

**Residential Building Permit Application Submission Checklist**

Address: \_\_\_\_\_ Date: \_\_\_\_\_

This sheet shall be completed and submitted by the permit applicant along with the appropriate Permit Applications and associated construction documents. **Incomplete applications will not be accepted.**

- |  | Applicant | Borough Use Only |
|--|-----------|------------------|
| 1. Completed Building Permit Application<br>Sections 1 through 5 shall be completed in addition to the Electrical, Plumbing and Mechanical sections, <b>including costs for all work.</b> A Scope of Work shall be provided.<br><b>PA HIC Numbers and copies of Workers Comp and Liability Insurances Shall be provided for all contractors. For New SFDs ONLY,</b> all contractors must register with the Borough. Registration Forms shall be submitted with this application. | _____     | _____            |
| 2. Two sets of construction drawings. <b>Signed and sealed for New Residential Buildings.</b>  | _____     | _____            |
| 3. Two sets of electrical drawings <b>reviewed and approved by a certified, registered electrical plans examiner.</b>  | _____     | _____            |
| 4. Riser diagram for all new plumbing piping, indicating sizes.  | _____     | _____            |
| 5. Completed Zoning Permit Application (if required) including:  | _____     | _____            |
| a. Two sets of site plans showing:   | _____     | _____            |
| 1. Lot (including size of lot)   |           |                  |
| 2. All impervious coverage (buildings, driveways, walkways)  |           |                  |
| 3. Setback distances (all sides)   |           |                  |
| 4. Any easements on property   |           |                  |
| 6. If project exceeds 400 sf in additional impervious coverage, a Stormwater Management Plan shall be submitted and approved as determined by the Borough Zoning Officer and a copy of the approved SW plan and O&M Agreement shall be recorded at the Chester County Recorder of Deeds prior to release of Building Permits.  |           |                  |
| 7. A signed Reimbursement Agreement for any reviews or inspections required of the Borough Engineer  | _____     | _____            |
| 8. For HVAC equipment – load calculations and equipment specifications.  | _____     | _____            |
| 9. Completed Rescheck (Energy Compliance)  | _____     | _____            |
| 10. Signed and sealed specification sheets for all engineered lumber to be used  | _____     | _____            |
| 11. If trusses are proposed, signed and sealed truss drawings and truss layout drawing shall be submitted.   | _____     | _____            |
| 12. Any other construction documents as requested<br>Specify: _____  | _____     | _____            |
| 13. Fees – payable at time of submission: Plan Review Fee - \$100.00, Final Inspection Fee - \$50.00 (\$75.00 for New SFDs) and \$75.00 - Zoning Permit. Check #: _____  |           |                  |

The review period for Residential Building Permit Applications is **fifteen (15) business days once application is accepted for review.** A written Plan Review Notes Sheet will be provided to the applicant for any corrections that are needed prior to approval. **For all new construction, all other fees (Engineering, tap-in, etc.), shall be paid up to date prior to any permits being released. No work may begin prior to the applicable permit being issued.**

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_