

UPPER PROVIDENCE TOWNSHIP - MONTGOMERY COUNTY
INSTRUCTIONS FOR CONSTRUCTION PERMIT APPLICATION

Page 1 of Permit

- I. Permit type: Select either Residential or Commercial.
Select Building if any of the following - new construction, addition, alteration, fence, pool, porch, or deck (if attached to house).
Select Fire Protection if it is a fire related permit - ex. sprinklers, fire alarms, etc.
Select Zoning if any of the following - sheds & garages under 500 sq. ft., decks (free standing).
- ** If you are unsure we will fill it in for you.
- II. Type of work or improvement: Check box that applies to your type of permit.
Describe type of work you will be doing.
Fill in cost of job. - (estimate)
- III. Location of Job: address, cross streets, subdivision name (if applicable), lot #, zoning district, block and unit # of where the work is being performed.
- IV. Owner: Fill out complete owner information.
- V. Applicant: (if owner check box & move on) - if not owner fill in applicant information.
- VI. Contractor: (if owner or applicant check box & move on) - if not owner or applicant fill in contractor information.

Page 2 of permit

- VII. Site information : Water service - check box that applies
Sewer service - check box that applies
Fuel source - check box that applies
- VIII. Building Information: Complete section (applies mostly to new construction or fire permits)
- IX. Electrical Inspection Agency - If doing electrical work - one of the listed agencies must be used (check the one you will be using).
- X. Plot Plan: On page 4 or attached sheet, draw a diagram as explained. This section is required for all permits with the exception of roofing and interior alterations. If your site has unique easements or other potential conflicts for your project, we reserve the right to require an engineered survey even for simpler projects such as decks and pools.
- ** New houses also require lot specific site plan showing house footprint, all setbacks, finish grade elevations in addition to all other listed previously. This plan must be prepared and sealed by a registered professional surveyor.
- NOTE:** Property owners/agents are responsible for all site dimensions and locating the improvements in accordance with all applicable codes. If you are in doubt concerning the location of your property lines contact a civil engineer or surveyor.
- XI. Workers' Comp. Insurance Coverage: This section is explained in detail on the application. Follow the instructions. Please be aware - if you are the homeowner and are taking out the permit for your contractor, it is recommended that you check on their insurance. Under certain circumstances, if your contractor is uninsured, you may be held liable if an accident occurs to them or their workers.

(Continued on back)

XII. Workers Compensation Exemption: This section is explained in detail on the application follow the instructions.

Note: This page can not be faxed to our office, we must have the original raised seal on file.

If you do regular work in this township we will keep this information on file but it must be updated once every calender year.

XIII. Applicant Signature: Print name, sign, and date. We will not issue permit without signature.

Page 4 of permit

Don't forget this page. It is a very important part of your application.

Submit construction drawings as listed:

New house - 2 complete sets signed & sealed by an architect or engineer. Truss, HVAC, Plumbing and Electrical drawings are required.**

Residential Garage - 1 set showing complete dimensions, footings, and structural member sizes.**

Non-residential Building - 2 complete sets signed & sealed by an architect, structural drawings must be signed and sealed by a Design Engineer.**

Additions and Alterations/Residential - 1 set showing complete dimensions, footings, and structural member sizes.**

Basement Alterations - see additional information under Basement requirements for details.**

Sheds/Accessory Buildings - 1 set detailing size, typical construction and method of installation.**

Fence - Plot plan with fence description.

Pool - 1 set showing location and all pertinent design information also see additional pool requirements for details.**

Additions/Non-Residential - 2 sets of engineered plans. Third party agency approval with signature of the electrical plan.**

Decks, Porches, Patios - 1 set of drawings showing footings, connections and dimensions on all components.**

**** Any work requiring electrical must have a detailed electrical plan approved and signed by a certified third party underwriter.**

Other important information:

Ask the department for more detailed information concerning your specific job or print them off the internet.

* As provided in the code, this office may require additional engineering or design information to determine compliance with the applicable code.

The permit application will be dated when it is submitted and will be reviewed within 15 business days for residential work and 30 days for commercial work.

If your application is missing any required documents or is incomplete, it will be denied and returned to you via mail.

Once you have the missing information you may resubmit your application and the review period will start over.

Once a building permit is issued you must start work within 6 months and complete within 2 years.

Any further questions please call our office and ask for the building department. (610) 933-9179.