

HONEY BROOK TOWNSHIP

BUILDING PERMIT DATA INFORMATION PACKET FOR PLACEMENT OF A MOBILE (MANUFACTURED) HOME UNDER THE UNIFORM CONSTRUCTION CODE (UCC)

**EVERYTHING IN THIS PACKET IS IMPORTANT.
READ EVERYTHING CAREFULLY AND COMPLETELY
BEFORE FILLING OUT THE PERMIT APPLICATION.**

**PAGES 5-7 OF THIS PERMIT DATA INFORMATION PACKET
SERVE AS THE PERMIT APPLICATION AND ARE TO BE
RETURNED TO THE TOWNSHIP ALONG WITH A \$25
PERMIT APPLICATION FEE.**

**THIS IS AN ORIGINAL APPLICATION. ONCE YOU SUBMIT IT (AND
ANYTHING ELSE REQUIRED TO BE SUBMITTED ALONG WITH IT) TO
HONEY BROOK TOWNSHIP, IT WILL NOT BE RETURNED TO YOU.
THEREFORE, YOU ARE ADVISED TO MAKE A COPY OF THIS
APPLICATION ONCE YOU HAVE COMPLETED IT AND KEEP A COPY
FOR YOUR RECORDS.**

The Uniform Construction Code (UCC) creates one building code for the entire state. While it may seem your project is relatively minor, and perhaps it is, the Township Code requires all the items of information be addressed to process your application. The UCC exempts some buildings—notably agricultural buildings—from code requirements.

This permit application reflects the requirements for new manufactured home installation as issued by Pennsylvania Department of Community & Economic Development relative to the Pennsylvania Manufactured Housing Improvement Act (Act 158 of 2004).

Again, everything listed in this application is required. Please follow the directions.

**REQUIREMENTS FOR OBTAINING A BUILDING PERMIT FOR
PLACEMENT OF A MOBILE (MANUFACTURED) HOME**
**A 15 business day review period is permitted by State Code. A typical review
period is 5 to 10 business days.**

Listed below are the items required to be submitted to the Building Code Official along with the building permit application (pages 5-7). Failure to submit the required items will result in denial of the issuance of the permit. ***NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.*** If you have any questions, please call Technicon Enterprises Inc., II at (610) 286-1622 x100.

1. The Building Permit Application must be signed by the Owner(s) or Lessee of the building or structure, or an approved agent, or by the Registered Design Professional employed in connection with the proposed work.
2. Applications must be accompanied by two (2) sets of site plans. Site plan should be drawn to scale and contain at minimum the following information:
 - A. Lot dimensions, including all existing and proposed structures.
 - B. Building location and distance from all lot lines.
 - C. Street or highway rights-of-way and any other easements or rights-of-way.
 - 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. Dimensions and boundaries of total earth disturbance.
 - G. The total amount of existing and proposed impervious surfaces. Also include any impervious surfaces to be removed).
 - H. Total area disturbance (in square feet).
3. If a full basement is to be built, include construction specifications that are approved by the mobile home manufacturer with the permit application.
4. Permit applications must be accompanied by the **manufacturer's "DAPIA" approved design and instructions for installation of the home.**
5. A copy of **Installers certification** from Department of Community & Economic Development (DCED) must accompany the application. A **Certificate of Compliance** from the installer is required before the Use & Occupancy (U&O) Certificate can be issued.
6. *If the permit application is for a new home utilizing an on-lot septic system, a copy of the septic system design permit must accompany the permit application. The sewage enforcement officer at the Chester County Health Department (CCHD), (610) 344-6223, must verify an adequate septic system is available.*
7. *If the permit application is for a new home utilizing public sewer, a copy of the sewer permit from Northwestern Chester County Municipal Authority (NCCMA), (610) 273-2265, must accompany the application.*
8. *If the permit application is for a new home, a separate driveway permit application is required.*
9. For projects involving more than 5,000 square feet of earth disturbance, a Low Hazard Soil Erosion & Sedimentation Control Plan application must be obtained from the Chester County Conservation District (CCCD), (610) 925-4920. A copy of the approval letter or the letter of exemption must be included with the building permit application. The CCCD website has application forms and information at www.chesco.org/conservation.
10. A stormwater management plan may be required upon review of submitted information. A copy of the requirements may be found in Chapter 20 of the Code of Ordinances. If a stormwater management plan is required, your permit will be held until the plan is provided.

INSPECTIONS REQUIRED DURING THE STAGES OF CONSTRUCTION

The issuance of a building permit requires you to comply with the building code during construction and to receive the mandated inspections prior to building the next phase. Inspections must be scheduled twenty-four (24) hours in advance, unless special instructions are provided in the permit. **YOU MUST PASS INSPECTION BEFORE YOU PROCEED TO THE NEXT STAGE OF CONSTRUCTION.** If you proceed prior to passing, the code enforcement officer will require the construction to be taken apart and re-done. Should additional inspections be required, a re-inspection fee will be due to defray the cost of the additional inspection.

PLEASE NOTE: As the appointed third-party agency, Technicon Enterprises Inc., II will perform all electrical inspections for all permitted work under the Uniform Construction Code. ***To schedule inspections please call (610) 286-1622, x100.***

ELECTRICAL INSPECTIONS

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

INSPECTION #1

FOOTINGS, STORM WATER 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 per the approved Erosion and Sedimentation Control Plan. **Note:** Footings are required to meet the manufacturer's specifications. Property lines or setback lines must be staked accurately to verify proper placement. Site drainage has to be addressed per the International Residence Code (IRC) 2006.

