

# 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

RESIDENTIAL ACCESSORY BUILDING – CUSTOM BUILT  
 ≤1,000 SQ. FT. – (POLE BARN, DETACHED GARAGE, ETC.)

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

<b>Contractor Name &amp; Contact:</b>	Cell No.
Address:	Phone No.

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

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

If you have questions, or unsure about the interpretation of this requirement, please contact the Codes Enforcement Officer at 610-932-8150 ext. 14  
 Applicant, please note the following:

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

- Accessory Building may only be erected on the side and rear yard of property.
- Applicant must maintain 10 feet from the property line (side and rear of property).
- You must maintain 20 feet between permanent buildings.
- If property is located at an intersection, the property has two fronts. Check with Zoning Officer for proper setbacks.
- Permit becomes invalid if work is not commenced within 180 days of issuance
- Permit becomes invalid if work is suspended or abandoned for more than 180 days after work begins.
- Buildings may not be placed or built in right-of-ways, easements, replacement septic areas, or delineated wetland areas.
- Permit holder may request an extension to begin construction. Approval must be in writing by the Code Enforcement Officer.
- If licensed contractor is performing the construction, a certificate of liability must be provided prior to permit being issued.
- Refer to building inspector's Plan Review for required inspections.

**Chapter 27 – Definition – Accessory Building**  
 A building, excluding mobile homes, subordinate to the principal building on a lot and used for purposes customary and incidental to those of the principal building

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 accessory building 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 1,000 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>FOUNDATIONS OR FOOTINGS.</li> <li>PRIOR TO COVERING STRUCTURAL MEMBERS (READY FOR LATH OR FINISH COVERING).</li> <li>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 Residential Accessory Structures Checklist**  
**Custom Built, Pole Barn, Detached Garage, etc. ≤1,000 Sq. Ft.**

- Application**
- Two (2) Copies of Plans**
- Plot Plan of Property**
  - Provide setbacks from property lines. Building must be erected in side or rear of property and at least ten feet (10') from side and rear property lines.
  - If property is located at an intersection, the property has two fronts. Check with Zoning Officer for accurate setbacks.
  - Locate all buildings on property and distances between them. Must maintain 20' between permanent buildings.
  - Provide distances from well and septic (if applicable).
  - Provide location of replacement area septic area (if applicable).
- 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 ..... \$100.00
  - Inspections (TBD by Building Inspector) ..... \$55.00@
  - Plan Review Fee ..... \$75.00
  - Certificate of Occupancy (C of O) ..... \$25.00
  - UCC Fee..... \$4.00
  - SWM Exemption Fee (if under 1,000 sq. ft.) ..... \$25.00
  - Small Project SWM Permit Fee (under 1,000 sq. ft.) ..... \$150.00
    - Initial Escrow ..... \$500.00
  - SWM Permit Fee (Residential 2,000 sq. ft./Agricultural 10,000 sq. ft.) ..... \$300.00
    - Initial Escrow ..... \$500.00

**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).

- 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.

**Chapter 27 – Definition – Accessory Building**

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

