

TREDYFFRIN TOWNSHIP

1100 DuPortail Road, Berwyn, PA 19312

610-644-1400 Fax 610-699-1213

tredyffrin@tredyffrin.org

PERMIT APPLICATION REQUIREMENTS

Where the fee is based upon floor area, the square-foot area shall be computed from the plans submitted at the time application is made by adding the area determined from outside dimensions at ten-foot intervals from basement floor to the ceiling of the uppermost story; each ten-foot increment, or fraction thereof, shall be computed as a separate story.

Where the fee is based upon estimated cost, the valuation of the proposed construction or work shall include the entire value of such construction or work. The building inspector shall have the right to verify or correct the estimated cost of such construction or work, and shall be furnished with a copy of an executed contract or other document which confirms or validates such estimated cost or value.

BUILDING PERMIT COMMERCIAL

- ___ 1. Two sets of drawings signed and sealed by a professional licensed in PA
- ___ 2. Application for use and occupancy permit form for all new construction, alterations, or change in use
- ___ 3. Site diagram is required if addition or new construction
 - a. Entire lot must be shown with exterior dimensions and setbacks
 - b. All streets must be shown
 - c. A zoning table listing the zoning district, the required setbacks, total square footage of the property, percent of impervious surface, percent of building coverage, percent of steep slopes, and any wetlands or streams

BUILDING PERMIT RESIDENTIAL

- ___ 1. Site diagram (for any new impervious surfaces)
 - a. Entire lot must be shown with property lines and setbacks
 - b. All streets must be shown
 - c. A zoning table listing the zoning district, the required setbacks, total square footage of the property, percent of impervious surface, percent of building coverage, percent of steep slopes, and any wetlands or streams
- ___ 2. Two copies of construction drawings
- ___ 3. Architectural seal and signature required for more than one story construction

DECK PERMIT

- ___ 1. Site diagram
 - a. Entire lot must be shown with property lines and setbacks
 - b. All streets must be shown
 - c. A zoning table listing the zoning district, the required setbacks, total square footage of the property, percent of impervious surface, percent of building coverage, percent of steep slopes, and any wetlands or streams
- ___ 2. Two copies of construction drawings

DEMOLITION PERMIT

- ___ 1. Approvals from the utility companies that each has been disconnected only if demolishing entire building (*including Tredyffrin Sewer Authority*)

ELECTRICAL / VOICE AND DATA PERMIT - *No additional requirements*

FENCE PERMIT

- ___ 1. Site diagram
 - a. Entire lot must be shown with property lines and setbacks
 - b. All streets must be shown and distance from the center of the road to the beginning of the fence should be indicated

FIRE ALARM PERMIT

- ___ 1. Two sets of alarm plans
- ___ 2. Equipment specifications

FIRE SUPPRESSION SYSTEM PERMIT (Sprinklers)

- ___ 1. Device specifications
- ___ 2. Plans or shop drawing with hydraulics

HVAC PERMIT (Mechanical) - *No additional requirements*

PLUMBING PERMIT RESIDENTIAL - *No additional requirements*

PLUMBING PERMIT COMMERCIAL - *No additional requirements*

ROOF PERMIT (not for hot work roof)

- ___ 1. Homeowner Association approval in writing for exterior changes where applicable
- ___ 2. Hot work roof form is separate

SIGN PERMIT

- ___ 1. Plot plan showing the lot, the buildings on said lot, and locations of all signs
- ___ 2. Drawing of the signs to be installed showing dimensions and total square footage
- ___ 3. Drawing of the building upon which the sign will be installed showing the dimension of building street frontage
- ___ 4. Freestanding sign - show the right of way line and placement of the leading edge of the sign to be a minimum of 15 feet from the ROW

- ___ 5. Wall sign - show placement of sign on the building.

STORAGE SHED

- ___ 1. Site diagram
- a. Entire lot must be shown with property lines and setbacks
 - b. All streets must be shown
 - c. A zoning table listing the zoning district, the required setbacks, total square footage of the property, percent of impervious surface, percent of building coverage, percent of steep slopes, and any wetlands or streams (If less than 144 sq. ft. and less than 10' tall may be 6 feet from property line in side and rear yard. Not permitted in front yard)

SOLAR/PV SYSTEMS

- ___ 1. Two sets of drawings signed and sealed by a professional licensed in PA
___ 2. Plot plan required to indicate the location and set backs of the solar panels

Solar Panels (permit by square footage)

- If attaching to existing structure, may only exceed height limits of the applicable district by more than 10' without a variance
- Specifications to indicate the size and height from grade to top of existing structure and top of proposed antenna or dish

Solar Panels (Residential)

- If attaching to existing structure, may only exceed height limits of the applicable district by more than 10' without a variance
- Plot plan required to indicate the location and set backs of the solar panels
- Specifications to indicate the size and height from grade to top of existing structure and top of proposed antenna or dish
- If attached to a structure, specifications to indicate how the existing structure is structurally able to support the panels.

