

BECHTELSVILLE BOROUGH

BUILDING PERMIT DATA INFORMATION PACKET

EVERYTHING IN THIS PACKET IS IMPORTANT. READ EVERYTHING THAT IS IN THIS PACKET CAREFULLY AND COMPLETELY. READ IT BEFORE YOU FILL OUT THE PERMIT APPLICATION.

EVERYTHING THAT IS IN THIS PERMIT DATA INFORMATION PACKET MUST BE RETURNED TO BOROUGH WITH THE COMPLETED APPLICATION.

THIS IS AN ORIGINAL APPLICATION. ONCE YOU SUBMIT IT – AND ANYTHING ELSE REQUIRED TO BE SUBMITTED ALONG WITH IT – TO THE BOROUGH, IT WILL NOT BE RETURNED TO YOU. THEREFORE, YOU ARE ADVISED TO MAKE A COPY OF THIS APPLICATION ONCE YOU HAVE COMPLETED IT AND KEEP A COPY FOR YOUR RECORDS.

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

(A 15 business day review period is permitted by State Code)

Listed below are the items that are required to be submitted to Technicon Enterprises, Inc., II in order for you to obtain a building permit. Failure to submit the required items will result in a denial of the issuance of the permit. The required applications are attached.

1. The Building Permit Application must be made either by the Owner(s) or Lessee of the building or structure, or an agent of either, or by the Registered Design Professional employed in connection with the proposed work.
2. All application must be accompanied by two sets of site plans.
3. All Application shall be accompanied by not less than two (2) sets of construction documents. It is recommended but not required that a Registered Design Professional prepare the construction documents. The documentation shall include the name and address of the Registered Design Professional and shall be signed, dated and sealed.
4. If the application is for a new home requiring an on-lot septic system, a copy of the septic system permit must be submitted. If an addition including bedrooms is to be constructed, the sewage enforcement officer must check the plans to verify that an adequate septic system is available. The Sewage Enforcement Officer for the Borough is Technicon Enterprises, Inc., II (610) 286-1622.
5. If this application is for a new home and municipal water and/or sewer connections will be made a copy of the issued permit or receipt is required prior to a building permit being issued.
6. If this application is for a new home a driveway permit is required.
7. A Low Hazard Soil Erosion & Sedimentation Control Plan application must be obtained from the Berks County Conservation District (Telephone number (610) 372-4657). When completed, the application must be sent back to the Berks County Conservation District for approval. A copy of the approval letter must be included in the building permit application for processing.
8. All new water fixtures must be of the "low flow" water conservation type.
9. **NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.**

If you have any questions, please call (610) 286-1622.

**THE FOLLOWING PLANS SHALL BE SUBMITTED, IN DUPLICATE, ALONG WITH
THE BUILDING PERMIT APPLICATION**

I. SITE PLAN

All Applicants shall submit a Site Plan drawn to scale, and the Site Plan shall contain at minimum the following information:

- A. Lot dimensions, including all existing and proposed structures
- B. Building location on lot and setbacks
- C. Street or highway right-of-ways and any other easements or right-of-ways
- D. Existing or proposed septic & well locations
- E. Existing or proposed driveway location with percentage of slope (or grade) of lot, e.g. 3%, etc.

THE FOLLOWING PLANS SHALL ALSO BE SUBMITTED IN DUPLICATE AND SHALL BE DRAWN ON A SCALE OF ONE-QUARTER ¼ INCH = 1' FOOT. THE FOLLOWING PLANS SHALL ALSO BE SUBMITTED IN DUPLICATE.

II. ELEVATION PLANS

Elevation Plans of the front, back, and both sides of the structure shall be submitted and shall, at minimum, show the following (from the finished grade):

- A. Floor lines with dimensions, and dimensions from grade to peak.
- B. Overhangs or porches (with dimensions and materials).
- C. Exterior coverings and materials.
- D. Roof materials and roof slope.
- E. Louvers and vents (with sizes).
- F. Chimney size, chimney material, and location of chimney above ridge line and from nearest wall.

III. FOUNDATION PLAN

- A. Basement crawl spaces and slabs.
- B. Footings to include depth size and width
- C. Foundation material and sizes with window and door sizes and locations.
- D. Structural members, and their sizes and types.
- E. Stairs and their sizes and types.
- F. Interior and exterior dimensions.

IV. FLOOR PLANS

- A. First, second and third (if applicable) floors with all dimensions.
- B. Structural framing members, and their sizes, directions and spacing.
- C. Stairs, stairways and stairwells, including dimensions.

