

# LOWER OXFORD TOWNSHIP

220 Township Road • Oxford • PA • 19363  
Phone: 610-932-8150 ext. 14 • Fax: 610-932-2367

**\*\*\*PLAN REVIEW REQUIRED\*\*\***

## BUILDING PERMIT & APPLICATION MINOR ALTERATIONS/RENOVATIONS

Single Family or Multi-Family Residence

TPI #	56-____-____	Date of Application: ____/____/____	Permit # Issued: K-____-____-R
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Property Owner:		Cell No.	
Property Address		Phone No.	
Owner's Address: (if different than property)		E-mail:	

Name of Contractor:		Cell No.	
Address:		Phone No.	
Contact Name:		Fax No.	

S/D Name:	Lot No.:	Lot Size:	Acre(s)	Non-Conforming Lot? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type: Renovation/Alteration	Use: Residential	Zoning District:	R-1, R-2, R-3, R-4 C-1, C-2, C-3, I-1	Zoning Variance Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
DIMENSIONS	Width:	Length:	Total Sq. Ft.	SWM Waiver Required? ( $\leq 1,000$ sq. ft.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Utilize Existing Impervious? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ sq. ft.
				SWM Plan Required? ( $\geq 1,000$ + sq. ft.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A ( $\geq 2,000$ + sq. ft.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

I hereby certify that the work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. We also understand that all information contained in this building permit application is agreed to be essential, and any erroneous information contained herein shall render the Permit invalid ab initio, without regard to whether construction has commenced.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Contractor (if applicant) \_\_\_\_\_ Date: \_\_\_\_\_

**Remarks:** Please contact Building Inspector at least 24 hours prior to each inspection (Refer to plan review sheet). The Building Inspector has 15 business days (excludes weekends & holidays) to complete review and 10 days to complete review if the plans are stamped by an engineer.

Signature of Approval of BCO: \_\_\_\_\_ Date: \_\_\_\_\_  
Deborah J. Kinney, BCO (#002899)

Estimated Cost of Project: \$	Permit Fee \$
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Method of Payment:  Check # \_\_\_\_\_ (Payable to Lower Oxford Township)  Money Order  Cash **(No Credit Cards Accepted)**

Description of Renovation or Alterations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Permit becomes invalid if work is not commenced within 180 days of issuance or if work is suspended or abandoned for more than 180 days after work begins.
- Permit holder may request an extension to begin construction. Approval must be in writing.
- No permit may be valid for more than 5 years from its issue date.

Payment to Secretary/Treasurer: _____/_____/_____
Blue Weather Card to Building Inspector: _____/_____/_____

**Building Inspector: Scott Moran – 610-637-1003**

# PLOT PLAN

Outline the shape of the building lot and show dimensions. Locate NORTH point. Outline building or accessory use to be constructed, and designate any other building(s) on the same plot and show dimensions of those buildings. Show set-back of front yard, rear yard, and side yards. Locate water and sanitary services, and replacement area septic (if applicable). Check with Zoning Officer for appropriate setbacks.

**Square Footage of Impervious Surface:**

House: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Garage: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Driveway: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Outbuilding(s): \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Pool: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Other: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**Approx. Sq. Ft. Totals: = \_\_\_\_\_**

**Under 1,000 sq. ft.** - Waiver - \$25 (Ag N-T-E 10,000 sq. ft.)

**1,000 to 2,000 sq. ft.** - Small Project Stormwater Management Permit

Admin Fee - \$150

Initial Escrow - \$500

(Professional reviews will be charged at actual cost and shall be added to as necessary to maintain an escrow at 25% of original amount; any excess shall be refunded to the applicant.)

**2,000+ sq. ft. Residential Ag 10,000+ sq. ft.** - Stormwater Management Permit

Permit Fee - \$300

Initial Escrow - \$500

(Professional reviews will be charged at actual cost and shall be added to as necessary to maintain an escrow at 25% of original amount; any excess shall be refunded to the applicant.)

