

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
Sections 1 through 5 shall be completed in addition to the Electrical, Plumbing and Mechanical sections, including costs for all work.
A Scope of Work shall be provided.
PA HIC Numbers and copies of Workers Comp and Liability Insurances Shall be provided for all contractors. For New SFDs, all contractors must register with the Borough. Registration Forms shall be submitted with this application. | _____ | _____ |
| 2. Two sets of construction drawings. | _____ | _____ |
| 3. Two sets of electrical drawings reviewed and approved by a certified, registered electrical plans examiner. | _____ | _____ |
| 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 by the Borough Engineer 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
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**. 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: _____