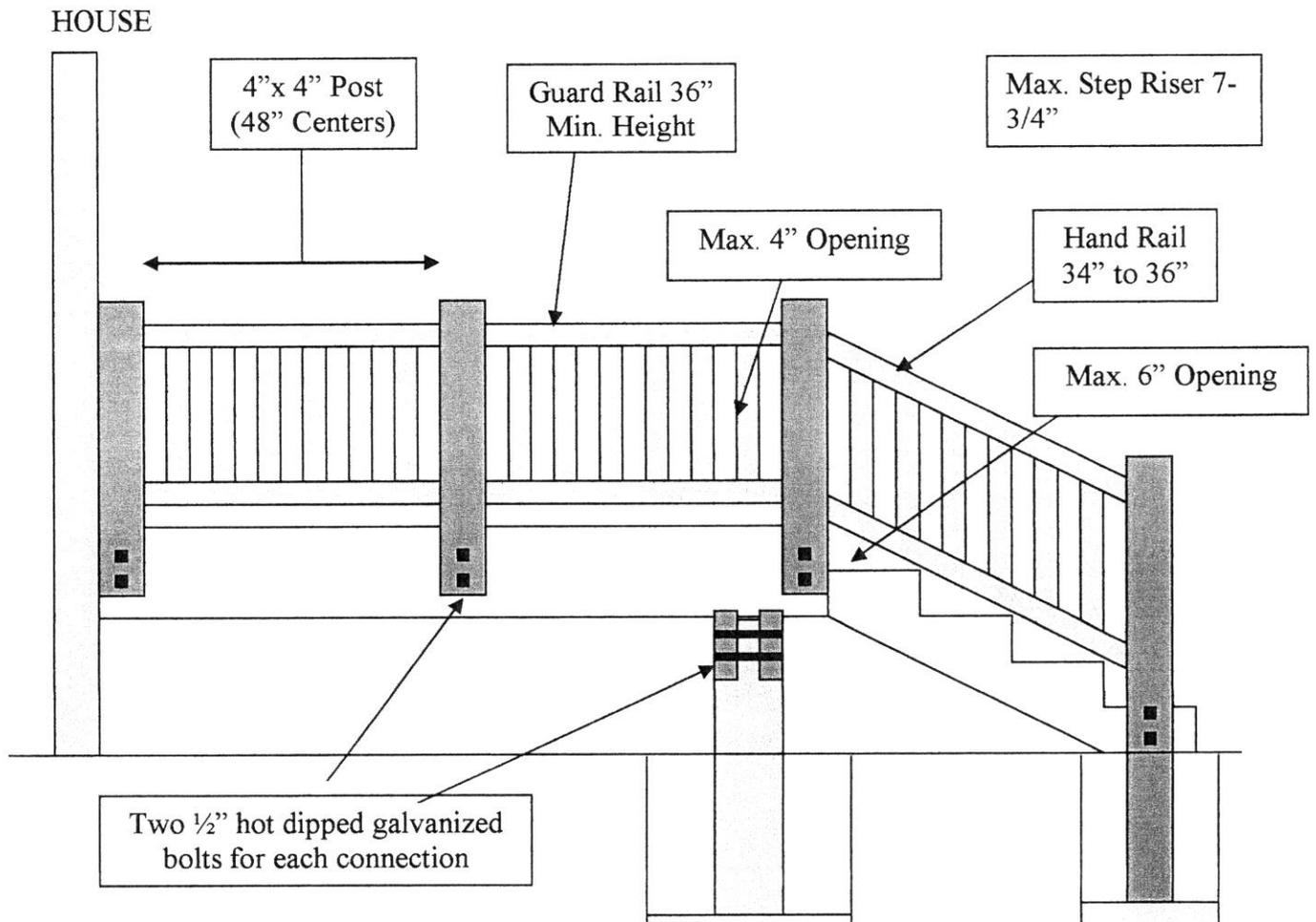


Footing Detail

Sample only



Guard & Hand Rail Detail



BUILDING SUBCODE TECHNICAL SECTION



Date Received _____
Date Issued _____
Control # _____
Permit # _____

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE.

Block _____ Lot _____
Work Site Location: _____

Owner in Fee _____
Address _____

Tele. (_____) _____

Contractor _____

Address _____

Fax (_____) _____

Lic. No. or Bldrs. Reg. No. _____

Federal Emp. No. _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW	Date	Initial	INSPECTIONS	Type:	Failure	Failure	Approval	Initial	Dates (Month/Day)
<input type="checkbox"/> No Plans Required			Footling						
<input type="checkbox"/> All			Foundation						
<input type="checkbox"/> Footling			Slab						
<input type="checkbox"/> Foundation			Frame						
<input type="checkbox"/> Frame			Barrier-Free						
<input type="checkbox"/> Other			Insulation						
Joint Plan Review Required:			Finishes						
<input type="checkbox"/> Elec.	<input type="checkbox"/> Plumb.	<input type="checkbox"/> Fire	Elevator						
SUBCODE APPROVAL			Energy						
<input type="checkbox"/> CO	<input type="checkbox"/> CCO	<input type="checkbox"/> CA	Mechanical						
Date:			TCO						
Approved by:			Other						
			Final						
			Barrier-Free						

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____
 Constr. Class Present _____ Proposed _____
 No. of Stories _____ Ft.
 Height of Structure _____ Ft.
 Area — Largest Floor _____ Sq. Ft.
 New Bldg. Area/All Floors _____ Sq. Ft.
 Volume of New Structure _____ Cu. Ft.
 Total Land Area Disturbed _____ Sq. Ft.

