

# SOUTH LONDONDERRY TOWNSHIP BUILDING PERMIT APPLICATION CHECK LIST

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

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## **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.