

# EDGMONT TOWNSHIP

## BUILDING PERMIT APPLICATION

1000 Gradyville Road, Newtown Square, PA 19073  
610-459-1662 www.edgmont.org

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### **Please read this page - Instructions for completing the application**

- No work may begin until you have the building department permit in your possession. Permit fees are doubled for work started without a permit.
- **All** applications must include **two (2) sets of plot plans** showing the size of the lot and the location of improvements (existing and proposed), along with the front, rear and side yard setback. All plans **must** show the location of the well and septic system, if applicable. All plans **must** show the location of the construction entrance. If the construction entrance is not the existing driveway, a Highway Occupancy permit may be necessary.
- **All** applications must be accompanied by plans and/or specifications. The number of plans depends on the type of project. A **minimum of two (2) sets of plans is required**. Additional plans will be necessary if the project includes the need for an electrical permit and / or a fire suppression permit. Please check with the building department.
- Plans for new residential dwellings, residential structural alterations, and most residential additions must be sealed by a registered design professional. **All** non-residential plans must be sealed by a registered design professional, who becomes the Registered Design Professional in Responsible Charge. **All non-residential permit applications must be coordinated and submitted by the Registered Design Professional in Responsible Charge.**
- The **property owner's** signature **must** appear on all applications. **NO EXCEPTIONS.** Copies of contracts will not be taken in lieu of this requirement.
- No permit will be released until all contractors and subcontractors are either registered with the Township or with the Pennsylvania Attorney General's office as a Home Improvement Contractor, if applicable. Proof of registration and a copy of the contractor's liability and workman's comp insurance must be submitted with the permit application.
- Fees are due **at the time** the application is submitted. No permit will be released until all fees are paid.
- If work does not begin within 180 days of permit issuance, or if work is suspended for more than 180 days, the permit becomes invalid unless extended in writing by the Edgmont Township Building Department. It is the responsibility of the applicant to monitor the viability of the permit.
- Other permits that may be necessary and must be completed and approved before a Building Department permit may be applied for:
  - For properties with on-site septic systems, any project that increases the number of bedrooms requires review & approval from the Township Sewage Enforcement Officer. Application for a new or replacement septic system must be done through the Delaware County Health Department.
  - All new wells shall be permitted through the Delaware County Health Department.
  - Any project that increases the amount of impervious surface **by 500 square feet or disturbs an area greater than 5000 square feet requires a grading permit. Grading permits are also required when there are site improvements such as in-ground swimming pools.**
  - Any project that requires the placement of a new driveway or a temporary construction entrance may require a Highway Occupancy permit. If the new entrance is on a state road, the Highway Occupancy permit must be obtained from PennDOT. If the new entrance is on a Township road, the Highway Occupancy permit must be obtained from the Township. No Highway Occupancy permits are needed for entrances onto private roads, although approval of the Homeowner's Association may be necessary.
- Processing time for a permit depends on the complexity of the project and the completeness of the application and plans. Residential permits are usually issued within a week to ten days. Non-residential (commercial) permits may take two to three weeks.
- **An " \* " on the permit application indicates the information is required. A "+" indicates that the information is required on non-residential applications.**

**This page may be used for providing additional information including plot plans:**

## General Information

**This page must be completed for all applications (Please print clearly)**

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\*Location of work (street, city, zip code)

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\*Name of property owner

\*Phone number

\*Cell number

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\*Property owner's address (if different from billing address)

\*Email address

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\*Name of applicant (if different from property owner)

\*Phone number

\*Cell number

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\*Applicant's billing address (street, city, zip code)

\*Email address

*Is this property in a HOA? Yes  No  If yes, please provide HOA approval letter with this application.*

*Note: If this project is on a property with on-site septic, this plan may need to be reviewed by the Edgmont Township SEO. All new systems & replacement systems must be permitted through the Delaware County Health Department. Contact our building department for guidance.*

\* Which watershed does the property drain to?      Crum      Chester      Ridley

