

# LOWER OXFORD TOWNSHIP

220 Township Road • Oxford • PA • 19363  
Phone: 610-932-8150 ext. 14 • Fax: 610-932-2367  
\*\*\*Plan Review & SWM Required\*\*\*

## BUILDING PERMIT & APPLICATION

### NEW HOUSE CONSTRUCTION

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

Contractor Name & Contact:	Cell No.
Address:	Phone No.

S/D Name:	Lot No.:	Lot Size:	Acre(s)	Non-Conforming Lot? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type: Construct SFR	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)

Method of Payment:  Check # (Payable to Lower Oxford Township)  Money Order  Cash (No Credit Cards Accepted)

Proposed Use:  One Family Residence  Two or more Family Residences (Multi)

Ownership:  Private (Individual, corporation, non-profit Institution, etc.) or  Public (Federal, State, or Local Government)

Principal Type of Heating Fuel:  Gas  Oil  Electricity  Coal  Other – Specify:

Type of Sewage Disposal:  Private (septic tank, etc.)  Existing  New (Needs CCHD approval)  Public or Private Company

Type of Water Supply:  Private (well, cistern)  Existing  New (Needs CCHD approval)  Public or Private Company

Type of Mechanical: Central Air Conditioning?  Yes  No Elevator?  Yes  No

Driveway/Entrance Permit?  Yes  No  Township  Existing  State Road – Applicant must apply to PennDOT

- > Permit becomes invalid if work is not commenced within 180 days of issuance 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.

Building Inspector: Scott Moran – 610-637-1003

Payment to Secretary/Treasurer: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Blue Weather Card to Building Inspector: \_\_\_\_/\_\_\_\_/\_\_\_\_

C of O Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

**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.

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

<p><b>Square Footage of Impervious Surface:</b></p> <p>House: _____ x _____ = _____</p> <p>Garage: _____ x _____ = _____</p> <p>Driveway: _____ x _____ = _____</p> <p>Outbuilding(s): _____ x _____ = _____</p> <p>_____ x _____ = _____</p> <p>_____ x _____ = _____</p> <p>Pool: _____ x _____ = _____</p> <p>Other: _____ x _____ = _____</p> <p>_____ x _____ = _____</p> <p>_____ x _____ = _____</p> <p style="text-align: right;"><b>Approx. Sq. Ft. Totals:</b> = _____</p>	<p><b>Under 1,000 sq. ft.</b> - Waiver - \$25 (Ag N-T-E 10,000 sq. ft.)</p> <p><b>1,000 to 2,000 sq. ft.</b> - Small Project Stormwater Management Permit</p> <p style="padding-left: 20px;">Admin Fee - \$150</p> <p style="padding-left: 20px;">Initial Escrow - \$500</p> <p style="padding-left: 40px;">(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.)</p> <p><b>2,000+ sq. ft. Residential Ag 10,000+ sq. ft.</b> - Stormwater Management Permit</p> <p style="padding-left: 20px;">Permit Fee - \$300</p> <p style="padding-left: 20px;">Initial Escrow - \$500</p> <p style="padding-left: 40px;">(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.)</p>
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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>		<p>DATE CERTIFICATE OF OCCUPANCY ISSUED:</p> <p>_____</p> <p>ISSUED BY:</p> <p>_____</p>

<p>WORK SHALL NOT PROCEED UNTIL THE INSPECTOR HAS APPROVED THE VARIOUS STAGES OF CONSTRUCTION.</p>	<p><b>PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITHIN SIX MONTHS OF DATE THE PERMIT IS ISSUED:</b></p>	<p>INSPECTIONS INDICATED ON THIS CARD CAN BE ARRANGED FOR BY TELEPHONE OR WRITTEN NOTIFICATION.</p>
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**Lower Oxford Township  
Permit Application for House Construction Checklist (Stick Built)**

