

NEWTOWN TOWNSHIP PERMIT APPLICATION INSTRUCTIONS

*****Items Listed Must be Included with Every Permit for a permit 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.
2. Copy of HIC license – PA AG Registration.
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 2015 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.
5. 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. 2 Separate copies of all electrical and low voltage wiring plans. Please include Electrical Permit Application.
7. 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 OF PENNA.

If you have any further questions regarding submitting permit applications to Newtown Twp., please call 610 356 0200 Extension 110. Newtown Township 209 Bishop Hollow Rd, Newtown Sq. PA 19073

www.newtowntownship.org



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

Permit #
Date Issued:
By:

Building/Zoning Permit

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

Work Site Location: _____

Legal Owner: _____

Phone: _____ **Email:** _____

Primary Contractor: _____

PA AG#: _____ **Exp:** _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Site Characteristics: _____

Zoning District: _____ **Lot size:** _____

Existing Setbacks: front _____ Side 1 _____ Side 2 _____ Rear _____

Proposed Setbacks: front _____ Side 1 _____ Side 2 _____ Rear _____

Impervious Coverage (sqft): Existing _____ Proposed _____

Is this a corner lot? Yes No **Plans Submitted:** Yes No

Does the project involve grading or proposed changes in elevation? Yes No

Is the project in an area located within the 100yr floodplain as per FEMA? Yes No

Building Characteristics: _____

Use Group _____ **Construction Type** _____

No. Stories/Height _____ **Area, Largest Floor** _____

New Building Area, All floors _____ **Total Area of Land Disturbed** _____

Is the building currently equipped with Fire Alarm/Suppression?: Yes No

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

Mechanical Electrical Plumbing Fire Sprinkler & Alarm Soil Erosion

CHOOSE ELECTRICAL UNDERWRITER: BIU UNITED INSPECTIONS

Description of Work: _____

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** _____

Building: _____

Soil Erosion: _____

Electrical: _____

HVAC: _____

Plumbing: _____

Sprinkler: _____

L&I Fee: _____ **\$4.50**

Total all Permits: \$ _____

Total Cost of Work (completed by Contractor): \$ _____

Comments from Code Dept: _____

Property Address: _____