FUEL STORAGE TANK INSTALLATION

- ___ 1. Plot Plan indicating distances from all property lines and structures
___ 2. Copy of work proposal or general contract - *contractor's name, property address, cost*

CONSTRUCTION SITE STORAGE TRAILER PERMIT

- ___ 1. Plot plan indicating distances from all property lines and structures
___ 2. Electric permit submission

STORMWATER MANAGEMENT PERMIT AND GRADING PERMIT

- ___ 1. Application form required for any land disturbance greater than 500 sq. ft. (Contact Erin McPherson for more information 610-408-3617 or emcpherson@tredyffrin.org)

SWIMMING POOL/ HOT TUB PERMIT

- ___ 1. Site diagram
 - a. Entire lot must be shown with property lines and setbacks
 - b. All streets must be shown
 - c. A zoning table listing the zoning district, the required setbacks, total square footage of the property, percent of impervious surface, percent of building coverage, percent of steep slopes, and any wetlands or streams
- ___ 2. Fence permit (must comply with ICC 2009)
- ___ 3. Electric permit showing the equipotential bonding grid required within 3' of waters edge

SWIMMING POOL DEMOLITION

- ___ 1. Statement regarding termination of all mechanicals
- ___ 2. Copy of work proposal or general contract (indicate how bottom will be broken up)
- ___ 3. Explanation of fill contents (no contaminates or degradables)
- ___ 4. Pool Waste water permit \$6.51 per thousand gallons

TENT PERMIT

- ___ 1. Plot plan indicating distances from all property lines and structures
- ___ 2. Flame Certificate

USE AND OCCUPANCY PERMIT - A Use and Occupancy Permit is required as stated in the code including, but not limited to, the following:

- ___ 1. All change in use
- ___ 2. Change of occupant in a commercial building
- ___ 3. All new houses and commercial buildings (Not required for resale of existing houses or commercial buildings)

ANTENNA OR SATELLITE DISHES (NEW COMMERCIAL) - Permit fees calculated as an electrical and building permit

- Brand new site requires special exception from the Zoning Hearing Board and Planning Commission review, are only permitted in LI and PIP, and may not exceed 75' - otherwise, new sites require zoning variance and Planning Commission review.
- Plot plan required for new site to indicate the setbacks from the Antenna or Satellite Dish to the property lines
- Plot plan required to indicate the location of the proposed antenna or dish
- Specifications to indicate the size and height from grade to top of existing structure and top of proposed antenna or dish
- Specifications to indicate how the structure will be completely screened from view of any property or a variance is required
- And otherwise comply with Section 208-115 of the Township Zoning Ordinance

ANTENNA OR SATELLITE DISHES (COMMERCIAL ON EXISTING STRUCTURES) - Permit fees calculated as an electrical and building permit

- If attaching to existing structure, may only exceed height limits of the applicable district by more than 10' without a variance
- May not attach to a residential structure

- Plot plan required to indicate the location of the proposed antenna or dish
- Specifications to indicate the size and height from grade to top of existing structure and top of proposed antenna or dish
- Specifications to indicate how the structure will be completely screened from view of any property or a variance is required
- And otherwise comply with Section 208-115 of the Township Zoning Ordinance

ANTENNA OR SATELLITE DISHES (RESIDENTIAL)

- \$54.00, zoning permit for an accessory structure
- Needs plot plan and dimensions of the equipment (may not exceed 2' in diameter)

GENERAL NOTES:

- Plot plan shall be on separate sheet and include all of the items as noted above. Distances in front yards must be measured from edge of the right of way not the edge of paved cartway. Corner properties have two front yards, one side yard, and one rear yard.
- All dimensions must be shown from the new construction to all property lines.
- For a pool, the dimension from the closet foundation to the pool must be a minimum of 15 feet.

OTHER PERMITS WHICH MAY BE REQUIRED: (NOTE: Where multiple permits are required, they are expected to be submitted at the same time)

- Chester County Health Department
 - a. On Site Septic Permit
 - b. Well Permit
 - c. Food Handler License
- Restaurant License
- Street Opening/Highway Occupancy/Driveway Permit
- Historical District Overlay Approval
- Sewage Tap Permit
- PA DEP Sewer Capacity Permit
- Other Local, State, or Federal Approvals/Permits as required
- Tredyffrin Township Sewer Authority
- Stormwater Management Approval

BUILDING DEPARTMENT PERSONNEL

Matt Baumann, Zoning Officer, mbaumann@tredyffrin.org
 Michael Pilotti, Senior Building Inspector, mpilotti@tredyffrin.org
 Dennis Hiller, Building Inspector, dhiller@tredyffrin.org
 Laurie Meyle, Permits, lmeyle@tredyffrin.org

5/20/11