

## SOUTH LONDONDERRY TOWNSHIP BUILDING PERMIT APPLICATION CHECK LIST

---

*Please follow this checklist when completing South Londonderry Township's Application for Plant Examination and Inspection. Applications will not be processed if the application is not properly completed and all appropriate documentation submitted.*

---

### LOCATION OF PROPERTY:

- Did you complete the physical address of the property?
- Did you give proper directions to the property?

### TYPE AND COST OF IMPROVEMENTS:

- Did you place a ✓ (checkmark) for the type of improvement you are doing?
- Did you give a complete description of the work you are doing?
- Are (2) copies of plans attached?
- Are (2) copies of specifications attached?
- Did you complete the declared cost (value of improvement)?
- Did you complete the dimensions of the improvement, height, number of stories, combined square footage of all floors?

### IDENTIFICATION:

- Did you complete owner information? (Legal owner(s) according to deed, complete mailing address, and telephone number?)

### AFFIDAVIT:

- Did the Owner(s) and the builder sign and date the application?

### SYSTEM INFORMATION

- Did you complete all electrical equipment and wiring information? (If no electrical work is being done mark N/A)
- Did you complete all plumbing, piping and equipment information? (If no plumbing work is being done mark N/A)
- Did you complete mechanical distribution and equipment information? (If no mechanical work is being done mark N/A)

### WORKERS' COMPENSATION INSURANCE:

- If the property owner is completing the work the first two questions must be answered.
- If you have a contractor completing the work a Certificate of Insurance must be submitted with this application.
- If your contractor is a sole proprietor and does not provide Workers' Compensation Insurance the Exemption statement must be completed and notarized.

### SITE PLAN:

- Did you complete the scaled site plan? The site plan must show all structures on your property, mark front, rear, and side property lines, clearly marking new structure and the distances it will be from all property lines.

*Please note: Structures cannot be placed in easements.*



# APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

Applicable Codes: 2009 IBC/IRC, 2012 IBC Chapter 11, 2009 ICC A11 7.1

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

Permit Application Date \_\_\_\_\_

Permit Application No. \_\_\_\_\_

## 1. PROPERTY INFORMATION

Owner: \_\_\_\_\_ Email: \_\_\_\_\_ Tax Map: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_ Use Permit No. \_\_\_\_\_

Use:  Single-Family Dwelling / Duplex  Multi Family  New Manufactured Home  Relocated Manufactured Home

Commercial  Other \_\_\_\_\_ Floodplain present:  Yes  No

Improvement Type:  New  Addition  Alteration  Repair/Replacement  Relocation  Other \_\_\_\_\_

## 2. BUILDING OWNER'S INFORMATION

First Name \_\_\_\_\_ Mi. \_\_\_\_\_ Last Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Building Codes Inspector: (Select One) – CCIS \_\_\_\_\_ OR ABI \_\_\_\_\_

## 3. BUILDING PERMIT APPLICATION

Provide below description of Work: (Also provide details on plot plan: Show all improvements on lot & approx. distances to lot lines)

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

Total Lot Area: \_\_\_\_\_ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

ICC Use Group: \_\_\_\_\_ ICC Construction Type: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

## 4. CERTIFICATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME (legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

( TURN PAGE OVER )

**5. CONTRACTOR INFORMATION**

Please list additional general contractor information on additional sheet(s) if needed.

Additional sheet(s) attached

Name of Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person in Charge of Work: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Workman's Compensation Insurance:  Provided  On Record  Exempt PA Home Improvement Contr. Reg. # \_\_\_\_\_

**6. PROJECT DETAILS**

Trades:  Building  Electrical Work  Plumbing Work  Mechanical Work (HVAC)  Fire Suppression/Fire Alarm System

Heat Source (if applicable): \_\_\_\_\_ Fuel Type: \_\_\_\_\_

Foundation Type:  Crawlspace  Foundation  Slab at Grade  Piers  Other: \_\_\_\_\_

**7. SUBCONTRACTOR INFORMATION**

Please list subcontractors for major trades. Use additional sheet(s) if needed.

Additional sheet(s) attached

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

For official use only

**9. OFFICE INFORMATION**

APPLICATION FEE: \$ \_\_\_\_\_ ISSUANCE DATE \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

INSPECTION FEES \$ \_\_\_\_\_ EXTENSION DATE \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

APPLICATION IS:  GRANTED  DENIED  INCOMPLETE: \_\_\_\_\_

SIGNATURE OF PERMIT OFFICER: \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.**