\* Will there be an increase in existing impervious surface?      Yes      or      No

\* If yes, square footage of parcel \_\_\_\_\_

\* Square footage of existing impervious \_\_\_\_\_

\* % coverage of existing impervious \_\_\_\_\_

\* Square footage of new impervious \_\_\_\_\_

\* % coverage of new impervious \_\_\_\_\_

\* Total square footage of impervious \_\_\_\_\_

\* % coverage of total impervious \_\_\_\_\_

\* If structure is existing, does it have a fire suppression system (sprinklers)?      Yes      or      No

\* **Edition of the International Building Codes used for design:** \_\_\_\_\_ (If not known, or if space is left blank, the current edition of the Code as adopted by the Commonwealth of Pennsylvania under the Uniform Construction Code will be used for review and inspection purposes. The date that the application is submitted to the Township will be used for the determining date unless the applicant can prove that another date should be used.)

\*Please check one:       Residential       Non-residential

\*Type of improvement proposed:

New construction

Alteration

Other \_\_\_\_\_

Addition

Repair/Replacement

Relocation

\*Briefly describe the work to be done:

**General Contractor/Building Specifications:**

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\*Name of general contractor \_\_\_\_\_ \*HIC Registration # \_\_\_\_\_

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\*Address of contractor (street, city, zip code) \_\_\_\_\_

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\*Phone number \_\_\_\_\_ \* Cell number \_\_\_\_\_ \*Email Address \_\_\_\_\_

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\*Name of architect / engineer \_\_\_\_\_ \*Phone number \_\_\_\_\_ \*Email Address \_\_\_\_\_

**Note:** The architect or engineer who seals non-residential plans becomes the Registered Design Professional in Responsible Charge. All non-residential permit applications must be coordinated and submitted by the Registered Design Professional in Responsible Charge.

\*Estimated cost of work: \$ \_\_\_\_\_

**Please provide the following calculations:**

- For additions and alterations, fill in only the square footage of the proposed work
- For new construction, fill in the proposed square footage for the new structure
- For solar PV panel installation, see the next page

**Residential construction:**

Number of *existing* bedrooms: \_\_\_\_\_ Number of *proposed* bedrooms: \_\_\_\_\_

- If increasing the number of bedrooms, the application shall be reviewed by the Edgmont Township Sewage Enforcement Officer if property has an on-site septic system. ***All new systems & replacement systems must be permitted through the Delaware County Health Department.***

Square footage of living area: \_\_\_\_\_

Square footage of garage area: \_\_\_\_\_

Square footage (total) of basement area: \_\_\_\_\_

- Does this permit application involve finishing the basement? Yes or No
- If yes, square footage of basement to be finished: \_\_\_\_\_

Square footage of deck or patio (over 30" above grade): \_\_\_\_\_

Square footage of detached garage or other accessory structure: \_\_\_\_\_

**Non-residential construction:**

**Tenant fit out:** Square footage of space to be altered: \_\_\_\_\_

- Unless proven otherwise to the building department, it will be assumed that the alteration involves the entire tenant space.

**New construction:** Square footage of proposed building: \_\_\_\_\_

- Include the square footage for all floors

**Demolition:** Does this project require demolition work? Yes or No?

If yes, please explain demo work to be done:

**Solar PV Permit Application:**

\*Name of *solar* contractor

\*HIC Registration #

\*Address of contractor (street, city, zip code)

\*Phone number

\* Cell number

\*Email Address

\*Name of *electrical* contractor

\*HIC Registration #

\*Address of contractor (street, city, zip code)

\*Phone number

\* Cell number

\*Email Address

All electrical permit applications will be reviewed by United Inspections Inc. All electrical inspections will be performed by United Inspections Inc. To arrange for an inspection, please call 610-399-5094. Edgmont Township will not accept inspections performed by any other agency.

