



**Tredyffrin Township**  
 1100 DuPortail Road, Berwyn, PA 19312  
 610-644-1400-phone / 610-699-1213-fax  
[permits@tredyffrin.org](mailto:permits@tredyffrin.org)

Inspections & Permit Services  
 Date: \_\_\_\_\_  
 Permit # \_\_\_\_\_

**APPLICATION FOR BUILDING & CONSTRUCTION PERMIT**

*Please submit at least three (3) weeks in advance of start date*

- A. This application must be printed and submitted to the Tredyffrin Township Permits Department.
- B. Incomplete or illegible applications will not be accepted.
- C. This application must be accompanied with, unless otherwise specified by the Code Enforcement Officer:
  - a. Two (2) complete sets of plans (1 paper copy & 1 electronic copy)
  - b. Specifications showing proposed construction or work to be performed
- D. The permit fee shall be based on the most current Schedule of Fees and shall be submitted upon approval of application. Schedule of Fees can be found online at [www.tredyffrin.org](http://www.tredyffrin.org) (search: *fee schedule*)

**\*PERMITS WILL NOT BE ISSUED UNTIL FEES HAVE BEEN PAID\***

**Applicant Type:** \_\_\_ Owner \_\_\_ General Contractor \_\_\_ Contractor \_\_\_\_\_ Other (*specify*)

**Permit Type:** \_\_\_ Building \_\_\_ Plumbing \_\_\_ Mechanical \_\_\_ Electrical \_\_\_ Sprinkler \_\_\_ Alarm  
 \_\_\_ Deck \_\_\_ Demo \_\_\_ Voice/Data \_\_\_ Pool \_\_\_ Roof \_\_\_\_\_ Other (*specify*)

**Location of Property:** \_\_\_\_\_

Property Owner / Company Name: \_\_\_\_\_

Owner's Address (*if different from location*): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Contractor / Company Name:** \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_ \*Contact Phone Number: \_\_\_\_\_

\*Contact Cell: \_\_\_\_\_ \*Contact Email: \_\_\_\_\_

**Applicant Name** (*if different from above*): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Business Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_ \*Contact Phone Number: \_\_\_\_\_

\*Contact Cell: \_\_\_\_\_ \*Contact Email: \_\_\_\_\_

**Description of Work:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Estimated Cost of Project:** \_\_\_\_\_ **Square Footage:** \_\_\_\_\_

**The Contractor / Applicant shall, as part of this application, agree to:**

- Notify the Township of any changes in the information contained in the application or approved plans and specifications.
- Perform all work in accordance to the submitted and accepted construction documents.
- Prominently display the issued building permit on the premises.
- Notify the Building Inspector at least 48 hours in advance for all required inspections and receive approval before any building element, equipment, or system is covered or enclosed.
- Authorize the Building Inspector clear and safe access to the site for the purpose of inspections during construction.
- No occupancy can be authorized until the structure meets all applicable codes, stipulations, all inspections have been made, approvals granted and, when needed, a certificate of occupancy or compliance is issued.
- Abide by Zoning Board of Appeals approvals and conditions.
- Have approved plans, specifications, etc. available on site at all times.
- Make application for and pay all appropriate fees to the Township of Tredyffrin before a permit is issued.
- Protect and repair any of the township facilities, public or private storm water management or onsite septic.
- Abide by the Township Construction ordinance and associated standards.

Note: Work may NOT commence prior to the issuance of the building permit. At the time of the issuance of such permit, a copy of the approved plans will be returned to the applicant to be kept at the work site, available for inspection throughout the progress of the work. **Please be sure to prominently display the issued building permit on the premises.**

*Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the PA Act 45 Building Code, Energy Code, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**PROJECT DATA AND CONTACT INFORMATION:**

Contact person on site: \_\_\_\_\_ phone/email/fax: \_\_\_\_\_

Contact person on site: \_\_\_\_\_ phone/email/fax: \_\_\_\_\_

**THANK YOU FOR COMPLETING THIS APPLICATION**

*\*For Office Use Only\**

Examined by: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Permit #: \_\_\_\_\_

Approved / Denied by: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

## CONSTRUCTION COST ANALYSIS

Provide construction costs for calculation of relevant permit fees

*- verification of cost may be required at the inspector's discretion -*

Permit Type	Cost of Project	Permit #
Building	\$	
Demolition	\$	
Mechanical	\$	
Plumbing	\$	
Sprinkler	\$	
Electrical	\$	
Voice/Data	\$	
Fire Alarm	\$	
Roof	\$	
Deck	\$	
Pool	\$	
<b>Total Cost of Project</b>	\$	

## PERMIT APPLICATION REQUIREMENTS

- A. 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.
- B. 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.

