

# **HATFIELD TOWNSHIP**

## **TRAILER PERMIT PROCEDURES**

*A permit is required for all new, renovated or temporary trailers.*

### **TRAILER PERMIT APPLICATION FORM**

**PART I** – Location of Property – Complete address including city, state and zip code must be provided on all applications.

### **PARTS II thru V – Complete every section.**

**PART VI** – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

**PART VII** - Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. **The property owner is responsible for the accuracy of this plot plan. Any easements or deed restrictions must be indicated.**

### **PLANS AND SPECIFICATIONS**

- **Two (2) copies of all plans and specifications must be submitted with all applications for sign permit. Cross Section Drawings, giving structural details as outlined below, must be included. (See sample drawings attached).**
- A. **DIMENSIONS** – Show all dimensions of proposed sign – height, width and length.
  - B. **PIER/ FOOTINGS (SEE G)** – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 36"). Indicate PSI (pounds per square inch) of concrete and/or other sub-materials.
  - C. **MAIN BEAMS (SEE G)** – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *Manufactured Beams*, structural plans must be sealed by engineer or architect.
  - D. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment to proposed structure to the existing structure, if applicable.

## **ADDITIONAL INFORMATION**

**FEES** – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Hatfield Township”.

**REVIEW** – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

**PERMIT GRANTED** – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

**PLUMBING, ELECTRICAL AND HVAC** – All plumbing, electrical, heating and air conditioning contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker’s Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by United Inspection Agency.

**INSPECTIONS** – Call the Township office (215-855-0900) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If the appropriate inspections are not requested**, uninspected work will not be granted final approval.

# HATFIELD TOWNSHIP

## TRAILER PERMIT APPLICATION

### I - LOCATION OF PROPERTY

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### II - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

OWNER Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CONTRACTOR Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Builder's Twp. License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

DESIGN Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PROFESSIONAL Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### III - TYPE OF CONSTRUCTION OR IMPROVEMENTS

New     Used    Other \_\_\_\_\_

**IV - TRAILER DETAILS** (Please check the following)

- Sales/Office trailer # \_\_\_\_  Construction trailer # \_\_\_\_  Education # \_\_\_\_  
 Free Standing  Attached  Anchored  Single Wide  Double Wide  
 Electric  Plumbing  HVAC
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**V - COST**

Cost of Construction improvements \$ \_\_\_\_\_

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**PART VI – FEE** (see fee schedule)

**PERMIT FEE:** \$ \_\_\_\_\_

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**VII - SIGNATURE**

*Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.*

**SIGNATURE OF APPLICANT**

**DATE**

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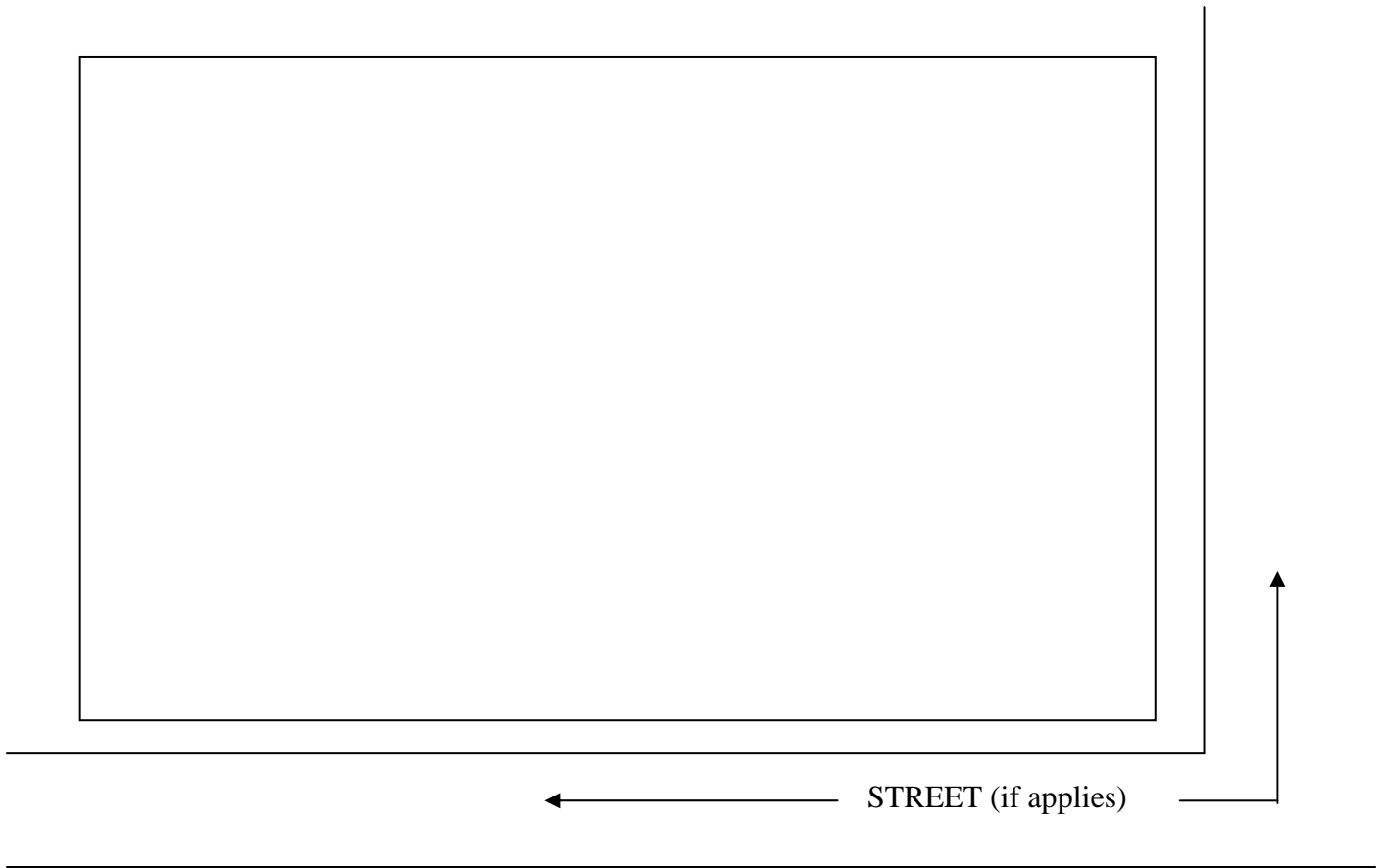
**VII - SITE OR PLOT PLAN** – Please provide or attach plot plan details. See attached.

**SCHEDULE OF FEES**  
(from Resolution 09-46)

**TRAILER FEES:**

- A. \$160.00 per trailer
  
- B. Electrical Permit for Temporary Service Required:
  - Temporary Service up to 200 amps \$100.00
  - Temporary Service over 200 amps \$125.00

**PLOT PLAN** (Location of trailer on lot)



**BUILDING LOCATION** (Location of trailer if attached to building)