Est. Cost of Bldg. Work:

1. New Bldg. \$ _____
 2. Alteration \$ _____
 3. Total (1+2) \$ _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Signature _____

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

TYPE OF WORK:

- New Building
- Addition
- Alteration
- Roofing
- Siding
- Fence _____ Height (exceeds 6') _____ Sq. Ft.
- Sign _____ Sq. Ft.
- Pool
- Asbestos Abatement
- Lead Haz. Abatement
- Other _____
- Demolition

FEE (Office Use Only)

Administrative Surcharge	\$ _____
Minimum Fee	\$ _____
Fee	\$ _____
TOTAL FEE	\$ _____

1 White = Inspector Copy
 2 Canary = Office Copy
 3 Pink = Office Copy
 4 Gold = Applicant Copy

Phone: (610) 268-2915
Fax: (610) 268-0458



E-Mail: office@newgarden.org
Website: www.newgarden.org

New Garden Township

BOARD OF SUPERVISORS
299 STARR ROAD
LANDENBERG, PENNSYLVANIA 19350

DECK INSPECTIONS

The issuance of this building permit requires you to comply with all provisions set forth in the New Garden Township Building Code and Zoning Ordinance. Listed below are the stages of construction when the New Garden Township Building Official must be notified. Inspections must be scheduled a minimum of twenty-four (24) hours in advance by calling **1-800-732-2551**. Please leave your name, phone number, permit number and the type of inspection requested.

FOOTINGS – Inspection will be made after excavation is completed prior to placement of concrete. Forms when required are to be in place at the time of inspection.

FINAL INSPECTION – Inspection will be made upon completion of the deck prior to using the deck.

Any changes or revisions to the structure must be approved by the Building Official prior to commencement of such changes or revisions. Unless otherwise designed by a P.A. registered architect or engineer this deck is not designed to support a hot tub, spa, roof or other concentrated load.

A building or structure may not be used or occupied until a certificate of use and occupancy has been issued.

I hereby acknowledge receipt of this form.

Signature of applicant

DATE: _____

Sign and return with permit application

ANY EARTH DISTURBANCE IN NEW GARDEN TOWNSHIP REQUIRES EROSION AND SEDIMENT CONTROL

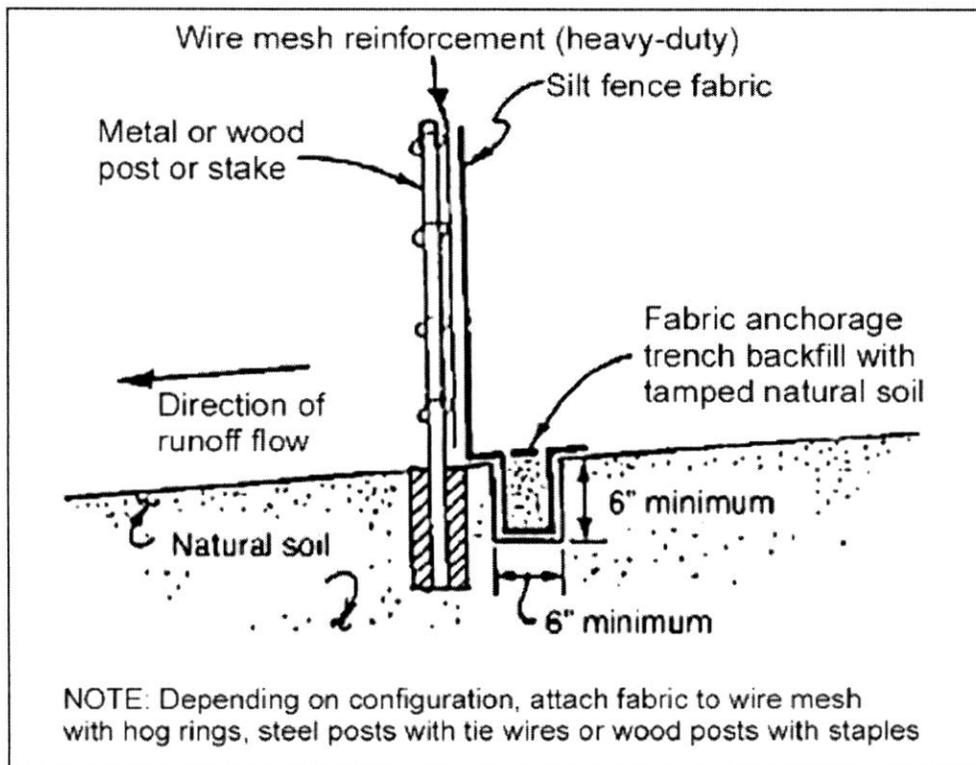


Figure 1: Typical Installation for Silt Fence

Read the following pages to learn about the requirements