

HONEY BROOK TOWNSHIP

RESIDENTIAL BUILDING PERMIT DATA INFORMATION PACKET FOR ONE- & TWO-FAMILY DWELLINGS UNDER THE UNIFORM CONSTRUCTION CODE (UCC)

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

**PAGES 8-10 OF THIS PERMIT DATA INFORMATION PACKET
SERVE AS THE PERMIT APPLICATION AND ARE TO BE
RETURNED TO THE TOWNSHIP ALONG WITH A \$25
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. It requires greater detail in building design and plot plans. 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.

Please submit three (3) sets of the construction documents with the application. Include any supporting documentation necessary. The documents are part of the submission, and they will not be returned to you. We suggest making a copy for your records prior to submission.

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

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

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 that are required to be submitted to Honey Brook Township along with the building permit application (pages 8-10). 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., ll 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 three (3) sets of site plans. Please see page 3 for site plan requirements and follow them closely.
3. Applications must be accompanied by three (3) sets of construction documents (please see pages 3-4 for requirements). It is recommended, but not required, that a Registered Design Professional prepare the construction documents. The documentation shall include the name and address of the Registered Design Professional and shall be signed, dated, and sealed.
4. *If the application is for a new home utilizing an on-lot septic system, a copy of the septic system design permit must accompany the application. If the application is for an addition to an existing home which includes bedrooms, the sewage enforcement officer at the Chester County Health Department (CCHD), (610) 344-6223, must verify an adequate septic system is available. Verification must accompany the application.*
5. *If the application is for a new home and a municipal sewer connection will be made, a copy of the sewer permit from Northwestern Chester County Municipal Authority (NCCMA), (610) 273 2265, must accompany the application.*
6. *If the application is for a new home and a municipal water connection will be made, a copy of the water permit from either the Honey Brook Borough Authority or Aqua PA (depending upon your service area) must accompany the application.*
7. *If the application is for a new home using well water, a copy of the well permit from the CCHD, (610) 344-6223, must accompany the application.*
8. *If this application is for a new home, a driveway permit application is required. Please see the separate requirements for driveways in the driveway permit application.*
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.

THE FOLLOWING PLANS SHALL BE SUBMITTED, IN DUPLICATE, ALONG WITH THE BUILDING PERMIT APPLICATION:

- I. SITE PLAN: All Applicants shall submit three (3) Site Plans drawn to scale. 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 from all lot lines.
 - C. Street or highway rights-of-way and any other easements or rights-of-way.
 - D. Existing or proposed septic & 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. The site plan may require the inclusion of the stormwater plan criteria.

- II. CONSTRUCTION PLAN: All applicants shall submit three (3) construction documents drawn on a scale of one-quarter inch (1/4 inch) = 1 foot and shall contain at minimum the following information:
 - A. 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):
 1. Floor lines with dimensions, and dimensions from grade to peak.
 2. Overhangs or porches (with dimensions and materials).
 3. Exterior coverings and materials.
 4. Roof materials and roof slope.
 5. Louvers and vents (with sizes).
 6. Chimney size, chimney material, and location of chimney above ridge line and from nearest wall.
 - B. Foundation Plans:
 1. Basement crawl spaces and slabs.
 2. Footings to include depth size and width
 3. Foundation material and sizes with window and door sizes and locations.
 4. Structural members, and their sizes and types.
 5. Stairs and their sizes and types.
 6. Interior and exterior dimensions.
 7. Emergency escape and rescue window, outside entrance location or equivalent.
 - C. Floor Plans:
 1. First, second, and third (if applicable) floors with all dimensions.
 2. Structural framing members, and their sizes, directions, and spacing.
 3. Stairs, stairways, and stairwells, including dimensions.

4. 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).
5. An Energy Conservation Code compliance certificate or equivalent.
6. Plumbing drawings:
 - a. Provide a ladder diagram showing drainage and vent piping systems.
 - b. Show drainage fixtures unit calculations for drainage system.
 - c. Show water distribution system calculations.
 - d. Provide a list of materials to be used.
 - e. If a residential fire sprinkler system is being installed:
 - 1) Provide information on the system to be utilized: NFPA 13R, 13D, or 2009 IRC.
 - 2) Provide cut sheets of materials to be used (sprinkler heads, piping, etc.)
 - 3) Provide details of sizing calculations for the system.
 - 4) Provide plans showing a layout of the piping, including sizes, and sprinkler head locations.
7. Mechanical drawings:
 - a. Provide heating and cooling unit calculations.
 - b. Provide cut sheets of equipment to be installed.
 - c. For gas and oil heating systems, provide details on combustion air and venting.
 - d. If gas equipment is being utilized, provide BTU inputs of equipment and sizing calculations for the piping system.
 - e. Provide a sketch of the HVAC system with run sizes and locations of outlets.
8. Electrical drawings:
 - a. Provide the electrical service location, lateral or overhead, amperage size, grounding method, & equipment cut sheets.
 - b. Provide a panel schedule identifying branch circuits, overcurrent protection ratings, AFCI protection, & GFCI protection.
 - c. Provide smoke detector and carbon monoxide detector locations.
- D. Cross Section Plans:
 1. Building or wall cross sections.
 2. Footer and foundation type and details.
 3. Framing details with floor-to-floor height.
 4. Roof construction and all material used throughout.
 5. Section through chimneys and/or fireplaces showing damper(s), smoke chamber, throat, flue(s), clean out and mantle.

