

# HATFIELD TOWNSHIP

## **RESIDENTIAL HOME IMPROVEMENT BUILDING PERMIT PROCEDURES**

*A Home Improvement building permit is required for all renovations, alterations and interior structural renovations.*

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

**PARTS II thru XI** – Complete every section.

**PART IX** – Building Size – dimensions of the building & property (length/width) and/or total square feet or acreage must be provided on all applications.

**PART XII** - 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. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. **The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.**

**PART XIII** – 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 or contractor may be reached. Contractors making application must be registered with Hatfield Township annually.

### PLANS AND SPECIFICATIONS

- **Two (2) copies of all plans and specifications must be submitted with all applications for building permit. Cross Section Drawings, giving structural details as outlined below, must be included.**
- A. **DIMENSIONS** – Show all dimensions of all proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- B. **FOUNDATION & 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 8"). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and 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. **FLOORS (SEE G)** – Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. If using *Manufactured Floor Trusses*, structural plans must be sealed by engineer or architect.
- E. **WALL** – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the use of wall insulation, its thickness and R factor. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.
- F. **CEILING & ROOF FRAMING (SEE G)** – Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. If using *Manufactured Roof Trusses*, structural plans must be sealed by engineer or architect.
- G. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- H. **INTERIOR** – Indicate type and thickness of materials to be used on interior walls and ceilings.
- I. **ENERGY CODE** – Calculations must be submitted on all drawing to comply with the State UCC.

### **ADDITIONAL INFORMATION**

**GREEN POINTS QUALIFICATION** – In order to encourage cost-effective and sustainable building methods, building permit applicants may earn Green Points and qualify for permit fee reductions or waivers. Please contact the Safety and Code Enforcement Department for more 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 Hatfield Township codes and ordinances and the State UCC.

**PERMIT GRANTED** – **If approved, the permit will be processed and issued to you within fifteen (15) business days. 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 building department 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

## RESIDENTIAL HOME IMPROVEMENT

### Plan Examination and Building Permit Application

#### I - LOCATION OF PROPERTY

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

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

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#### III - 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 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

PROFFESIONAL

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

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

**IV - TYPE OF CONSTRUCTION OR IMPROVEMENTS**

Addition                       Alteration/Renovation                       Repair or Replacement

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

**V - PROPOSED USE**

Single Family                       Multi-Family                       Garage/Carport

Description \_\_\_\_\_  
\_\_\_\_\_

**VI - PRINCIPAL TYPE OF FRAME**

Masonry (bearing walls)     Wood Frame     Structural Steel     Reinforced Concrete  
 Other \_\_\_\_\_

**VII - TYPE OF SEWAGE DISPOSAL**

Public                       Private (septic tank)

**VIII - TYPE OF WATER SUPPLY**

Public                       Private (well)

**IX - DIMENSIONS**

Number of stories \_\_\_\_\_ Square footage of construction area, based on exterior dimensions \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ Number of bathrooms Full \_\_\_\_\_ Partial \_\_\_\_\_

Total building square footage \_\_\_\_\_ (if not the same as above)

**X - COST**

Cost of Construction Improvements \$ \_\_\_\_\_

**PART XI – FEE** (see fee schedule)

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

**XIII - SITE OR PLOT PLAN** –Please provide or attach plot plan details.

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

**Building Permit Fees.**

**1. Alterations, Additions, Renovations and Replacements to Existing Residential Units.**

\$85.00 plus \$.25 per square foot – All space including basement.

**Note:** All decks, patios and pools have their own permits.