\*Please check one:       Residential       Non-residential

\*Estimated cost of work: \$ \_\_\_\_\_

\*Provide a brief description of work to be done including number of panels and size of system:

**Please attach the following documents to the application:**

- |   |  |
|---|--|
| <input type="checkbox"/> Site plan  | <input type="checkbox"/> Solar PV module specification sheet |
| <input type="checkbox"/> Sealed structural analysis                       | <input type="checkbox"/> Inverter specification sheet        |
| <input type="checkbox"/> Electrical single-line diagram                   | <input type="checkbox"/> Attachment and/or mounting details  |
| <input type="checkbox"/> Pole or ground mount information (if applicable) |  |

**Please acknowledge compliance with the following:**

**All systems:**

- Panels shall be located to minimize visual impact to neighboring properties
- Panels shall not create any additional heat load on neighboring properties
- Panels shall be located so as not to cast glare on neighboring properties or any street

**Ground mounted systems:**

- Located in rear or side yards only
- Setback from property line the greater of 15 feet or 125% of height of solar panel
- Height – 20 feet maximum
- Area of panels considered impervious \_\_\_\_\_

**Roof mounted systems:**

- Height – 36 inches above maximum height requirements of zoning district
- Able to support a fireman’s weight
- Provide pathways to all areas of the roof
- Provide continued access to roof
- Provide opportunities for smoke ventilation
- Provide emergency egress from roof
- Provide main electrical service disconnect with appropriate warnings to first responders

**Electrical Permit Application:**

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\*Name of electrical contractor

\*HIC Registration #

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\*Address of contractor (street, city, zip code)

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\*Phone number

\* Cell number

\*Email Address

All electrical permit applications will be reviewed by United Inspections Inc. All electrical inspections will be performed by United Inspections Inc. To arrange for an inspection, please call 610-399-5094. Edgmont Township will not accept inspections performed by any other agency.

**\*Type of work proposed:**       New       Addition       Alteration       Repair       EV Charger

**\*Please check one:**       Residential       Non-residential

Other \_\_\_\_\_

**\*Estimated cost of work:** \$ \_\_\_\_\_

**\*Does this work include the installation of a generator?**      Yes      or      No

**\*What size is the generator?** \_\_\_\_\_ kW      Natural Gas      or      Propane

**\*Brief description of work to be done including size of service:**

**When required, plans for electrical work must be submitted with the application.**

**Mechanical Permit Application:**

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\*Name of mechanical contractor \*HIC Registration #

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\*Address of mechanical contractor (street, city, zip code)

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\*Phone number \* Cell number \*Email Address

\*Estimated cost of work: \$ \_\_\_\_\_

\*Type of work proposed:    New    Addition    Alteration    Repair    Replacement

\*Please check one:    Oil    LPG    Gas    Electric    Geothermal    Other: \_\_\_\_\_

\*Brief description of work to be done:

- **When submitting the application, please provide**
  - A signed copy of the HVAC contract
  - Manufacturer’s specifications for all mechanical equipment
  - A duct diagram
  - A REScheck or COMcheck for all new construction including additions
  
- **Geothermal boreholes require a permit from DCHD at (484) 276-2100, or email [environmental@co.delaware.pa.us](mailto:environmental@co.delaware.pa.us). A copy of the permit must be provided to the township.**