**Township Use Only:** The following calculations are approximations only. Totals include driveway, accessory buildings, swimming pools, etc.:

Calculations for Total Impervious Surface Lot Coverage													
1 Acre = 43,560 sq. ft.      ½ Acre = 21,780 sq. ft.      ¼ Acre = 10,890													
Total Existing Lot (Sq. Ft.)	% of Lot Coverage Allowed	=	N-T-E Sq. Ft.	+	Current Lot Coverage (Approx. Sq. Ft.)	=	Proposed Impervious Surface Sq. Ft. (Indicated on Permit)	-	New Impervious Surface Lot Coverage	=	N-T-E Sq. Ft.	=	Remaining Impervious Surface (Sq. Ft.)
	X	=		+		=		-		=		=	

Stormwater Management Tracker (Act 167)						
Current Impervious Surface (Start at '0' if no construction since January 1, 2014)	+	Proposed Impervious Surface (Sq. Ft.) (Indicated on Permit)	-	Demo(s) Sq. Ft. since last permit	=	Total Impervious Surface
	+		-		=	

THIS PERMIT CONVEYS NO RIGHT TO OCCUPY ANY STREET, ALLEY OR SIDEWALK OR ANY PART THEREOF, EITHER TEMPORARILY OR PERMANENTLY, ENCROACHMENTS ON PUBLIC PROPERTY NOT SPECIFICALLY PERMITTED UNDER THE BUILDING CODE, MUST BE APPROVED BY THE JURISDICTION, STREET OR ALLEY GRADES AS WELL AS DEPTH AND LOCATION OF PUBLIC SEWERS MAY BE OBTAINED FROM THE DEPARTMENT OF PUBLIC WORKS. THE ISSUANCE OF THIS PERMIT DOES NOT RELEASE THE APPLICANT FROM THE CONDITIONS OF ANY APPLICABLE SUBDIVISION RESTRICTIONS.

<p><b>MINIMUM OF THREE CALLED INSPECTIONS REQUIRED FOR ALL CONSTRUCTION WORK:</b></p> <ol style="list-style-type: none"> <li>1) FOUNDATIONS OR FOOTINGS.</li> <li>2) PRIOR TO COVERING STRUCTURAL MEMBERS (READY FOR LATH OR FINISH COVERING).</li> <li>3) FINAL INSPECTION BEFORE OCCUPANCY.</li> </ol>	<p><b>APPROVED PLANS MUST BE RETAINED ON JOB AND THIS CARD KEPT POSTED UNTIL FINAL INSPECTION HAS BEEN MADE. WHERE A CERTIFICATE OF OCCUPANCY IS REQUIRED, SUCH BUILDING SHALL NOT BE OCCUPIED UNTIL FINAL INSPECTION HAS BEEN MADE.</b></p>
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## POST THIS CARD SO IT IS VISIBLE FROM STREET

BUILDING INSPECTION APPROVALS	ELECTRICAL INSPECTIONS	HEATING/PLUMBING INSPECTIONS
<b>OTHER:</b>		DATE CERTIFICATE OF OCCUPANCY ISSUED: _____  ISSUED BY: _____

WORK SHALL NOT PROCEED UNTIL THE INSPECTOR HAS APPROVED THE VARIOUS STAGES OF CONSTRUCTION.	PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITHIN SIX MONTHS OF DATE THE PERMIT IS ISSUED:	INSPECTIONS INDICATED ON THIS CARD CAN BE ARRANGED FOR BY TELEPHONE OR WRITTEN NOTIFICATION.
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**Lower Oxford Township**  
**Permit Application for MINOR Alterations/Renovations**

**Application**

**Three (3) Copies of Plans for the Building Inspector to review.**

**Chester County Health Department (CCHD)** - CCHD must be notified if renovation or alteration is for an additional bedroom.

**Liability Insurance Form** (From Contractor)

**Collection of Fees:**

- Permit Fee ..... \$50.00
- Plan Review for all space (Minimum \$75) ..... \$.06 per sq. ft.
- Inspections – TBD by Building Inspection and indicated on plan review ..... \$55.00@
- Re-Inspections for failed inspections ..... \$75.00@
- Certificate of Occupancy (C of O) ..... \$25.00
- UCC Fee ..... \$4.00

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**NOTE:** Additional Fees for permits issued after the Zoning Officer's issuance of a violation notice for commencement of work without a required permit will be \$50.00 or 50%, whichever is greater. In no event, however, shall the additional fee for any one permit exceed \$150.00. (Resolution 12-1998).

**Electrical Exemption** – Old Order Amish: An electrical exemption form must be filled out and notarized before a building permit will be issued. Codes Enforcement Officer has a copy to be signed and notarized.

If an existing house on the same property is to be occupied while constructing the new house, a contract must be signed by the owner/applicant which states that once the Certificate of Occupancy is approved for the new home, the existing house will be demolished within 30 days (or timeframe approved by Township). A demolition permit must be applied for at the time the building permit has been approved.

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- ...or, work is suspended or abandoned for more than 180 days after work begins
- Permit holder may request an extension to begin construction...approval must be in writing
- No permit may be valid for more than 5 years from its issue date