

# 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

**SINGLE FAMILY RESIDENCE – ADDITIONS**  
(Includes Attached Garage & Porch w/Roof)

<b>TPI #</b> 56-_____-_____	<b>Date of Application:</b> ____/____/____	<b>Permit #:</b> LOT-_____-_____-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> Addition to SFR	<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> ( $\leq 1,000$ 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> ( $\geq 1,000+$ 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: \_\_\_\_\_

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

**Current 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: \_\_\_\_\_  N/A

**Type of Mechanical: Central Air Conditioning?**  Yes  No **Elevator?**  Yes  No  N/A

- 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.

Square Footage of Impervious Surface:			
House:	_____	x _____	= _____
Garage:	_____	x _____	= _____
Driveway:	_____	x _____	= _____
Outbuilding(s):	_____	x _____	= _____
_____	_____	x _____	= _____
_____	_____	x _____	= _____
Pool:	_____	x _____	= _____
Other:	_____	x _____	= _____
_____	_____	x _____	= _____
_____	_____	x _____	= _____
<b>Approx. Sq. Ft. Totals:</b>			= _____

<b>Under 1,000 sq. ft.</b> - Waiver - \$25 (Ag N-T-E 10,000 sq. ft.)
<b>1,000 to 2,000 sq. ft.</b> - 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.)
<b>2,000+ sq. ft. Residential Ag 10,000+ sq. ft.</b> - 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.

# Lower Oxford Township

## Permit Application for Addition and Alterations to One- and Two-Family Dwellings Checklist

**Application**

**Two Copies of Plans for Building Inspector to review.**

**Plot Plan of Property**

- Two Copies – show house, well, septic, driveway, any other buildings.
- Check Distances from Well & Septic (10' from well and 20' from septic)

**Note:** If you are located on a corner lot you have two "fronts." You will need to adhere to the setbacks for two front yards. Non-Subdivided Land setbacks are 16.5' from center of road - Subdivision setbacks are 85' from center of road. Check with the Zoning Officer to ensure proper setbacks.

**Chester County Health Department (CCHD) Information (if applicable):**

- Sewer Permit (if applicable)\*
- Well Permit (if public water is not available) (if applicable)

**Liability Insurance Form**

**Collection of Fees:**

Permit Fee (1 <sup>st</sup> 1,000 sq. ft.).....	\$100.00
Each Addition 100 sq. ft. or part thereof .....	\$10.00
Each Inspection (# of inspections determined by Building Inspector.....	\$55.00
Plan Review Fee (Min. \$75 fee or .06 per sq. ft.).....	\$75.00
Certificate of Occupancy .....	\$25.00
UCC Fee .....	\$4.50
SWM Exemption Fee (if under 1,000 sq. ft.).....	\$25.00
SWM Fee (Simplified Approach) .....	\$35.00
Small Project SWM Permit Fee (between 1,000 & 2,000 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

\*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 – 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.

**Note:** 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. of impervious surface will require a stormwater management plan that must be approved by an engineer. This should accompany any plans submitted by the owner or contractor.

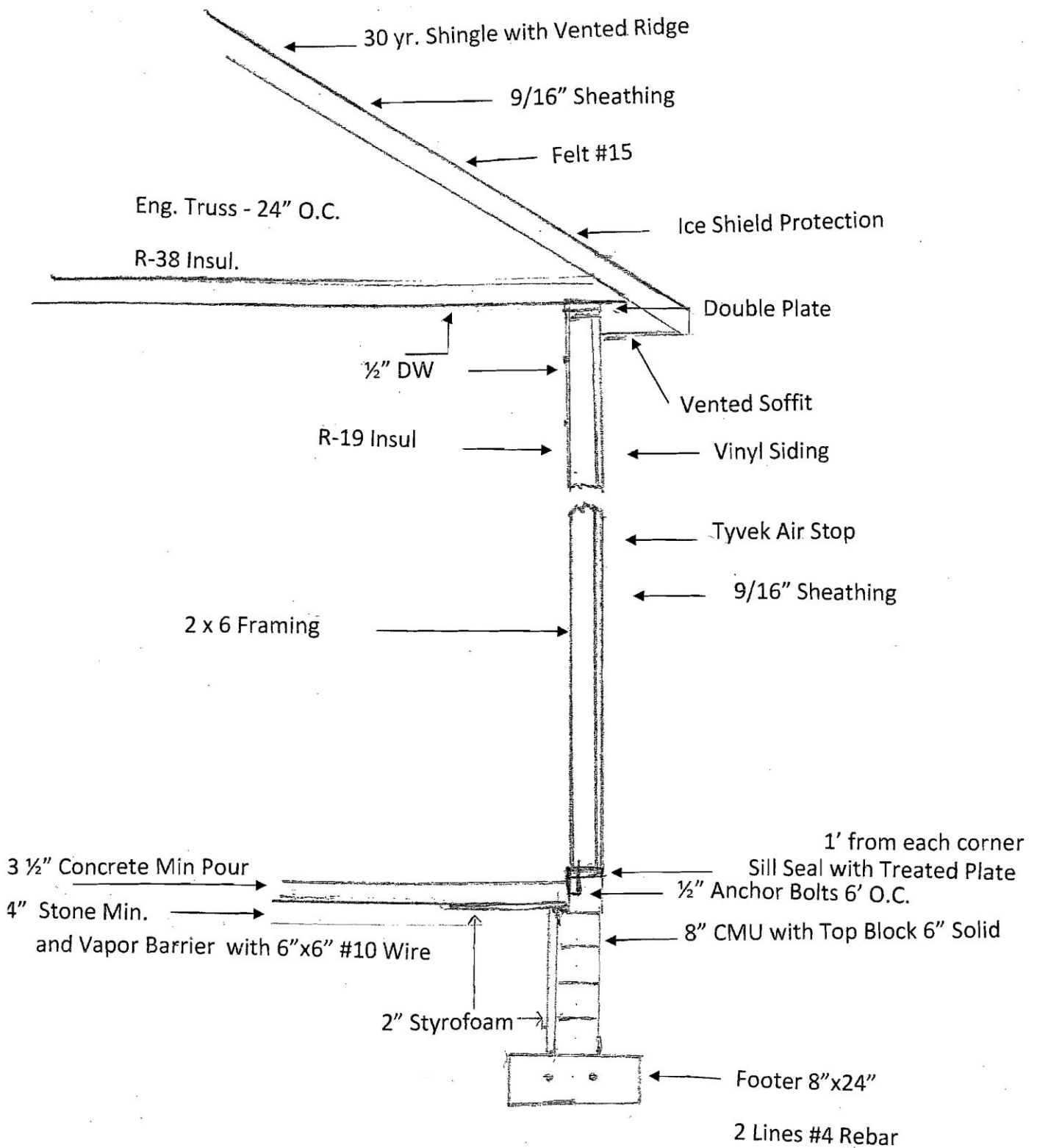
\*If addition is for bedroom(s), the owner must contact the CCHD first for approval (EDU's - equivalent dwelling units) for sewer and approved by CCHD before a permit can be issued by the Township Code Enforcement Officer.

**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 – Amish:** An electrical exemption form must be filled out and notarized before a building permit will be issued.

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- ...or, work is suspended or abandoned for more than 180 days after work begins
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- No permit may be valid for more than 5 years from its issue date

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



30-Yr. Shingle with vented ridge

9/16" Sheathing

Felt #15

