

# 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.**

## 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:

**Electrical Permit Application:**

\_\_\_\_\_  
\*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.

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

\*Please check one:     Residential     Non-residential

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

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

\*What size is the generator? \_\_\_\_\_ kW

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

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

**INSPECTIONS NEEDED FOR NATURAL GAS & PROPANE GENERATORS:**

- FINAL ELECTRICAL INSPECTION &
- FINAL MECHANICAL INSPECTION

**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.**

## 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