**Plumbing Permit Application:**

\*Name of plumbing contractor \_\_\_\_\_

\*HIC Registration # \_\_\_\_\_

\*Address of plumbing contractor (street, city, zip code) \_\_\_\_\_

\*Phone number \_\_\_\_\_

\* Cell number \_\_\_\_\_

\*Email Address \_\_\_\_\_

\*Estimated cost of work: \$ \_\_\_\_\_

**\*Please complete the following chart (If you have questions please call the office):**

Drainage Fixture	Drainage Fixture Unit (DFU)	How Many	Total (DFU x How Many)
• Full bath group with bathtub and/or shower and 1.6 gal flush water closet	5	_____	= _____
• Full bath group with bathtub and/or shower and > 1.6 gal flush water closet	6	_____	= _____
• Half bath group – 1.6 gal flush toilet and lavatory	4	_____	= _____
• Half bath group - > 1.6 gal flush toilet and lavatory	5	_____	= _____
• Kitchen group – dishwasher & sink	2	_____	= _____
• Laundry group – clothes washer standpipe and laundry tub	3	_____	= _____
• Bathtub	2	_____	= _____
• Bidet	1	_____	= _____
• Clothes washer standpipe	2	_____	= _____
• Dishwasher	2	_____	= _____
• Kitchen sink	2	_____	= _____
• Lavatory	1	_____	= _____
• Laundry tub	2	_____	= _____
• Shower stall	2	_____	= _____
• Water closet – 1.6 gal/flush	3	_____	= _____
• Water closet - > 1.6 gal/flush	4	_____	= _____

**Total number of drainage fixture units:** \_\_\_\_\_

**Number of water heaters (replacement only)** \_\_\_\_\_

**Will there be underslab plumbing?** Yes or No

**Will you be connecting to Public Sewer** Yes or No

**Will you be connecting to Public Water?** Yes or No

- Potability of well water must be certified by a recognized testing agency prior to the issuance of a certificate of occupancy.
  - A riser diagram must accompany all applications.



**Fire Suppression and Fire Alarm Permit Application:**

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\*Name of contractor

\*HIC Registration #

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\*Address of contractor (street, city, zip code)

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\*Phone number

\* Cell number

\*Email Address

\*Estimated cost of work: \$ \_\_\_\_\_

\*Type of work proposed:       Sprinkler installation       Fire Alarm       Commercial hood suppression system

\* Number of sprinkler heads to be installed/added/relocated: \_\_\_\_\_

\* Number of alarm devices to be installed/added/relocated: \_\_\_\_\_

\* Number of restaurant range hood nozzles or dry chemical system nozzles to be installed/added/relocated: \_\_\_\_\_

- Edgmont Township Code requires a fire suppression system in all new construction (residential and commercial) that have access to public water.
- Residential security alarms do not require permits.
- All sprinkler system installations require a letter from the sprinkler contractor certifying that the retrofit of the sprinkler system was completed in accordance with the current NFPA 13.

## Permit Fees:

**\*Please add up the following (see General Fee Schedule):**

Zoning review fee: \_\_\_\_\_

Township SEO review fee: \_\_\_\_\_

Building permit fee: \_\_\_\_\_

Deck fee: \_\_\_\_\_

Demolition permit fee: \_\_\_\_\_

Solar permit fee: \_\_\_\_\_

Electrical permit fee: \_\_\_\_\_

Mechanical permit fee: \_\_\_\_\_

Plumbing permit fee: \_\_\_\_\_

Fire Prevention permit fee: \_\_\_\_\_

Certificate of Use and Occupancy fee: \_\_\_\_\_

Uniform Construction Code Fee: \_\_\_\_\_ (Number of permits \_\_\_\_\_ x \$ \_\_\_\_\_)

**Total Permit Fee:**                    \$ \_\_\_\_\_

**I declare, under the penalties of perjury, that this application (including any accompanying plans and specifications) has been examined by me, and to the best of my knowledge, is a true, correct, and complete application. This application will be reviewed against the Edgmont Township Code and Township policies ONLY; additional approvals may be required (e.g. approval from Homeowners Associations, etc.). I have reviewed and agree to comply with the Edgmont Township Code and Township policies. I understand and agree that no structures, obstructions, etc., are permitted to be installed in the Township’s public right-of-way and are subject to removal at the Township’s discretion and with the cost of such removal to be the responsibility of the legal property owner. The acceptance of this permit requires me as the applicant, property owner or both to follow the inspection schedule on the permit as well as the obligation to have a final inspection to close out the permit properly and obtain a final Certificate of Use and Occupancy.**

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\*Signature of Property Owner \_\_\_\_\_ \*Date \_\_\_\_\_

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\*Signature of Applicant \_\_\_\_\_ \*Date \_\_\_\_\_