- Application**
- Three (3) Copies of Plans for the Building Inspector to review.**
- Plot Plan of Property**
  - Three Copies – show house, well (10 ft.), septic (20' ft.), driveway, any other permanent buildings (include distances)
- Chester County Health Department (CCHD) Information:**
  - Sewer Permit (If public sewer is not available, need approval from CCHD to construct)
  - Well Permit (If public water is not available, need approval from CCHD to drill)
- Driveway Permit Application (Separate Application)**
  - Township (Road Master will review and approve)
  - PennDOT (State approvals required)
- Liability Insurance Form** (From Contractor)
- Stormwater Management – Act 167** - Pennsylvania's Storm Water Management Act (Act 167) was enacted in 1978. This Act was in response to the impacts of accelerated stormwater runoff resulting from land development in the state. It requires counties to prepare and adopt watershed based stormwater management plans. It also requires municipalities to adopt and implement ordinances to regulate development consistent with these plans.
  - As of January 1, 2014, the State requires any construction that results in impervious surface to be monitored. Residential construction that exceeds 1,000 sq. ft. in impervious surface will need a stormwater management plan that must be approved by an engineer. This should accompany any plans submitted by the owner or contractor.
- Collection of Fees:**
  - Permit Fee (1<sup>st</sup> 1000 sq. ft. or part thereof) ..... \$300.00
  - Each additional 100 sq. ft. or part thereof ..... \$10.00
  - Plan Review for all space – including attached garage, basement, deck, porch, etc. (min \$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
  - Driveway (Twp only)..... \$50.00
  - 911 Compliance (if applicable) ..... \$100.00
  - Stormwater Management Fee Waiver (Under 1,000 sq. ft. – Ag NTE 10,000 sq. ft.)..... \$25.00
  - Small Project Stormwater Management Fee (Under 1,000 sq. ft. to 1,999 sq. ft.) – Admin Fee ..... \$150.00
    - Small Project Stormwater Management Fee (Initial Escrow Fee) ..... \$500.00
 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.
  - Stormwater Management Permit Fee (2,000 sq. ft. Residential & Ag over 10,000 sq. ft.) ..... \$300.00
    - Stormwater Management Permit (Initial Escrow Fee) ..... \$500.00
 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.

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).

**Before Certificate of Occupancy is issued the following needs to be in compliance:**

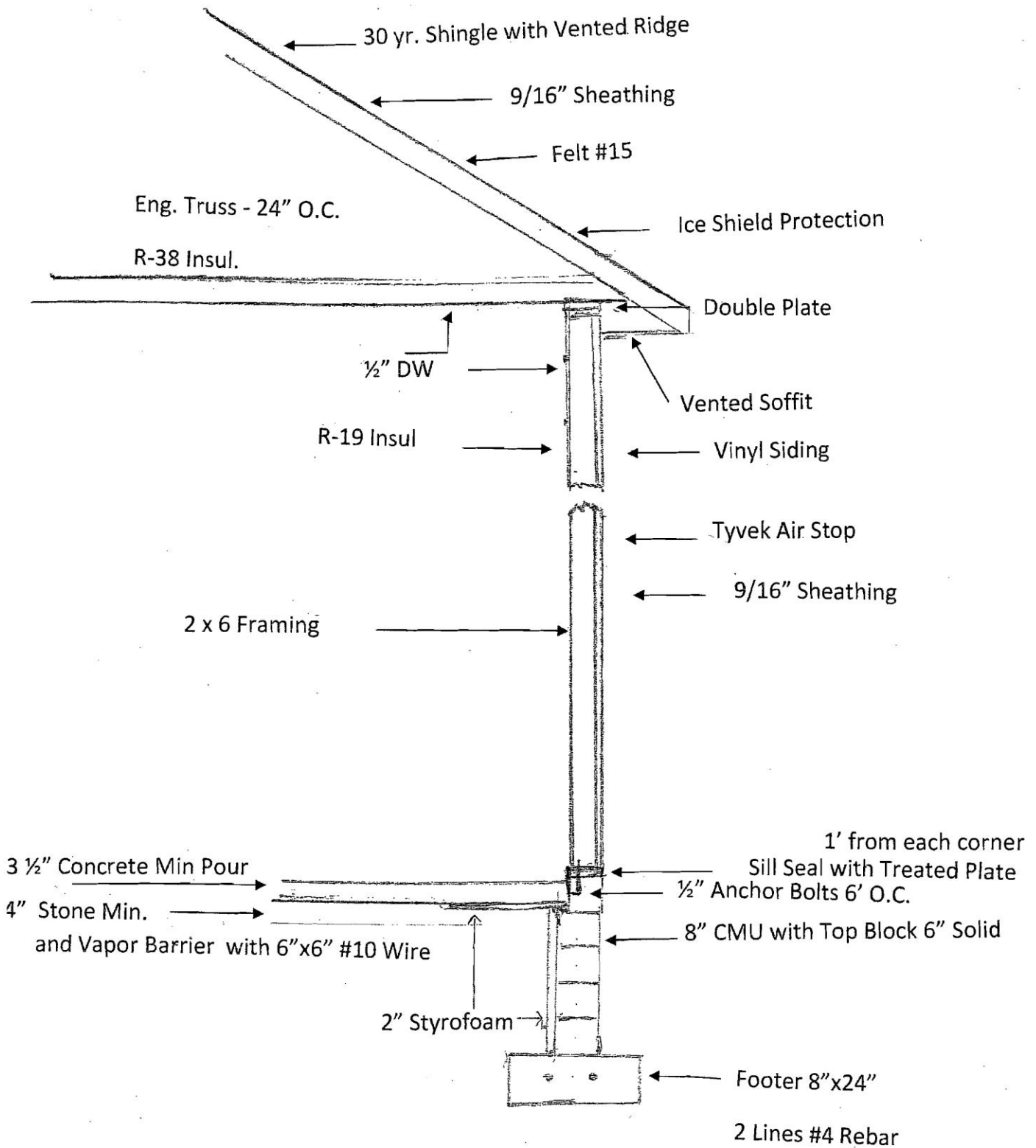
- Building Permit – sign, dated, CEO signature & dated.
- Certificate of Compliance from CCHD for on-lot sewage or public sewage hook-up
- Certificate of Compliance from CCHD for Well or public water hook-up
- Certificate of Compliance from Roadmaster (local roadway) or PennDOT (State) for driveway

