

New Hope Borough

41 North Main Street
New Hope, PA 18938
Phone (215) 862-3347, Fax (215) 822-8022
www.newhopeborough.org

BUILDING PERMIT PROCEEDURES

A Building Permit is required for all new construction, alterations and demolition within the borough, including porches, patios, decks, swimming pools and sheds. Prior to starting any work, the homeowner must obtain the appropriate permits and forms from the borough for the proposed project. Please read all of the following information, it will help you to properly complete the building permit application.

BUILDING PERMIT APPLICATION FORM

General Information - Provide the application date and type of permit.

Part 1 Location of Building - Provide street address and complete all sections in full. (Parcel number and zoning district information is available from New Hope Borough.) A detailed plot plan indicating the entire property and the location of the proposed construction must be provided with the Zoning Permit Application.

Part 2 Type and Cost of Building - Provide type of improvement, ownership, cost and proposed use. If proposed use is not specifically identified within the form, please note Item 17 and indicate use.

Part 3 Selected Characteristics of Building - Provide type of construction, principal type of heating fuel, type of mechanical, sewage disposal and water supply. Include dimensions of proposed structures, number of bedrooms proposed and number of parking spaces.

Part 4 Identification - Provide signature of applicant along with an address and a phone number where applicant can be reached during business hours, if applicant is not the property owner a written statement indicating that the applicant shall act as their agent/representative shall accompany the application. If work is being done by a contractor, please provide the name of the person responsible for performing the work and a phone number where that person can be reached during business hours. A Certificate of Insurance from each contractor working on the project, verifying their Insurance and Worker's Compensation coverage or a copy of their Commonwealth of Pennsylvania Home Improvement Contractors Registration, shall accompany each permit application.

Part 5 through 8 - To be completed by borough officials.

Part 9 Site or Plot Plan - Provide a sketch of the property indicating all property lines, existing and proposed structures, all driveways and access walkways and patios. Indicate on this plan all site restricted areas including deed restrictions, wetland areas, steep slope areas, easements, etc. In addition, if the property is located within an area that has an established Homeowners Association, the applicant shall provide a copy of the letter of approval from the Homeowners Association with the application.

PLEASE NOTE:

Individuals improving and/or developing a single lot, after subdivision has taken place, must execute a Professional Services Agreement with the municipality to cover all miscellaneous costs incurred with their project. Zoning and/or Building Permits will not be issued without this agreement. For additional information regarding this and to acquire the appropriate forms please contact New Hope Borough at (215) 862-3347.

PLANS AND SPECIFICATIONS

The applicant must submit two (2) copies of all Plans and Specifications with each Building Permit Application in order for the Plan Reviewer to determine if the proposed construction complies with the existing borough building codes.

The Plans for Additions and New Construction shall include, but may not be limited to, the following:

- A foundation plan indicating the dimensions of the proposed structure and foundation. The depth and width of the proposed footings, (Concrete footings to be a minimum of 36 " below finished grade, a minimum of 8" thick, a minimum of 2500 psi concrete). Indicate the size and thickness and identify all materials used for foundation walls and provide information regarding the concrete flooring including all sub-grade materials and preparations.
- A floor plan for each proposed level indicating all interior layout and dimensions, including all bearing and non-bearing partitions. Indicate all beams and supports which are being utilized including the materials, size, spacing and span. Include the size, spacing, span and bridging for all floor joists being provided. A separate detailed framing plan may be requested in association with the floor plan.
- A roof plan indicating the size, spacing and span for all ceiling joists and the size, spacing, span and slope for all roof rafters. Indicate size of the ridge, the size and spacing of collar ties, and the type, thickness and R-factor of ceiling insulation. Provide information on all materials being utilized within the roof including sheathing, flashing, felt and shingles. Indicate all roof openings, including attic ventilation, valleys and connections which are to be provided.
- A wall section indicating all wall plates, stud sizing and spacing, type and placement of all rack bracing, details on facade materials, the clear span for all cantilever sections and any and all headers being provided above openings. Indicate the type, thickness and R-factor of all wall insulation.
- A cross section indicating foundation and all framing members, including all pre-engineered structural members (floor trusses or roof trusses) which are being utilized. Each type of pre-engineered structural member, (trusses, floor systems, etc.), shall have a certification, stamped by a professional engineer licensed in the Commonwealth of Pennsylvania, provided at the time of application.

