



# Building Permit Application

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.
- When submitting to obtain a permit there will be a permit application fee owed at time of submission. Once permit is approved, applicant will need to sign permit and pay permit fee. 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 working 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.

### Codes in Force

International Building Code 2018

International Residential Building Code 2018, with Amendments, and other related codes.

Code of Lower Frederick Township



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## RESIDENTIAL BUILDING PERMIT CHECKLIST (R)

- Complete the 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.**
- Submit copy of your PA Home Improvement Contractor's License (HIC)**
- Sign the Permit Terms and Conditions**
- 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.**
- Submit Application to Lower Frederick Township, along with an application fee of \$75.** (payment can be made via cash or check made to Lower Frederick Township)
- Application gets processed with LTL Consultants within 15 business days of application pickup**
- Pick up approved permit at Lower Frederick Township Building, Pay Permit Fee, Sign Permit**

## RESIDENTIAL BUILDING PERMIT CHECKLIST (R)

Are there any other permit applications being submitted with this building application?

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Zoning     | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Driveway   |
| <input type="checkbox"/> Plumbing   | <input type="checkbox"/> None       |

If applicable, provide the additional information with application submission.

- 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**
- Provide Highway Occupancy Permit from Penn Dot**
- Provide approval from Water Authority for public water connection**
- Provide Storm Water Management Permit**
- Provide Erosion and Sediment Control Plan approval from Conversation District**
- Complete the driveway and or well application**



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LOWER FREDERICK TOWNSHIP

## COMMERCIAL BUILDING PERMIT CHECKLIST (C)

- Complete the Building Permit Application** (if zoning, 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**
- 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.**
- Submit Application to Lower Frederick Township, along with an application fee of \$200.** (payment can be made via cash or check made to Lower Frederick Township)
- Commercial permits shall be granted or refused through LTL Consultants within 30 business days of application pick up and determined completeness.**
- Pick up approved permit at Lower Frederick Township Building, Pay Permit Fee, Sign Permit**

## COMMERCIAL BUILDING PERMIT CHECKLIST (C)

**Are there any other permit applications being submitted with this building application?**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Zoning     | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Driveway   |
| <input type="checkbox"/> Plumbing   | <input type="checkbox"/> None       |

**If applicable, provide the additional information with application submission.**

- Provide Land Development Approval**
- Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer**
- Provide Highway Occupancy Permit from Penn Dot**
- Provide approval from Water Authority for public water connection**
- Provide Storm Water Management Permit**
- Provide Erosion and Sediment Control Plan approval from Conversation District**
- Complete the driveway and or well application**
- Asbestos Abatement and Demolition/Renovation Notification Forms must be completed and submitted to PA DEP for all commercial demolition/renovation projects**



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## PROPERTY INFORMATION

County:  Municipality:

Site Address:

Tax/Parcel ID:  Residential  Commercial

Applicant is: Property Owner:  Contractor:  Other:

If other, provide: name, address, contact:

## PROPERTY OWNER INFORMATION

Property Owner Name(s):

Address:

Cell/Home Phone:  Email:

## CONTRACTORS INFORMATION

Business/Contractor Name:

Mailing Address:

Business Phone:  Email:

PA Contractor Registration:  EXP:

Certificate of Insurance: Attached:  Not Applicable:

Workers' Comp Insurance: Provided:  Exempt:

Architect/Engineer:  License #:  Contact:

### Township Use Only:

Application Fee Paid:  Check  Amount:

Cash  Date:

Online



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## PROPERTY CHARACTERISTICS

Utilities: Water Service: Public  Private

Sewer Service: Public  Private

Residential Property:  Commercial Property:  Commercial Property Use:

Existing Impervious Area:  Sq. Ft.

Total Earth Disturbance:  Sq. Ft.

New Impervious Area:  Sq. Ft.

Note: 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

Describe the proposed work:

Check all that apply:

- New Building
- Addition
- Renovation
- Repair
- Swimming Pool
- Deck
- Sign (commercial only)
- Roof (decking or making truss/rafter repair)
- Other
- Re-roofing (commercial only)

Size of Structure:  Height of Structure:

Estimated Cost (required): (reasonable fair market value)

## APPLICATION VERIFICATION

Note:

- If **only** applying for a building permit the application fee is \$75 (residential) & \$200 (commercial).
- If applying for multiple permits for the same project, there is a one time \$75 application fee if submitted at the **same** time. (residential) \$200 (commercial)

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.

Signature of Applicant:  Date:



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LOWER FREDERICK TOWNSHIP

## CONTRACTOR INSURANCE INFORMATION

Is the contractor within the meaning of the Pennsylvania Worker's Compensation Law? Yes  No

Name of Contractor:

Address:

### Insurance Information:

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:  Expiration Date:

Check if Certificate is attached.

Is the contractor 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.

### Exemption: Complete this section 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.

PA Home Improvement Contractor (HIC) #:  (Residential Permits Only)

Check if Certificate is attached.

### Signature required for all contractors:

Signature of Applicant:  Date:



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## 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 are 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.

**Printed Name of Property Owner:**  (required)

**Signature of Property Owner:**  **Date:**

**Printed Name of Authorized Agent:**  (if different than Owner)

**Signature of Authorized Agent:**  **Date:**

