

**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 if you are requesting partial permit approval.

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.

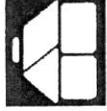
BUILDING, PLUMBING, MECHANICAL AND ELECTRICAL AND FIRE PROTECTION PERMIT FORMS.

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.



Date Received
Date Issued
Control #
Permit #

BUILDING SUBCODE TECHNICAL SECTION

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 _____

Tele. (_____) _____ Fax (_____) _____
Lic. No. or Bldrs. Reg. No. _____
Federal Emp. No. _____

JOB SUMMARY (Office Use Only)			
PLAN REVIEW	Date	Initial	INSPECTIONS
<input type="checkbox"/> No Plans Required	_____	_____	Type: _____
<input type="checkbox"/> All	_____	_____	Footing
<input type="checkbox"/> Footing	_____	_____	Foundation
<input type="checkbox"/> Foundation	_____	_____	Slab
<input type="checkbox"/> Frame	_____	_____	Frame
<input type="checkbox"/> Other	_____	_____	Barrier-Free
Joint Plan Review Required:			
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	Insulation
SUBCODE APPROVAL			
<input type="checkbox"/> CO <input type="checkbox"/> CCO <input type="checkbox"/> CA	_____	_____	Finishes
Date: _____	_____	_____	Energy
Approved by: _____	_____	_____	Mechanical
_____	_____	_____	TCO
_____	_____	_____	Other
_____	_____	_____	Final
_____	_____	_____	Barrier-Free

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____
 Constr. Class Present _____ Proposed _____
 No. of Stories _____
 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.

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 _____

Est. Cost of Bldg. Work:
 1. New Bldg. \$ _____
 2. Alteration \$ _____
 3. Total (1+2) \$ _____

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

TYPE OF WORK:

- New Building
- Addition
- Alteration
- Roofing
- Siding
- Fence _____ Height (exceeds 6')
- 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



New Garden Township

BOARD OF SUPERVISORS
299 STARR ROAD
LANDENBERG, PENNSYLVANIA 19350

DEMOLITION 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.

SITE INSPECTION - Inspection will be made prior to commencement of any demolition. Erosion control silt fence, tree protection and stabilized construction entrance to be installed. Pedestrian protection when required must be installed. All utilities are to be safely disconnected and capped. The applicant shall provide the following documents at this time as applicable.

- a. A letter from PECO stating that the electric service has been terminated. 800-494-4000
- b. A letter from the Chester County Health Department stating that the on site well and sewage system has been capped and approved. 610-869-0560
- c. A letter from the New Garden Sewer Authority stating that the public sewer has been capped and approved. 610-268-2915.
- d. A letter from the Chester Water Authority stating that the public water service has been terminated. 610-876-8181
- e. Rodent certification / letter from a licensed pest control service stating that the property is rodent free.

CONTINUED ON REVERSE SIDE OF FORM

- f. Notice to adjoining neighbors – Provide a copy of letter and list of recipients including directly across the street(s).

BACKFILL INSPECTION – This inspection will be made prior to the backfilling of any basements or crawl spaces. All building and demolition materials must be removed from the site and disposed of at a legal landfill or recycling facility. **BURNING OR BURIAL OF ANY BUILDING OR DEMOLITION DEBRIS IS PROHIBITED.** The applicant shall provide receipts from the disposal facility.

FINAL INSPECTION - This inspection will be made upon completion of the grading and stabilization of the lot.

Any changes or revisions to the approved plans must be approved by the Building Official prior to commencement of such changes or revisions.

I hereby acknowledge receipt of this form.