Plans for pools shall include:

- Plans should indicate location of pool on the property, materials and reinforcing to be utilized for the pool construction. (A plot plan indicating location of pool and all related equipment on the property shall be provided with the Zoning Permit Application.)
- Temporary fencing (ie. Orange safety fence or snow fencing) shall be provided around excavation during construction operations.
- Details of permanent fencing indicating locations of openings, height and materials to be utilized and all other information needed to determine compliance with the applicable Zoning Ordinance requirements must be provided at the time of application.
- Permanent fencing shall be complete and in place prior to water being placed in the pool.

Plans for sheds shall include: (Sheds greater than 1000 sf shall require a building permit)

- Information from manufacturer of prefabricated shed shall be provided at the time of application. (This should be available from the shed supplier.)
- A plot plan indicating location of the shed on the property shall be provided with the Zoning Permit Application.
- Plans should indicate size, height and materials being utilized for construction of shed.
- All sheds in excess of 100 square feet of floor area are to be provided with footings and/or anchors.

Plans for a deck shall include:

- A plot plan indicating location of the deck on the property shall be provided with the Zoning Permit Application.
- A footing layout plan indicating each footing location, size and type.
- A detailed framing plan indicating the size, spacing and attachment method of all members.
- A railing and stair detail indicating the size, spacing and attachment method of all members.

The application will be reviewed by the Borough Code Enforcement Department for compliance with the Zoning Ordinance and any other applicable Ordinances of New Hope Borough, as well as the requirements of the Uniform Construction Code for the Commonwealth of Pennsylvania. If the proposed project does not comply in any way with the applicable Ordinances and/or Codes, the applicant will be notified by phone and/or mail regarding the specific item or items that need to be addressed. **The Plan Reviewer may amend, correct and/or change minor items within the plans or specifications; it is the applicant's responsibility to construct their project to these amended plans and specifications.**

The applicant will be notified when their building permit has been approved and when the permit can be picked up at the New Hope Borough Administration Offices located at 41 North Main Street, **from 9:00 am to 4:00 pm, Monday through Friday.** The yellow card portion of the Building Permit is to be displayed by the applicant so as to be visible from the street. **Work may not be started until the permit has been granted, paid for and picked up.** All permitted projects shall begin construction within six (6) months from the date the permit is issued and, for projects requiring zoning approval, shall be completed within one (1) year from the date the permit is issued. Applicants may receive, at the discretion of the borough, an extension for up to one (1) additional year for completion of their project if they provide a written request to the township with compelling evidence as to why the project has not been completed within the required one (1) year period.

INSPECTIONS

Inspections are necessary to insure that all work being done conforms to the approved plans and specifications, the applicable codes and the Uniform Construction Code for the Commonwealth of Pennsylvania. Inspections are to be scheduled with the borough office at least 24 to 48 hours in advance by calling (215) 862-3347 and speaking to the borough secretary. Borough offices are open from 9:00 am to 4:00 pm, Monday through Friday. NO REQUESTS FOR INSPECTIONS ARE TO BE LEFT ON THE VOICE MAIL SERVICE AFTER HOURS. Inspections will be performed Monday, Wednesday and Friday from 10:00 am to 12:00 pm, Notification for inspections at the various stages of construction is the responsibility of the applicant and/or property owner. All un-inspected work will not be approved by the Borough Code Enforcement Department.

The required inspections include, but may not be limited, to the following:

