

A STEP BY STEP GUIDE TO THE BUILDING PERMITTING PROCESS

Step 1
Pick up the construction permit applications and jacket from your municipality.

Step 2
Visit your local municipal zoning official to see what, if any, prior approvals and local permits are required before construction can begin.

Step 3
Fill out the construction permits and jacket. The Workers' Compensation Insurance Coverage Information form is also required to be submitted.

Step 4
After the construction permit jacket has been filled out, return the construction jacket and permits, along with 2 sets of construction drawings to the municipality.

Step 5
The code official and inspectors will review the application and drawings for code compliance. If any more information is required, the inspector will contact you.

Step 6
The Township will contact you when the application is approved and ready to be picked up. All permit fees are due at this time.

Step 7
You are now ready to start construction.

Step 8
Please request inspections 48 hours in advance. Inspection requests are to be phoned into the office. A Representative or Home owner must be present at the time of the inspection. Once an inspection has been approved you may move onto the next phase.

Step 9
When all final inspections have been approved, a certificate of occupancy will be signed and sent to your municipal zoning official.

Step 10
The municipal zoning official shall record the certificate of occupancy if all prior approvals have been satisfied. Your project is now complete.

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BEFORE YOU DIG
PENNSYLVANIA ONE CALL SYSTEM, INC.
3 WORKING DAYS NOTICE IS THE LAW!
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WORK REQUIRING PERMITS

Building permits are required for the construction, enlargement, alteration, movement, demolition or the change of occupancy of a residential building.

Permits are also required for the erection, installation, enlargement, alteration, or conversion of an electrical, gas, mechanical or plumbing system regulated by the Uniform Construction Code.

Please contact your local Building Department for help in determining if a permit is required before undertaking any home improvement projects.

Newtown Township



**A guide to
residential building
permit applications and
the inspection process**

Newtown Township
100 Municipal Dr.
Newtown, PA 18940
Phone: (215) 968-2800
Zoning Ext. 213
Building Ext. 243
Inspections Ext. 242
Fax: (215) 968-5931

RESIDENTIAL PERMITS

The Uniform Construction code does not apply to the following structures unless modified by your municipality:

- New building or renovations to existing buildings which applied for a permit or were under contract prior to June 28th, 2004.
- The following structures if the structure has a building area of less than 200 square feet and is an accessory to a detached single family dwelling:
 - 1) Carports
 - 2) Detached private garages
 - 3) Greenhouses
 - 4) Sheds
- A building permit is not required for the following items as long as the work does not violate a law or ordinance:
 - Fences that are not over 6' high (Zoning permit required)
 - Retaining walls not over 4' high (Zoning permit required)
 - Sidewalks or driveways not over 30" above grade (Zoning permit required)
 - Prefab swimming pools less than 12" deep (Zoning permit required)
 - Window replacement without any structural change
 - Portable appliances
 - Replacement of existing siding
 - Replacement of up to 25% of roof of a single Family Dwelling (Townhomes require a building permit per local ordinance)
 - Replacement of Kitchen appliances
 - Replacement of toilets or sinks
 - Replacement of a switch, receptacle or light fixture rated 20 amps & 120 volts or less except GFCI protected devices

PLAN REVIEW REQUIREMENTS

Residential plans may be drawn by the homeowner, contractor or a licensed design professional. Plans for any structure greater than 1 story shall be prepared by a design professional registered in the state of PA. **Two** sets of plans with the following information shall be submitted:

Building Plan Review Requirements

- Front, rear and side elevations
- Footing/Foundation drawing
- Floor plan
- Framing plan showing floor, ceiling, roof details and fasteners
- Window and door schedule
- Location of all smoke detectors
- "R" value of wall and ceiling insulation

Plumbing Plan Review Requirements

- Diagram of water system with pipe sizes
- Diagram of drainage and venting system with pipe sizes
- Tie-ins to existing systems
- Plumbing fixture types and locations

Mechanical Plan Review Requirements

- Location and size of equipment
- Diagram of air distribution and return air system
- Ventilation and exhaust schedule(s)
- Combustion air requirements for all new appliances
- BTU ratings of new gas fired appliances
- Diagram of gas piping including pipe sizes

Electrical Plan Review Requirements

- Location of new electrical devices: receptacles, lights, switches, appliances, panels, subpanels and disconnects
- Wiring diagram indicating size and type of wire
- Panel and subpanel schedules

Energy Plan Review Requirements

- REScheck compliance certification (When Requested by Code Official)

RESIDENTIAL INSPECTIONS

The following inspections are required under the Uniform Construction Code:

Building Inspections

- Footing
- Foundation
- Concrete Slabs
- Backfill
- Frame
- Insulation
- Drywall
- Final

Plumbing Inspections

- Water/Sewer open trench
- Rough (Work to be under air or water test at time of inspection)
- Final

Mechanical Inspections

- Rough
- Final

Electrical Inspections

- Rough
- Service
- Final

Please check with the local inspectors to see which of these inspections will be required for your project.

All inspections must be called in at least 48 hours in advance.

The field copy of the plans must be available to the inspector at the work site for review during inspections.

Please have work to be inspected completed before requesting inspections.

To cancel scheduled inspections, please call 215-968-2800 Ext. 242.

Failed inspections or inspections not canceled may be subject to a \$50.00 Fine.