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**\*Two sets of plans are required-one paper (signed and sealed) and one electronic (USB, CD, or email) \***

**\*All Contractors must be Registered with the Township\***

**\*Permit Requirements are subject to Inspectors Discretion\***

### Building Permit – Commercial

- Both sets of drawings signed and sealed by a professional licensed in PA.
- Application for use and occupancy permit form for all new construction, alterations, or change in use.
- Site diagram is required if addition or new construction
- Entire lot must be shown with exterior dimensions and setbacks
- All streets must be shown
- 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

- Site diagram
- Entire lot must be shown with property lines and setbacks
- All streets must be shown
- 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
- Two copies of construction drawings
- Architectural sealed and signed plans are at Inspections discretion

### Deck Permit

- Site plans
- Entire lot must be shown with property lines and setbacks
- All streets must be shown
- 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
- Two copies of construction drawings
- For Free Standing Deck (not attached to house) refer to the Zoning Permit Application

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## **Demolition Permit**

- Disconnection letters from the utility companies that each utility/service has been disconnected only if demolishing entire building. (Including Township Sewer Authority)
- For Residential Demolition, applicant shall notify all adjacent neighbors at least five (5) business days before permit submittal and provide proof of mailing before Demolition Permit can be issued
- Site map showing adjacent properties including associated property addresses

## **Electrical /Fuel Gas Generator Installation Permit**

- Electric permit required.
- Site Diagram showing location of generator showing distance from house windows, doors and property boundaries
- Equipment specifications
- Identify type of fuel gas.(Propane gas does not require a mechanical permit)
- Natural gas fuel connection, Plumbing permit is required
- Propane gas fuel connection, zoning permit is required only for new underground propane  
\*See fuel tank below

## **Fire Suppression System Permit (Sprinklers)**

- Device specifications
- Plans or shop drawing with hydraulics

## **Fire Alarm Permit**

- (Minimum NIVET III design required)
- 2 Sets of alarm plans
- Equipment specifications

## **Solar/PV Systems – Commercial**

- Two sets of drawings signed and sealed by a professional licensed in PA.
- 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/PV Systems – Residential**

- 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**

- Plot Plan indicating distances from all property lines and structures
- Copy of work proposal or general contract (contractors name, property address, cost)

## Construction Site Storage Trailer Permit

- Plot plan indicating distances from all property lines and structures
- Electric permit submission

## Storm Water Management Permit & Grading Permit

- Stormwater exemption required for 499 square feet or less
- Stormwater permit required for any land disturbance greater than 500 square feet
- For more information, please contact the Engineering Department at [EngineeringDept@tredyffrin.org](mailto:EngineeringDept@tredyffrin.org)

## Swimming Pool/ Hot Tub Permit

- Site diagram
- Entire lot must be shown with property lines and setbacks
- All streets must be shown
- 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
- Fence Permit (must comply with ICC 2009)
- Electric Permit showing the equipotential bonding grid required within 3 feet of water's edge

## Swimming Pool Demolition

- Statement regarding termination of all mechanicals
- Copy of work proposal or general contract (indicate how bottom will be broken up)
- Explanation of fill contents (no contaminants or degradable)
- Pool Waste water permit \$6.51 per thousand gallons

## Use & Occupancy Permit

- A Use and Occupancy Permit is required as stated in the code including, but not limited to, the following:
- All change in use
- Change of occupant in a commercial building
- All new houses and commercial buildings. (Not required for resale of existing homes or commercial buildings)

## 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 to the edge of paved cart way. 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). These include, but are not limited to:
  - Chester County Health Department
  - On Site Septic and/or Well Permit(s)
  - Food Handler or Restaurant License(s)
  - Township Sewerage Tap Permit
  - Township Sewer Authority Approval
  - PADEP Sewer Capacity Permit (Planning Module, Exemption, etc.)
  - Township Stormwater Management and/or County Conservation District Approval
  - Street Opening/Highway Occupancy/Driveway Permit (PennDOT or Township Engineering Department)
  - Other Local, State, or Federal Approvals/Permits, as required

**Defintions:**

- “BUILDING LINE” - The line which establishes the minimum depth of front yard for the particular district as measured from the right-of-way line. In the case of a flag or irregular lot, the building line is measured at the point at which the lot first obtains the minimum lot width.
- “IMPERVIOUS SURFACE” - A horizontal surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water, including but not limited to buildings, structures and paved areas such as driveways, sidewalks, parking lots, patios, decks, swimming pools, tennis courts, etc. For the purposes of determining compliance with this chapter, stone surfaces routinely used for vehicle parking and movement shall be considered impervious.
- “SETBACK LINE” - The line that establishes the required minimum distance between a principal structure or building and any lot line. See "building setback line."