**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.

- Permit becomes invalid if work is not commenced within 180 days of issuance
- ...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

**Lower Oxford Township  
Sample – Cross Section – 24" O.C.**



**LOWER OXFORD TOWNSHIP**  
**220 TOWNSHIP ROAD**  
**OXFORD PA 19363**

Telephone: 610- 932 8150  
Fax: 610-932-2367

<b>2009</b>	IBC – International Building Code	<b>2009</b>	IFC - International Fire Code
<b>2009</b>	IMC – International Mechanical Code	<b>2008</b>	NEC – National Electric Code
<b>2009</b>	IPC – International Plumbing Code	<b>2009</b>	IECC – International Energy Code Compliance

**911 Requirement per Post Office, Fire Co., and Township Ordinance:**

4” reflective numbers on the front of the house and visible from the road and also at the driveway entrance which must be visible in both directions. Includes homes under construction and existing homes under permit.

**Plan Reviews:**

Required for all new homes, home additions, remodeling that requires structural changes, decks and commercial buildings. Commercial drawings must be engineered and sealed, showing compliance with the 2009 IBC (after L&I approval) (may also require BOCA plan review and 3<sup>rd</sup> party inspections).

**Plans shall include:**

- Design loads clearly indicated, all areas clearly dimensioned and labeled, lumber sizes, species and grade, section view listing all components, header sizes, stair dimensions, smoke detector locations, indicate direction of joist and rafters, furnish engineered joist drawings and truss data sheets if used.
- List complete Energy package based on the 2009 IECC and the method used. The above is a sampling of the types of information required.

NOTE: If the footings are to be near descending or ascending slopes (33% or more) advise before Plan Review.

**BUILDING PERMIT PROCEDURE**

**The following items must be included when applying for a building permit:**

- Township Application — Include the tax parcel number. This can be obtained by Building Code Official at time of submittal.
- Plan review completed and approved. (Bring three (3) complete sets of corrected drawings.)
- Plot plan of property, show existing structures, driveway, well, septic system, and location of proposed building. Show dimensions and distances to property lines, when necessary.
- Fire and 911 Certificate of Compliance—new residential and commercial structures.
- CCHD Permits for well and septic, if applicable.
- Driveway permit — Township or Penn DOT — if applicable.
- Certificate of Liability Insurance Form from contractor.
- Permit Payment — Make checks payable to **Lower Oxford Township**.

**INSPECTIONS**

Inspections must be arranged at least 24 hrs. in advance, between 8:00 AM and 4:00 PM. Voice mail messages must be verified. Corrected drawings and a copy of the Plan Review correction list **MUST** be on the job site at all times.