- New Construction (New Houses and additions)
 - Footings (Scheduled after excavation and prior to placement of concrete for footings.)
 - Foundation (Scheduled after wall forms are in place and prior to placement of concrete for walls.)
 - Backfill (Scheduled after foundation is waterproofed and prior to backfilling.)
 - Slab (Scheduled after subgrade preparation and prior to placement of concrete for slab.)
 - Rough Frame/Rough Plumbing (Scheduled after all structural and framing members, along with all water supply, waste lines and venting, are in place and prior to placement of any insulation or fixtures. Rough electrical inspection and approval by underwriting agency must be obtained prior to the Rough Frame/Rough Plumbing inspection being performed)
 - Insulation (Scheduled after insulation is in place and prior to wall finish being installed.)
 - Final/Use and Occupancy/Final Plumbing (Scheduled after all finish work is complete and/or prior to settlement. Final electrical inspection and approval by underwriting agency must be obtained prior to the Final/Use and Occupancy inspection being performed.)
- Pools
 - Pool Steel (Scheduled after steel reinforcing has been installed prior to concrete application and after rough electrical inspection and approval by the underwriting agency for all wiring and grounding of fixtures has been obtained.)
 - Final (Scheduled after final electrical inspection and approval by the underwriting agency has been obtained and after permanent fencing, meeting the requirements of the borough, has been installed.)
- Sheds and other Accessory Structures (Sheds greater than 1000 sf shall require a Building and Zoning Permit, accessory structures under 1000 sf require a Zoning Permit only.)
 - Footings (Scheduled after excavation and prior to placement of concrete for footings.)
 - Rough Frame (Scheduled after all structural and framing members are in place and prior to placement of any insulation. Rough electrical inspection and approval by underwriting agency must be obtained prior to the Rough Frame inspection being performed.)
 - Final (Scheduled after shed is in place and secured to footings.)
- Decks
 - Footings (Scheduled after excavation and prior to placement of concrete for footings.)
 - Rough Frame (Scheduled after framing has been installed and prior to placement of floor deck.)
 - Final (Scheduled after the installation of all floor decking, stairs and railings.)

Plan review and rough and final inspections for all electrical work is also required and shall be obtained by the applicant. This portion of the project shall be performed by an independent Third Party Agency certified by the Commonwealth of Pennsylvania Department of Labor and Industry. A list of independent electrical inspection firms is available from the borough; this list is for informational purposes only and is not intended as an endorsement of the work product for any firm.

The Code Enforcement Department reserves the right to perform additional inspections which may be required as determined by the Building Inspector, in the field, on a case by case basis.

SUBCONTRACTOR INFORMATION

This information shall be supplied, if applicable. All subcontractors shall be identified. Attach Insurance Certificate for each Contractor or, if applicable, a copy of their Commonwealth of Pennsylvania Home Improvement Contractors Registration.

General Contractor or Developer:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Concrete/Masonry Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Framing Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Plumbing Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Mechanical/HVAC Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Electrical Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Roofing and/or Siding Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

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Agent's Affidavit

Date _____

Property Owner 1 (Please Print) _____

Property Owner 2 (Please Print) _____

Address _____

Phone Number _____

Project Address (if different) _____

Chester County Tax Map Parcel Number (of Project Address) _____

Property Owner 1 (Signature) _____

Property Owner 2 (Signature) _____

Contractor/Design Professional _____

Address _____

Phone Number _____

New Hope Borough/Commonwealth of Pennsylvania Home Improvement Contractor Registration Number

Contractor/Design Professional Signature _____

This document shall verify that, the above referenced individual(s) is/are the owner(s) of the property indicated within the Project Address and have identified the referenced Contractor/Design Professional to serve as their duly authorized Agent for the submission of the attached Zoning/Building Permit or other application(s) to New Hope Borough.

It is understood that, by signing this document all parties understand that all statements are true and correct and false statements made within this Affidavit may subject individuals to penalties under the laws of the Commonwealth of Pennsylvania.

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General Conditions

The attached Zoning and/or Building Permit is being issued with the following General Conditions:

1. The applicant has not indicated any easements, deed restricted open space requirements, Home Owners Association requirements or any other restrictions on their property which would prohibit the installation of the structure or structures indicated within the construction plans for this permit application. It is the applicant's responsibility to do so, therefore, this permit is being issued with the understanding of the applicant that if in the future it becomes apparent that these are/or were restrictions associated with the property which were not indicated on the construction plans for this permit application by the applicant, this permit will become null and void and the applicant will be responsible for all costs associated with the modifying or the relocating of all structures covered under this permit application which are affected.
2. Please be advised, no construction materials or equipment, including but not limited to stone, gravel, dumpsters, etc., shall be placed within any roadway or associated right-of-ways throughout the municipality.
3. All electrical work associated with this application shall be inspected and approved by and independent Third Party Agency certified by the Commonwealth of Pennsylvania Department of Labor and Industry at both rough and final stage.
4. Applicant shall contact Pennsylvania One-Call System at 1-800-242-1776 a minimum of three (3) days prior to the start of work and have the location of the proposed construction project marked for underground utilities. Failure to comply with Act 287 may result in fines and/or other enforcement action.