



**Lower Frederick Township**  
53 Spring Mount Road • Schwenksville, PA 19473  
Phone: 610-287-8857 • Fax: 610-287-0540

## **REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

*Permits are not required for normal maintenance of property, but are required for the following:*

- ▶ All new construction
- ▶ Additions
- ▶ Renovations, including finished basements
- ▶ Detached Garage, Accessory Structure
- ▶ Decks & Patios
- ▶ In Ground & Above Ground Pools
- ▶ Plumbing, Electrical & Mechanical (HVAC)
- ▶ Grading of Property
- ▶ New Roofing on existing structures
- ▶ Driveways
- ▶ Fences & Walls
- ▶ Business Signs – All Zoning Districts
- ▶ Demolition

### **Codes in Force:**

**International Building code 2009**

**International Residential Building Code 2009, with Amendments, and other related codes.  
Code of Lower Frederick Township.**

### **General Information:**

- Work shall not proceed until the inspector has approved the various stages of construction.
- Permit will become null & void if construction work is not started within six (6) months from the date of issue.
- All work shall be completed within one year after the start of construction.
- Building Plans and list of materials must be submitted with the application. Information to include with ENERGY portion of any building project (where applicable); ceiling, wall, floor and foundation insulation. Window energy details e.g.; U factor. RES CHECK is suitable to submit. D.O.E. RES CHECK MUST be filled out correctly and in its entirety.
- Some permit fees are based on square footage per Lower Frederick Township fee schedule.
- Permit application fees are payable at time of submittal.
- Payment is required upon issuance of permit and prior to construction.
- Every effort is made to process & issue residential permits within 15 working days.
- Commercial permits shall be granted or refused within 30 days as per the Uniform Construction Code requirements after the written application has been submitted and determined complete.
- Questions regarding permits can be directed to LTL Consultants at:  
(610) 987-9290 or (888) 987-8886.



## **PERMIT APPLICATION CHECKLIST**

### **ZONING PERMIT**

- Complete the Zoning/Building Permit Application.
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property. A sketch plan template is provided in this packet.
- Sign the Permit Terms and Conditions

### **RESIDENTIAL BUILDING PERMIT CHECKLIST**

- Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications.
- Complete the Contractors Insurance Information Form and attach a copy of your Insurance Certificate. Certificates of Insurance must list Lower Frederick Township as the certificate holder.
- Sign the Permit Terms and Conditions.
- Submit copy of your PA Home Improvement Contractor's License (HIC).
- Complete the driveway and/or well application (if applicable)
- Submit Application Fee (\$75) **CHECK PAYABLE TO: Lower Frederick Township**
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property. A sketch plan template is provided on the last page.
- Provide two (2) copies of the building plans.
- Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- Provide Highway Occupancy Permit from Penn Dot (if applicable)
- Provide approval from Water Authority for public water connection (if applicable)
- Provide Storm water Management Permit (if applicable)
- Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)

**Additional information/documents may be required depending on the type of construction**  
**CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811**



## PERMIT APPLICATION CHECKLIST

### COMMERCIAL BUILDING PERMIT CHECKLIST

- Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications.
- Complete the Contractors Insurance Information Form and attach a copy of your Insurance Certificate. Certificate of Insurance must list Lower Frederick Township as the certificate holder.
- Sign the Permit Terms and Conditions.
- Submit Application Fee (\$200) **CHECK PAYABLE TO: Lower Frederick Township**
- Provide a site plan showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades, the location of parking spaces, accessible routes, public transportation stops and other required accessibility features. If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.
- Provide three (3) copies of building, electrical, plumbing, and mechanical plans that are signed and seal by a Pennsylvania licensed design professional.
- Provide Land Development Approval (if applicable)
- Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- Provide Highway Occupancy Permit from Penn Dot (if applicable)
- Provide approval from Water Authority for public water connection (if applicable)
- Provide Storm water Management Permit (if applicable)
- Provide Erosion & Sediment Control Plan approval from Conservation District, if applicable.
- Asbestos Abatement and Demolition/Renovation Notification Forms must be completed and submitted to PA DEP for all commercial demolition/renovation projects.

**Additional information/documents may be required depending on the type of construction.**

**CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811**



**BUILDING / ZONING PERMIT APPLICATION, Page 1**

**Please provide a plot plan showing all structures and distances to the property lines  
Two (2) sets of building plans must be submitted with the Residential Application.  
Three (3) sets of building plans must be submitted with the Commercial Application**

County: \_\_\_\_\_ Municipality: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Tax/Parcel ID#: \_\_\_\_\_

Property Owner Names: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
 CALL ME WHEN PERMIT IS READY

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
 CALL ME WHEN PERMIT IS READY

Principal Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ PA Contractor Registration #: \_\_\_\_\_  
 CALL ME WHEN PERMIT IS READY

Architect (if applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**- OFFICE USE ONLY -**

**APPLICATION FEE PAID:**  Check # \_\_\_\_\_  Cash \_\_\_\_\_  Online \_\_\_\_\_

Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_

Insurance  WC  HICPA



**BUILDING / ZONING PERMIT APPLICATION - Page 2**

Lower Frederick Township

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

**PROPERTY CHARACTERISTICS:**

- Residential Property (Single-Family Dwelling, Two-Family Dwelling, Townhouse)  
 Commercial Property - Specific Use \_\_\_\_\_

Utilities: Water Service:  Public  Private  
Sewer Service:  Public  Private

Existing Impervious Area: \_\_\_\_\_ Sq. Ft.  
Total Earth Disturbance: \_\_\_\_\_ Sq. Ft.  
New Impervious Area created: \_\_\_\_\_ Sq. Ft.