- D. A window and door schedule showing the manufacturer, insulation u-factor, model, sizes and locations for each. (Bedroom windows must meet egress requirements (attach manufacturers specifications)
- E. A plan showing the complete insulation package that will be installed and certified by the installer (insulation thickness, R-value, type).
- F. Plumbing drawings, including fixtures, size of supply vent and drain lines.
- G. Mechanical plan, including heating and/or cooling unit with efficiency rating.
- H. Electrical plan, including smoke detector locations.

V. CROSS SECTION

- A. Building or wall cross sections.
- B. Footer and foundation type and details.
- C. Framing details with floor-to-floor height.
- D. Roof construction and all material used throughout.
- E. Section through chimneys and/or fireplaces showing damper(s), smoke chamber, throat, flue(s), clean out and mantle.

FOR RESIDENTIAL CONSTRUCTION, IT IS STRONGLY RECOMMENDED THAT ALL OF THE PLANS LISTED ON THESE PAGES BE PREPARED BY A REGISTERED DESIGN PROFESSIONAL.

FOR ALL COMMERCIAL CONSTRUCTION, IT IS REQUIRED THAT ALL OF THE PLANS LISTED ON THESE PAGES BE PREPARED BY A LICENSED ARCHITECT OR LICENSED PROFESSIONAL ENGINEER.

INSPECTIONS REQUIRED DURING THE STAGES OF CONSTRUCTION

THE ISSUANCE OF THE BUILDING PERMIT FOR WHICH YOU HAVE APPLIED REQUIRES YOU TO COMPLY WITH ALL PROVISIONS OF ALL CODES APPLICABLE TO BOTH CONSTRUCTION AND CONSTRUCTION INSPECTIONS. FOLLOWING ARE THE STAGES OF CONSTRUCTION WHEN THE CODE ENFORCEMENT OFFICER MUST BE NOTIFIED. INSPECTIONS MUST BE SCHEDULED A MINIMUM OF TWENTY-FOUR (24) HOURS IN ADVANCE UNLESS OTHERWISE SPECIFIED IN THE INSPECTION INSTRUCTIONS. INSPECTIONS BY THE CODE ENFORCEMENT OFFICER MUST BE COMPLETED BEFORE YOU PROCEED TO THE NEXT STAGE OF CONSTRUCTION.

ELECTRICAL INSPECTIONS

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

PLEASE NOTE: As the appointed Third-Party Agency, Technicon Enterprises, Inc., II will perform all electrical inspections for all permitted work under the Uniform Construction Code. To schedule inspections, please call (610) 286-1622.

INSPECTION #1

FOOTINGS, STORM WATER, SEDIMENTATION AND CONTROLS

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection is to be scheduled AFTER excavation is completed and forming for footings, reinforcement and grade stakes have been installed. Concrete **MAY NOT** be poured until this Inspection has been completed and approved by the Code Enforcement Officer. Prior to this Inspection, ALL storm water and sedimentation controls must be installed. **Note:** Footings are required to have smooth side and sharp corners, be continuous and of appropriate size. Property lines or setback lines **MUST** be staked accurately to identify those property lines.

INSPECTION #2

FOUNDATION BACKFILL

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon your completion of foundation and foundation drains but PRIOR to any backfilling and setting of joists in a frame structure or upon completion of all walls before setting ceiling joists and rafters in a masonry structure. All parging and waterproofing must be completed prior to this inspection. Foundation drains will also be inspected at this time. UNDER NO CIRCUMSTANCES IS BACKFILLING OR FRAMING TO BE STARTED UNTIL THIS INSPECTION #2 HAS BEEN COMPLETED AND APPROVED BY THE CODE ENFORCEMENT OFFICER.

INSPECTION #3

ROUGH FRAMING

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon completion of all framing, rough plumbing, and rough wiring. All concealed plumbing and mechanical equipment should be installed prior to calling for this Inspection and must be tested at this time. An Electrical rough wiring inspection sticker must be posted on-site at this time, the Plumbing Air Test Certification (5 lb/psi for 15 minutes for Waste and Drain piping and 50 lb/psi for 15 minutes for Water Supply Piping) must be presented at this time.

All fire stopping, fire blocking, and fire caulking must be in place prior to the rough framing inspection.

UNDER NO CIRCUMSTANCES SHOULD ANY INSULATION, DRYWALL OR PLASTERING BE STARTED BEFORE INSPECTION #3.

INSPECTION #4

WALLBOARD OR LATHE INSPECTION

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made after the installation and completion of all wallboard and/or lathe. However, under no circumstances should any plastering or taping and finishing of joints and fasteners be done prior to this Inspection.

INSPECTION #5

FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

The final inspection will be made upon completion of the structure. Prior to the final inspection the following items must be completed: grading, seeding, installation of any driveway and a final electrical inspection sticker must be placed on the main electrical panel.