**INSPECTION #1: Footings before concrete, pole buildings and decks before setting posts.**

- 911 number and permit properly posted.
- Check building and driveway locations per plot plan.
- Check soil type and bearing qualities (Virgin Sub-soil)
- Footing depth and width (clean, flat bottom)
- Step footings continuous pour (forms in place)
- Rebar shown on approved drawings.
- Column footings prepared (12” thick)

**INSPECTION #2: Foundation:**

- Rebar inspection if called for on approved drawings (before form close-up or core grouting.)
- Wall thickness, anchor bolt size and spacing. (12 in. off corners and 6 ft. max.) BOCA approved anchors spaced and installed per manufacturer instructions. (leave on site)
- Damp proofing over 3/8 in. parging for block. Poured concrete, patch tie holes first.
- Exterior footing drain embedded in stone with 6 in. of stone cover, topped with filter fabric, connected to sump pit or drain to daylight.
- Sleeve through foundation wall for DWV pipe and all other penetrations. (2 pipe sizes larger)

**INSPECTION #3: Concrete: Slab—On-Grade**

- Radon T above concrete floor (will require termination through roof).
- Underground plumbing test (open for inspection with 5 lb. PSI for 20 minutes).
- Garage backfill at foundation wall (all stone). Under slab fill, 8” of compacted earth max, over 8” must be approved compaction fill (must be on site).
- 4” approved base with vapor barrier (6 mil. With 6 in. laps).
- Reinforcing as specified on the drawings.
- Visible grades to verify thickness (lines, forms, etc.).

**INSPECTION # 4: Framing: Before Insulation**

- Framing complete (if used) furnish engineered joist drawings and truss data sheets.
- Plumbing pressure test on supply lines. (80 to 100 lbs.)
  1. 3/4” to 2<sup>nd</sup> floor
  2. Properly spaced hangers (vertical & horizontal)
  3. Code approved materials
  4. DWV sized per DFU’s
- Electrical underwriters inspection sticker displayed for service and rough-in
- Radon vent extended through roof with 110V receptacle in attic near stack and labeled in basement and attic.
- Fire-stopping and draft-stopping complete.
- Supply and return air ducts installed. (insulated on exterior walls)
- Extend all load bearing points to the foundation.

**INSPECTION #5: Energy Conservation Code — Before Drywall**

- Simplified Prescriptive Method shown.

Description	Factor	Description	Factor
1. Max. Glazing	U-Factor 0.45	5. Basement Walls	R-9
2. Ceiling R-38	R-38	6. Slab Perimeter & Depth - 2 ft.	R-6, 2ft.
3. Wall R-18	R-18	7. Crawl Space Walls	R-17
4. Floor R-19	R-19	8. Supply Duct in Outside Wall	R-8

FURNACE: mm. AFUE 78%	A/C HEAT PUMPS: Split 10.0, single 9.7 min.
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**Note: For other methods, furnish a 2009 REScheck compliance certificate.**

**INSPECTION #6: Final— Totally Complete and Functional**

**Outside:**

- Permanent 911 address displayed. (4 in. reflective numbers on residence and at driveway entrance, visible from both directions.)  
**NOTE: “NO NUMBERS - NO INSPECTION”**
- Finish grade —6” below siding and sloped 6” in the first 10’-0. (Note: concrete walkways included.)
- Down spouts with 5 ft. extensions or to underground recharge system.
- All penetrations sealed.
- Proper terminations of Mechanical equipment exhaust vents and combustion air. (Per manufacturer’s instructions for snow areas) (Proper distance from any openings)

**Inside:**

- Electrical underwriter’s final inspection including HVAC and A/C. (Sticker on each unit.)
- Safety inspections (smoke detectors, handrails, barricades, etc.)
- Mechanical (Manuals with each unit)
  1. Proper slope for horizontal vents
  2. Gas shut-off, drip legs, and disconnect unions.
  3. External combustion air must have a drain ‘T’ assembly close to the heater with vertical vane at termination outside. (or per Manufacturer Installation Instructions.)
  4. Condensate drain to sump pit or other acceptable area.
- DWV piping — properly supported — proper slope — accessible cleanouts at all change of direction or no less than 40 ft. apart.

**Approvals or field correction notices will be left on job site.**

**Re-inspections due to failed inspections will be billed by the township or fee(s) collected at time U&O is issued.**