**A Stormwater Management Permit may be required for the new impervious area added.**

- Is the property located in a Floodplain or Flood Hazard Area?  yes  No  
Is the property located in a Historical District?  yes  No  
Is the property enrolled in the Agricultural Conservation Easement (ACE) program?  yes  No

**TYPE OF WORK:** (Check all that apply)

- New Building  Addition  Renovation  Repair  Demolition  
 Sign  Deck/Patio  Swimming Pool  Accessory Structure  
 Fence  Other \_\_\_\_\_

Describe the proposed work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size of Structure: \_\_\_\_\_ Height of Structure: \_\_\_\_\_

**ESTIMATED COST (REQUIRED):** (Reasonable fair market value) \$ \_\_\_\_\_

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work

I certify 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 provisions of the code(s) applicable to such permit.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Contractors Insurance Information**

**A. Is the applicant a contractor within the meaning of the Pennsylvania Worker’s Compensation Law?**  
 Yes    No

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**B. Insurance Information**

Name of Applicant \_\_\_\_\_

Federal or State Employer Identification Number \_\_\_\_\_

Applicant is a qualified self-insurer for workers’ compensation.

Check if Certificate is attached.

Name of Workers’ Compensation Insurer \_\_\_\_\_

Workers’ Compensation Insurance Policy Number \_\_\_\_\_

Check if Certificate is attached.

Policy Expiration Date \_\_\_\_\_

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**C. Is the applicant using any subcontractor(s) on this project?**    Yes    No

If the answer is “yes”, the applicant hereby certifies that any and all subcontractors have presented proof to the applicant of insurance under the Pennsylvania Workers’ Compensation Act.

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**D. Exemption:** Complete **Section D** if the applicant is a contractor claiming exemption from providing workers compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker’s compensation insurance under the provisions of the Pennsylvania Worker’s Compensation Law for one of the following reasons, as indicated:

- Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.
- Religious exemption under the Workers’ Compensation Law.

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**E. PA Home Improvement Contractor (HIC) #:** \_\_\_\_\_ (Residential Permits Only)

Check if Certificate is attached

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**F. Signature required for all applicants**

Signature of Applicant \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_ Municipality of \_\_\_\_\_



## Permit Terms and Conditions

The Owner/Applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents, PA Act 45 of 1999 (Uniform Construction Code), Act 247 of 1968 as amended (Municipalities Planning Code), and any additional approved building code requirements adopted by Lower Frederick Township. The property Owner/Applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way and flood areas. 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 Lower Frederick Township or any other governing body. The Owner/Applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

Building and zoning permits are valid for one year from the date of issue. Construction must be started within 180 days of issue.

In consideration of the issuance of a permit to the undersigned the Owner/Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in periodically inspecting work of the Owner/Applicant, employees of Lower Frederick Township and LTL Consultants, Ltd. are only performing their duties to require compliance with the minimum requirements of the applicable Ordinances of Lower Frederick Township pursuant to the policy power of Lower Frederick Township and are not warranting to the Owner/Applicant or to any third party the quality or adequacy of the design, engineering or construction work of the Owner/Applicant. Owner/Applicant further acknowledges that it will not be possible for Lower Frederick Township or LTL Consultants, Ltd. to review every aspect of Owner/Applicant's design and engineering or to inspect every aspect of Owner/Applicant's construction work. Accordingly, neither Lower Frederick Township, LTL Consultants, Ltd. nor any of its elected or appointed officials or employees shall have any liability to the Owner/Applicant for defects or shortcomings in such design, engineering or construction work, even if it is alleged that such defects or shortcomings should have been discovered during Lower Frederick Township's or LTL Consultants review or periodic inspection.

Furthermore, the Owner/Applicant agrees to defend, hold harmless and indemnify LTL Consultants, Ltd, Lower Frederick Township, its' elected and appointed officials and employees from and against any and all claims, demands, actions, and causes of action of any one or more third parties arising out of or relating to Lower Frederick Township's or LTL Consultants, Ltd review or periodic inspection of the Owner/Applicant's design, engineering or construction work, or issuance of a permit or permits, or arising out of or relating to the design, engineering or construction work done by Owner/Applicant pursuant to such permit or permits. All references in these Terms and Conditions is to Owner/Applicant's employees, agents, independent contractors, subcontractors or any other person or entities performing work pursuant to the issuance of the building or grading permit by Lower Frederick Township.

Application for a permit shall be made by the Owner of the building or structure, and agent (if different than the owner).

I certify the Lower Frederick Township Code Administrator or LTL Consultants, Ltd. shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

\_\_\_\_\_  
Signature of Property Owner (required)

\_\_\_\_\_  
Signature of Authorized Agent (if different than Owner)

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Print Name of Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS**