The following item must be submitted prior to or at the time of final inspection for all new construction:

1. Potable water certification (required for private wells)
2. Approved and signed on-lot sewage permit

No Use and Occupancy Permit will be issued until the Code Enforcement Officer has determined that the structure is in full compliance with the approved Building Plans and provisions of all Codes.

NOTE: NO DWELLING OR STRUCTURE MAY BE OCCUPIED IN ANY MANNER UNTIL THE ISSUANCE OF A FINAL USE AND OCCUPANCY PERMIT. ANY DEVIATION FROM THE APPROVED BUILDING PLANS SUBMITTED WITH YOUR ORIGINAL APPLICATION MUST BE APPROVED BY THE BUILDING CODE OFFICIAL, IN WRITING, BEFORE PROCEEDING WITH ANY CHANGE.

I/WE HAVE RECEIVED A COPY OF THE REQUIRED INSPECTIONS AND ARE FULLY AWARE OF THESE REQUIREMENTS.

Date: _____

Applicant's Signature

Date: _____

Applicant's Signature

UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT
Building Permit # _____

County: _____ Municipality: _____ Zoning District _____

Site Address: _____ Tax Parcel # _____

Lot # _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell: _____

Principal Contractor: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell: _____

Architect: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell: _____

TYPE OF WORK OR IMPROVEMENT (Check All That Apply)

- | | | | | | |
|--|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Demolition | <input type="checkbox"/> Renovation |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | | |

Describe the proposed work: _____

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ _____

DESCRIPTION OF BUILDING USE (Check One)
RESIDENTIAL

-
- One-Family Dwelling (R-3)
-
-
- Two-Family Dwelling (R-3)

NON-RESIDENTIAL

Specific Use: _____

Use Group: _____

 Change in Use: YES NO

If YES, Indicate Former: _____

Maximum Occupancy Load: _____

Maximum Live Load: _____

BUILDING/SITE CHARACTERISTICS
Number of Residential Dwelling Units: _____ Existing, _____ Proposed

Mechanical: Indicate type of Heating/Ventilating/Air Condition (i.e., electric, gas, oil, etc.)

Water Service: (Check) Public Private (Well Permit# _____)

Sewer Service: (Check) Public Private (Sewage Permit # _____)

Electrical YES NO **Electrical Service** YES NO

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____

 Elevator/Escalators/Lifts/Moving walks: (Check) YES NO

 Sprinkler System: YES NO

 Pressure Vessel: YES NO

 Refrigeration Systems: YES NO

Date Stamp

FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One)
Will any portion of the flood hazard area be developed? (Check One)

YES NO
 YES NO N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3

Lowest Floor Level: _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

I/WE HAVE RECEIVED A COPY OF THE REQUIRED INSPECTIONS AND ARE FULLY AWARE OF THESE REQUIREMENTS.

Date: _____

Applicant's Signature

Date: _____

Applicant's Signature

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site: _____

FOR CODE ADMINISTRATOR USE ONLY

ADDITIONAL PERMITS/APPROVALS REQUIRED

<input type="checkbox"/> STREET CUT/DRIVEWAY	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> EROSION AND SEDIMENT CONTROL PLAN	APPROVED _____
<input type="checkbox"/> SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> ON-LOT SEPTIC	APPROVED _____
<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> PUBLIC WATER CONNECTION	APPROVED _____
<input type="checkbox"/> OTHER _____	APPROVED _____

APPROVALS

BUILDING PERMIT DENIED:	Date _____	Date Returned _____
BUILDING PERMIT APPROVED:	Date _____	Permit # _____
CODE ADMINISTRATOR _____		
Date Issued _____	Date Expires _____	Permit # _____
BUILDING PERMIT FEE	\$ _____	Receipt # _____
ZONING PERMIT FEE	\$ _____	Receipt# _____
PLUMBING PERMIT (if appl.)	_____	Receipt # _____
MECHANICAL PERMIT (if appl.)	_____	Receipt # _____
ELECTRICAL PERMIT (if appl.)	_____	Receipt # _____
DRIVEWAY PERMIT (if appl.)	_____	Receipt # _____
CURB AND SIDEWALK (if appl.)	_____	Receipt # _____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of documents:	Submitted		Signed & Sealed		Date:	Revision Date:
Foundation Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Workers Comp. Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____

BUILDING DIMENSIONS

Existing Building Area:	_____ sq.ft.	Number Of Stories:	_____
Proposed Building Area:	_____ sq.ft.	Height of Structure Above Grade:	_____ ft.
Total Building Area:	_____ sq.ft.	Area of the Largest Floor:	_____ sq.ft.