FOR RESIDENTIAL CONSTRUCTION, IT IS STRONGLY RECOMMENDED THAT ALL OF THE PLANS LISTED ON THESE PAGES BE PREPARED BY A REGISTERED DESIGN PROFESSIONAL.

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. Inspection fees are included in the cost of the building permit. Following are the stages of construction when the code enforcement officer must be notified. Inspections must be scheduled twenty-four (24) hours in advance, unless special instructions are provided in the permit. The permit will indicate which inspections you are required to have. **YOU MUST PASS INSPECTION BEFORE YOU PROCEED TO THE NEXT STAGE OF CONSTRUCTION.** If you proceed without approval, the Code Enforcement Officer will require the construction to be exposed inspection. 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

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. For pre-cast walls the stone placement must be inspected prior to the wall placement. **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 verify proper placement.

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 floor joists in a masonry structure (exception: pre-cast walls). All parging and waterproofing shall be completed prior to this inspection. Foundation drains will also be inspected at this time. UNDER NO CIRCUMSTANCES IS BACKFILLING OR FRAMING TO BE STARTED UNTIL PASSING INSPECTION #3.

INSPECTION #4
ROUGH FRAMING

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

This inspection will be made upon completion of all framing and rough-ins (plumbing, mechanical, and electrical wiring). All concealed plumbing and mechanical equipment shall 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 International 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 PASSING 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 shall any 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 at this time.

INSPECTION #6

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

The final inspection will 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. A final electrical inspection sticker must be placed on the main 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 Certificate 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 building 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

NOTE: NO DWELLING OR STRUCTURE MAY BE OCCUPIED IN ANY MANNER UNTIL THE ISSUANCE OF A FINAL USE AND OCCUPANCY CERTIFICATE. 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 building permit application indicates you understand and will comply with these requirements.

\$25 app. fee _____

**HONEY BROOK TOWNSHIP
UNIFORM CONSTRUCTION CODE RESIDENTIAL BUILDING PERMIT APPLICATION**

LOCATION OF PROPOSED WORK OR IMPROVEMENT **Building Permit #** _____

County: Chester Municipality: Honey Brook Township Zoning District _____

Site Address: _____ Tax Parcel #: 22- _____

Subdivision: _____ Lot # _____ Lot Size: _____ Tot. Land Disturbance (sq. ft.): _____

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell # _____

Principal Contractor: _____ Phone # _____

Mailing Address: _____ Cell # _____

Architect: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell # _____

TYPE OF WORK OR IMPROVEMENT (Check All That Apply)

- New Building Addition Alteration Repair Demolition
- Renovation Change of Use Plumbing Mechanical Electrical

Describe the proposed work: _____

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ _____

DESCRIPTION OF BUILDING USE (Check One) One-Family Dwelling Two-Family Dwelling

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____ Proposed
Mechanical: Indicate type of Heating/Ventilating/Air Condition (i.e., electric, gas, oil, etc.)
 Type of Fuel _____ Type of Vent _____ Fireplace(s): Number _____
Water Service: (Check) Public Private (Well Permit # _____)
Sewer Service: (Check) Public Private (Sewage Permit # _____)
Electrical Service: YES NO

Total Impervious To Be Added (sq. ft.) _____ Total Impervious To Be Removed _____
Total Proposed Impervious Surface (sq. ft.) _____

SETBACK REQUIREMENTS: Front Yard _____ Rear Yard _____ Side Yard/Aggregate _____

ZONING VARIANCE/SPECIAL EXCEPTION: Has there been a Zoning Hearing Board decision for your project?

 NO YES (provide hearing date) _____

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 assume 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
Print name: _____

Date: _____

Applicant's Signature
Print name: _____

Date: _____

Owner or Authorized Agent's Signature
Print Name: _____

Address

Phone Number

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 # _____
BUILDING CODE OFFICIAL:	_____	
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.

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