Signature of applicant

DATE: _____

* Applicant to sign and return with permit application *

You CANNOT

demolish any

building for

commercial development *

without notifying DEP

Get notification form at: www.dep.state.pa.us

Go to: Asbestos

Questions? Call (484) 250-5920



Department of Environmental Protection

*see NESHAP Regulation 40 CFR 61 Subpart M

Exempt: a single one family residence



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

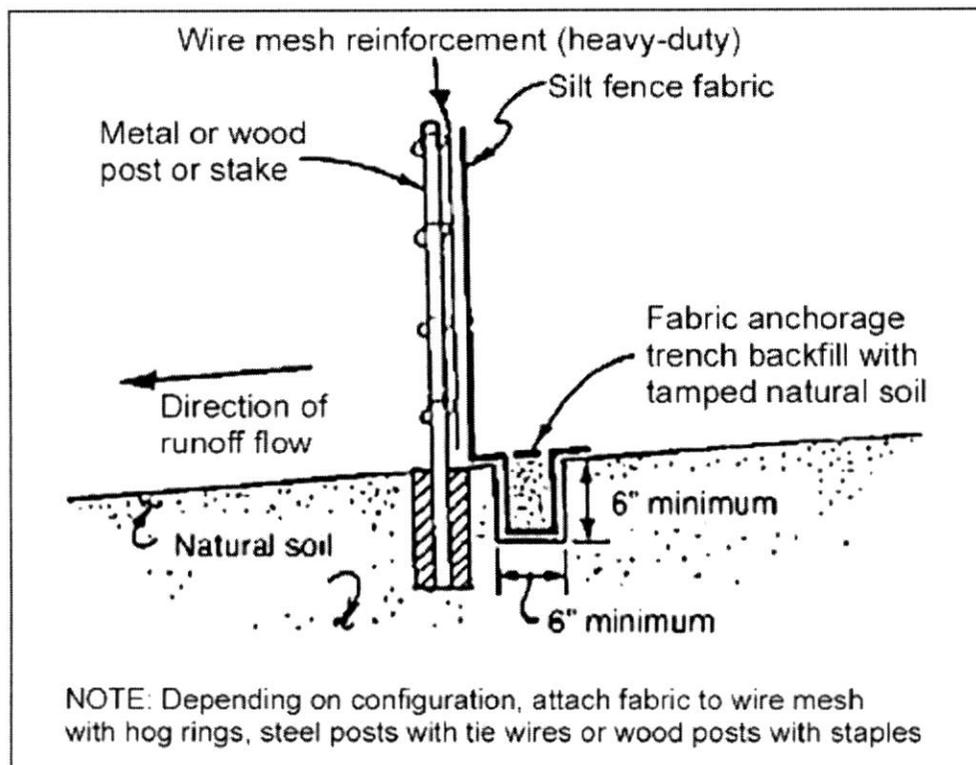


Figure 1: Typical Installation for Silt Fence

Read the following pages to learn about the requirements

New Garden Township

Erosion and Sediment Control Requirements

Q: When is an Erosion and Sediment Control Plan required?

A: Any project involving earth disturbance in New Garden Township requires erosion and sediment controls. All earth disturbances greater than 5,000 square feet but less than acre must submit a written Erosion and Sediment Control Plan to New Garden Township and the Chester County Conservation District for review. Any disturbance associated with the use of Chapter 105 General Permit (GP) (stream crossing, wetland disturbance, pond dredging etc.), or one acre and greater disturbance must have an Erosion and Sediment Control Plan developed and then reviewed by the Conservation District office and the Township.

(5000 square feet is about 1/8 of an acre)

Q: What is NPDES and when do I need one of these permits?

A: NPDES is a federal program administered by the state. NPDES (National Pollutant Discharge Elimination System) is established to regulate all point source discharges (specifically-discharge of stormwater from construction sites). The County Conservation District has delegation authority to administer this program. Any proposed disturbance of 1 acre or more through the life of the project must have a NPDES permit.

- **General NPDES permit** – Issued by the District after District review of the Erosion and Sediment Control Plan and finds the plan adequate. This permit is for projects in non-protected watersheds
- **Individual NPDES permit** – Issued by PA DEP after recommendation from the District to issue and a 30 day publication in the PA Bulletin. This is for sites in High Quality / Exceptional Value Watersheds and those sites with possible environmental pollution or history of non-compliance.

Call the Township for more information: 610-268-2915

Chester County Conservation District: 610-925-4920