

Newtown Township Permit Application Instructions

*****Items Listed Must be Included with Every Permit for a permit to be considered administratively complete*****

INCOMPLETE PERMIT APPLICANTS WILL MAKE IT TAKE LONGER TO RECEIVE YOUR PERMIT!

NO ELECTRONIC SUBMISSIONS WILL BE ACCEPTED

➤ ALL PERMIT APPLICATIONS

- Completed permit applications
- 2 copies of Site Plans
- Copy of specs required as necessary (ex: J- manual, ResCheck, equipment specs)
- Copy of liability insurance, naming Newtown Twp as the certificate holder
- Copy of signed contract
- CHOOSE AN ELECTRICAL UNDERWRITER:**
 - BIU
 - UNITED INSPECTION

➤ For Residential Contractors:

- A copy of PA AG registration/license #
- A copy of certificate of liability, naming Newtown Twp as the certificate holder or a notarized affidavit of exemption
- 2 sets of building construction plans with design per 2015 IRC
- Permit Review fee: \$100 check (payable to Newtown Township)
- WE HAVE 15 BUSINESS DAYS TO PROVIDE YOU WITH A REVIEW OF YOUR PERMIT.***

➤ Commercial Contractors:

- Completed form or Copy of Newtown Twp Contractor Registration
- 2 sets of sealed plans with design per 2015 IBC
- 2 SEPARATE copies of all electrical and low voltage wiring plans for review by Township approved 3rd party agency, including a completed Electrical Permit application.
- 2 SEPARATE copies of all Fire Suppression & Fire Alarms plans for review by the Township Fire Marshal, including a completed Fire Suppression Permit application.
- Permit Review fee: \$275 check (payable to Newtown Township)
- WE HAVE 30 BUSINESS DAYS TO PROVIDE YOU WITH A REVIEW OF YOUR PERMIT***

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



Township of Newtown

209 Bishop Hollow Rd, Newtown Square, PA 19073
tel: 610-356-0200 * fax: 610-356-8722
www.newtowntownship.org

Mechanical/Electrical/Plumbing Permit

Permit # _____

Date Issued: _____

By: _____

Check all that apply: Mechanical Electrical Plumbing

Work Site Location: _____

Legal Owner: _____

Phone: _____ Email: _____

Primary Contractor: _____

PA AG#: _____ Exp: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

CHOOSE ELECTRICAL UNDERWRITER: BIU UNITED INSPECTIONS

Construction Characteristics:

Use Group: Present _____ Proposed _____

Construction Class: Present _____ Proposed _____

Is the Building Equipment to be located outside of the REQUIRED building setbacks? Yes No

Mechanical (check all that apply): New Conversion Replacement Gas Oil
 Solar Electric Hydronic Forced Air Other _____

Plumbing (check all that apply): Building Sewer Size _____ Water Service Size _____
 Public Sewer Private Septic HOA Septic Public Water Private Well

Plans Submitted: Yes No Specs Submitted: Yes No

Other Permits submitted associated with the project (check all that apply):

Mechanical Electrical Plumbing Soil Erosion Building

Description of Work: _____

Total Cost of Work for each subtype (completed by Contractor):

Electrical: \$ _____ Inspector: BIU UNITED INSPECTIONS

Mechanical: \$ _____

Plumbing: \$ _____

Comments from Code Dept: _____

Tax Parcel #: 30-00- _____

A copy of the contractor insurance certificate or waiver and a copy of the PA AG license must be included with the permit application. No applications will be reviewed without this information included with the permit application.

Insurance Certificate included? Yes No

Copy of PA AG license included? Yes No

If your project requires multiple contractors, please include the "Permit Contractor List Form" with your permit application, along with insurance certificates or waivers and a copy of PA AG licenses for all contractors included in the project.

Add Contractor sheet included? Yes No

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this Application. Also, I acknowledge I am responsible for scheduling all required inspections of work.

Signature: _____
Applicant/Contractor Date

Completed by Township

Electrical: _____
Mechanical: _____
Plumbing: _____
L&I Fee: \$4.50
Total all Permits: \$ _____

Property Address: