

## NEWTOWN TOWNSHIP PERMIT APPLICATION INSTRUCTIONS

**\*\*\*Items listed below must be included with every Permit Application to be considered administratively complete\*\*\***

**Incomplete permit applications will not be processed!**

**ELECTRONIC/FAXED SUBMISSIONS WILL NOT BE ACCEPTED**

### RESIDENTIAL PERMIT APPLICATIONS:

1. Completed permit application. **\*\*PLEASE REFER TO THE STATEMENT ABOVE!\*\***
2. Copy of HIC license – PA AG Registration **for every contractor involved in the project, including the GC.**
3. Copy of Liability Insurance, naming Newtown Twp. as the certificate holder.
4. Copy of Signed Contract.
5. **Building Permit-** 2 Copies of Site Plans showing Driveway-House-Shed-etc. and all measurements **OR** 2 Sets of building construction plans with design per 2018 IRC.  
**Electrical Permit-** Include schematic.  
**Plumbing Permit-** Include riser diagram.  
**Specs for appliance equipment, insulation & HVAC load calculations, engineered lumber.**
6. \$100 Permit Review Fee Check payable to Newtown Twp. This fee will be deducted from the full amount of the Permit.

**\*\*WE HAVE 15 BUSINESS DAYS TO PROVIDE YOU WITH A REVIEW OF YOUR PERMIT.**

### COMMERCIAL CONTRACTORS:

1. Completed permit applications.
2. Copy of Liability Insurance, naming Newtown Twp. as the certificate holder.
3. Copy of Signed Contract.
4. Newtown Twp. Contractor Registration or copy of previously submitted form. **\*\*All contractors and sub-contractors must be registered with the Township. A copy of the registration must be provided with every permit application. \*\*NOTE - This is an annual registration.**
5. Two (2) Sets of sealed plans with design in accordance with current ICC adopted codes for Architectural, Structural, Mechanical, and Plumbing and Energy Efficiency compliance.
6. Two (2) Separate copies of all electrical and low voltage wiring plans. Please include Electrical Permit Application.
7. Two (2) Separate copies of all Fire Suppression & Fire Alarms plans. Please include Fire Suppression Permit Application.
8. \$275 Permit Review Fee Check payable to Newtown Twp. This fee will be deducted from the full amount of the permit.

**\*\*WE HAVE 30 BUSINESS DAYS TO PROVIDE YOU WITH A REVIEW OF YOUR PERMIT.**

**For Electrical Permits-----Please choose an Electrical Underwriter: PLEASE CHECK:**

\_\_\_ UNITED INSPECTION  
OR  
\_\_\_ COMMONWEALTH CODE ENFORCEMENT, INC.

If you have any further questions regarding submitting permit applications to Newtown Township please call 610 356 0200 ext. 110.

**Newtown Township 209 Bishop Hollow Road Newtown Square, PA 19073**  
[www.newtowntownship.org](http://www.newtowntownship.org)