INSPECTION #2 (FULL FOUNDATION ONLY)

FULL FOUNDATION – FOUNDATION BACKFILL

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

This inspection will be made upon completion of foundation and foundation drains but PRIOR to any backfilling and placement of the manufactured home. All parging and waterproofing shall be completed prior to this inspection. Foundation drains shall also be inspected at this time. **UNDER NO CIRCUMSTANCES IS BACKFILLING OR PLACEMENT TO BE STARTED UNTIL PASSING INSPECTION #2**

INSPECTION #3
PRIOR-TO-SKIRTING INSPECTION
ANCHORING, PLUMBING AND ELECTRICAL CONNECTIONS
MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made when the mobile home is in position and anchored per manufacturer's specification, but without the skirting in place. Plumbing and electrical connections and site drainage considerations are per the IRC 2006.

INSPECTION #4
FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF USE & OCCUPANCY
(U&O)
MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

The final inspection shall be made upon completion of the structure. Prior to the final inspection the following items shall be completed: grading, seeding, and installation of any driveway. An electrical service inspection sticker must be placed on the electrical service panel. In addition to these items, approved house numbers shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property. No Use and Occupancy Permit will be issued until the Inspector has determined that the structure is in full compliance with the approved building plans and provisions of all codes.

The following items must be submitted prior to or at the time of final inspection:

1. Signed "Approved for Use" on-lot sewage permit
2. Signed "Approved for Use" well permit
3. Certificate of Compliance from the installer
4. Approved driveway permit, if applicable

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.

Your signature on the application indicates you understand and will comply with these requirements.

HONEY BROOK TOWNSHIP
UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION
FOR PLACEMENT OF A MOBILE (MANUFACTURED) HOME \$25 app fee _____

LOCATION OF PROPOSED WORK

Building Permit # _____

County: Chester Municipality: Honey Brook Township Zoning District _____

Site Address: _____ Tax Parcel #: 22-_____

Lot # _____ Mobile Home Park/Development Name: _____

Lot Size: _____ Total Disturbance (sq. ft.): _____

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell #: _____

Principal Contractor: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell #: _____

Is an existing Mobile Home to be removed: Yes No (size of unit: _____ sq. ft.)

If Yes, attach a copy of the Trailer Removal Permit.

TYPE OF FOUNDATION (*frost-free concrete or masonry*):

- Pier – (Min. 24” diameter – 36” deep)
- Pad Perimeter Wall
- Other Type (explain) _____

FULL BASEMENT (*Include construction specifications*):

- Yes No

APPROVED ANCHORING METHOD

- Ground anchors Pier
- Oliver System Other Type

BUILDING/SITE CHARACTERISTICS

Water Service: (*Check*) Public Private (Well/Connection Permit# _____)

Sewer Service: (*Check*) Public Private (Sewage/Connection Permit # _____)

Electrical: **Electrical Service**

IMPERVIOUS COVERAGE

Total Proposed Impervious Surface: _____ (sq. ft.)
Total Existing Impervious Surface On Site: _____ (sq. ft.)

SETBACK REQUIREMENTS

Front Yard _____ **Rear Yard** _____ **Side Yard/Aggregate** _____

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: _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction 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 of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

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 that 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 provision of the code(s) applicable to such permit.

I/WE have received a copy of the application requirements and inspection requirements. I agree to abide by the requirements, and understand failure to comply may result in legal action leading to stop work orders and/or fines. I understand once the permit has been reviewed and assigned a permit number I am responsible for paying the cost thereof, irrespective of whether I actually use the permit or not. I agree to be liable for all costs required to collect said fee(s).

Date: _____

Applicant's Signature

Date: _____

Applicant's Signature

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site: _____

FOR BUILDING CODE OFFICIAL USE ONLY

ADDITIONAL PERMITS/APPROVALS REQUIRED

<input type="checkbox"/> STREET CUT/DRIVEWAY	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> EROSION AND SEDIMENT CONTROL PLAN	APPROVED _____
<input type="checkbox"/> SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> ON-LOT SEPTIC	APPROVED _____
<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> PUBLIC WATER CONNECTION	APPROVED _____
<input type="checkbox"/> STORMWATER	APPROVED _____
<input type="checkbox"/> OTHER _____	APPROVED _____

APPROVALS

BUILDING PERMIT DENIED: Date _____ Date Returned _____

BUILDING PERMIT APPROVED: Date _____ Permit # _____

CODE ADMINISTRATOR _____

Date Issued _____ Date Expires _____ Permit # _____

BUILDING PERMIT FEE	\$ _____	Receipt # _____
ZONING PERMIT FEE	\$ _____	Receipt# _____
PLUMBING PERMIT (if appl.)	_____	Receipt # _____
MECHANICAL PERMIT (if appl.)	_____	Receipt # _____
ELECTRICAL PERMIT (if appl.)	_____	Receipt # _____
DRIVEWAY PERMIT (if appl.)	_____	Receipt # _____
CURB AND SIDEWALK (if appl.)	_____	Receipt # _____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of documents:	Submitted:		Signed & Sealed:		Date:	Revision Date:
Foundation Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Workers Comp. Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft. Number Of Stories: _____

Proposed Building Area: _____ sq. ft. Height of Structure Above Grade: _____ ft.

Total Building Area: _____ sq. ft. Area of the Largest Floor: _____ sq. ft.