

## **Building Permit Application Submission Checklist**

- A. Site Plan (2 copies) including proposed grading & sediment and erosion control**
- B. Architectural Building Plans (2 sets of plans)**
- C. Design Professional's Seal on plans (If required)**
- D. Contractor's Workman's Compensation Insurance Information**
- E. Contractor Registration Form**
- F. Individual On-lot Sewage Disposal Permit**
- G. Waste Water Treatment Allocation Authorization (public sewer)**
- H. Township Driveway Permit**
- I. PENNDOT Highway Occupancy Permit (for state roads)**
- J. PA Dept. of Labor & Industry Plan Approval (if required)**
- K. All Fees shall be paid prior to issuance**
- L. Permits or Approvals from other applicable agencies**
- M. Stormwater Control & Maintenance Agreement (If required)**

See the attached pages 2-5 for a brief explanation of each of the items listed above.

Building Plans shall be designed in accordance with the provisions of the Pennsylvania Uniform Construction Code.

Approval of plans does not relieve the applicant from the responsibility of complying with any provisions of the Building Code whether stated, implied or omitted on the plans or specifications.

Work authorized by the permit must be started within 180 days of approval date or permit is void. Work must be completed within 1 year of the approval date, if not the applicant must request an extension of time in writing. Extensions may be granted for just cause, but shall not exceed 180 days. Permits cannot be renewed.

## **Upper Milford Township Requirements for obtaining a building permit.**

**All plans shall be drawn to scale, with sufficient clarity, details and dimensions to show the nature and extent of the proposed work. The application will be denied due to incompleteness until all required information is submitted as applicable.**

- A. SITE PLAN shall include the following information: 2 copies required.**
- **Size & location of all new construction and existing structures on site.**
  - **Distances from lot lines to all structures and applicable features.**
  - **Location of septic tank & drain field.**
  - **Plan shall be of entire lot & show street lines.**
  - **When deemed necessary by the code official, due to the proximity of a proposed structure to a building setback line, property line or other setback required by Ordinance, the site plan shall be prepared and certified by a registered land surveyor.**
  - **Individual Lot Soil Erosion & Sedimentation Control Plan**
    - a. **Plan shall show the temporary & permanent erosion controls to be used.**
    - b. **Plan shall show types & location for these controls.**
    - c. **Erosion control shall follow the Lehigh County Conservation District Best Management Practices Guidelines and conform to PA Code, Title 25 Chapter 102.**
    - d. **E & S Control shall be in accordance with approved subdivision plan requirements and applicable Township Regulations.**
  - **Finish Grading Plan**
    - a. **First floor elevation**
    - b. **Established street elevations**
    - c. **Existing contours**
    - d. **Proposed grading contours**
    - e. **If septic system is an elevated type proposed grading at septic system must be incorporated with site plan grading.**

**B. BUILDING PLANS shall include, but not limited to the following:  
2 sets of plans required.**

- All plans shall conform to the Pennsylvania Uniform Construction Code.
- All plans submitted shall conform to the 2009 International Residential Code, for one and two family dwellings, decks shall conform to the 2015 IRC, Section 507 pertaining to residential decks. Specific items listed as follows, shall be included on the plans or specifications, as they pertain to the project.
- Floor plans (each room shall be designated as to its proposed use)
- Structural Cross-Sectional View (footing to roof)
- Elevation Views- N, S, E&W exterior views, from finish grade to roof peak.
- Foundation Plan & details- size of footing and / or piers, foundation wall size & reinforcing, proposed drainage system & damproofing.
- List of Materials to be used in construction (sizes, types and grades of lumber and other materials)
- Plumbing Schematic
- Window & Door Schedule (window schedule shall list manufactures name & window number and insulation value)
- Pre-engineered Lumber Specification Drawings- Stamped design specifications from the manufacture or distributor specific to your application for all pre-engineered lumber, which is intended for use in construction of the structure (roof trusses, I-joists, lam beams).
- Chimney/Fireplace Details
- General Construction Details

**C. DESIGN PROFESSIONAL'S SEAL** Sealed plans are required for all new commercial buildings, additions & alterations. Sealed plans may be required for new residential buildings, additions & alterations depending on the design approach.

**D. General Contractors Certificate of Workman's Compensation Insurance.**

- Required by PA State Law.
- Contractor is prohibited from hiring employees without carrying Workman's Comp. Insurance.
- Contractor with employees: Certificate of insurance from insurance provider required.
- Contractor with NO employees: contractor must completely fill out form attached to permit application, signed and notarized.

- **Do-it Yourselfer:** if you do the work yourself and are not a contractor you do not need a certificate or have to fill out the attached form, however you may not hire someone as an employee to work on the project. Sub-contractors are not required to submit info to the Twp. and may be contracted with at anytime. If a general contractor is hired during construction his Workman's Comp. info is required to be submitted at that time.

**E. Contractor's Registration Form**

- Form attached to permit application shall be filled out as applicable.

**F. Individual On-lot Sewage Disposal Permit**

- Township sewage permit shall be approved and issued by the Township SEO prior to the issuance of a building permit, if applicable. (any addition of in the number of bedrooms or commercial construction which will cause an increase in flow rates, requires a re-certification of the septic systems adequacy. The existing system must be updated to meet current standards for the proposed additions.

**G. Waste Water Treatment Allocation Authorization (public sewer)**

- If served by public sewer, an official approval from the sewer system regulatory agency (LCA) is required to be submitted to the Twp.
- Approval by the Board of Supervisors is required to "hook up" to the sewer, if the lot had not been previously approved to do so.

**H. Township Driveway Permit**

- Required if providing lot access from a Township road
- Required if driveway exists, but work is proposed to occur within the right of way of the street.

**I. PENNDOT Highway Occupancy Permit**

- Required if driveway will access onto a State road.
- Required if work is proposed to occur within the right of way (call the local PENNDOT office before you perform any work to your driveway within the right of way)

**J. PA Dept. of Labor & Industry Approval**

- Required for elevators

**K. All Fees shall be paid prior to issuance.**

- Any outstanding fees or other amounts owed to the Township or its agents must be paid in full at this time.
- Must Pay the Permit processing fee when submitting the Permit Application. The Permit processing fee will be deducted from the total cost of the Permit once the permit is approved. The Code Official will determine any applicable permit fees according to the adopted permit fee schedule. Must pay the balance of the Permit Fee upon picking up the approved Permit.

**L. Permits or Approvals from other agencies.**

- Permits from, but not limited to DEP, Army Corp of Engineers, Dept. of Agriculture, LCB, Conservation District, as applicable shall be acquired prior to the issuance of a Township Permit.

**M. A Stormwater Control and Maintenance Agreement**

- May be required if applicable.