BUILDING PERMIT APPLICATION

Address_____ **Subdivision**_____ **Lot #**_____ **Zoning Dist.**_____

Building Improvement

- **New Building** ☐
- **Addition** ☐
- **Alteration** ☐
- **Basement** ☐
- **Deck /Ramp** ☐
- **Demolition** ☐
- **Driveway** ☐
- **Fire Protection** ☐
- **Sprinkler/Alarm** ☐
- **Hot Tub** ☐
- **Tenant fit-out** ☐
- **Mechanical** ☐
- **Plumbing** ☐
- **Pool** ☐
- **Roof** ☐
- **Shed (>1000 sq. ft.)** ☐
- **Tank** ☐
- **Other (Sign)** ☐

Submit floor plan showing Location w/clearances & material types /Mechanical

Central AC?

Yes ☐ No ☐

Will there be an Elevator?

Yes ☐ No ☐

Type of Heating Fuel

- Gas ☐
- Oil ☐
- Electric ☐
- Coal ☐
- Other ☐

IDENTIFICATION – To be completed by all applicants

OWNER

Name: _____

Address: _____

_____

Phone # _____

Email: _____

Home Improvement Contractor # _____

Expiration Date: _____

Name: _____

Address: _____

_____

Phone #: _____

Email: _____

Residential Location: _____

Commercial Location: _____

Residential Building Area:

# of Stories _____

Basement _____

Garage _____

1st. Floor _____

2nd.Floor _____

Total Habitable Space_____

Commercial Projects:

Use Group Classification _____

Occupancy Load_____

Sprinkler Yes ☐ No ☐

Lot Area_____ sq.ft.

Building Coverage_____ sq.ft.

Total Impervious Coverage_____ sq.ft.

Date: _____

Job Cost: _____

Sewage Disposal

Public ☐ Private ☐

Water Supply

Public ☐ Private ☐

Type of Construction

IA	☐	**IB**	☐
IIA	☐	**IIB**	☐
IIIA	☐	**IIIB**	☐
IV	☐	**VB**	☐
VA	☐		

Site located in Flood Area

Yes ☐ No ☐

Residential Bldg. Only

Bedrooms_____

Bathrooms_____

Commercial Bldg.Only

Bedrooms_____

Bathrooms_____

 # Off Street Parking Spaces

_____

SIGNATURE OF APPLICANT: **DATE:** _____

DESCRIPTION /COMMERCIAL ACTIVITIES_____

EMAIL ADDRESS _____

Under the provisions of Ordinance No. 2013-03, you may be entitled to a property tax exemption on your contemplated alteration or new construction. An application for exemption may be secured from the Code Enforcement office & must be filed with the Township at the time a building permit is secured.

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Permit # _____	Approved By: _____	Permit Fee: _____	Date Issued: _____

REMARKS:

BUILDING PERMIT SUBMITTAL REQUIREMENTS

1. **All applications must include two (2) sets of both site plans and construction documents as outlined below. Minimum fees will be collected at time of application.**

   A. Site plans for Commercial and Residential projects must include;

   - **dimensions for all buildings, structures and areas of impervious coverage found on the property**
   - **Setback dimension from all adjacent property lines**
   - **Residential dwelling projects will be required to provide a completed placement certification form**
   - **Commercial projects include parking information and accessible routes.**
   - **Demolition submissions must include a site plan and utility disconnect location**

   B. Construction Documents must include the following:

   - **Commercial projects require plans and details minimum ¼" scale, signed and sealed by a Design Professional registered in the Commonwealth of Pennsylvania.**
   - **Residential projects require plans and details shall be a minimum ¼" scale, (may require sealed drawings depending on the scope of the project)**
   - **All Construction documents must include elevations, cross sections and all mechanical, electrical, plumbing and energy compliance details.**

2. **Contractors performing "Home Improvement" activities shall provide a Pennsylvania home Improvement Contractor license. All other contractors shall be registered in Caln Township.**

3. **Allow up to thirty (30) days for all reviews.**

DEPARTMENT OF BUILDING & LIFE SAFETY

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PERMIT PROCESSING FOR ALL APPLICATIONS INVOLVING NEW IMPERVIOUS COVERAGE

Issued: August 15, 2015

1. Once the Application (Zoning and/or Building) and the Impervious Coverage Worksheet ("Worksheet") are reviewed and verified by the Township Zoning Officer*, if both the Total Project Area of Earth Disturbance are less than 2,000 square feet and the Total Cumulative Impervious Coverage Installed since January 1, 2014 is less than 1,000 square feet, the Zoning Officer will process the applications as follows*:
    a. The Zoning Officer will notify the Township Engineer that an application for new impervious coverage has been received and it is exempt from the Act 167 requirements based on the amount of square footage proposed.
    b. The Zoning Officer will review the Application and once all zoning/building criteria are met, issue the applicable permit along with notation being placed on the permit regarding the amount of new impervious coverage created as part of the application.
    c. Construction of the project may commence.
    d. Once the work is completed, the Zoning Officer will inspect the work and either verify the amount of impervious coverage installed. If the amount is within the permitted amount, the Zoning Officer will issue a Use and Occupancy Permit for the new construction. If the amount is over the permitted amount, the Zoning Officer will notify the Township Engineer of the discrepancy.
    e. The Township Zoning Officer and Township Engineer will coordinate resolution of the discrepancy.
2. Once the Application (Zoning and/or Building) and Worksheet are reviewed and verified by the Township Zoning Officer, *if either the Total Project Area of Earth Disturbance is greater than 2,000 square feet and/or the Total Cumulative Impervious Coverage Installed since January 1, 2014 is greater than 1,000 square feet, the Zoning Officer will process the applications as follows*:
    a. the Zoning Officer will notify the Township Engineer of one/both of these conditions being met;
    b. the Township Engineer will contact the Applicant to arrange a meeting to discuss the proposal;
    c. If it is determined that a SWM/G/ESC Permit is required, the Township Engineer will forward the SWM/G/ESC Permit Application to the Applicant to fill out and return, along with the fees as established by the Resolution of the Board of Commissioners, to the Township Engineer.

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d. The Township Engineer and/or the Township's Stormwater Management Consultant will review the Application and provide a review letter listing the outstanding comments.
e. Once all comments have been resolved, the Township Engineer will issue a SWM/G/ESC Permit for the Project.
f. Once the SWM/G/ESC Permit is issued, the Township Zoning Officer will finalize his review of the entire submission (Zoning and/or Building Permit and SWM/G/ESC Permit) and issue the Zoning and/or Building Permit.
g. Once all applicable permits are issued, construction of the project may commence.

It is noted that no construction can commence prior to the stormwater management review being conducted, regardless if the proposed project is exempt or not. Also, as provided for in the Township's Stormwater Management Ordinance (Chapter 135), the Applicant shall reimburse all expenses incurred by the Township for any plan review, construction inspection, and legal assistance associated with the SWM/G/ESC Permit. The Township may require the establishment of an escrow account for these anticipated costs or said costs will be invoiced to the Applicant by the Township. Should you have any questions, please contact the Township Engineer, Mr. Jeffrey W. McClintock, P.E., C.F.M., at (610) 384-0600 or engineer@calntownship.org.

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Public Education Information for Stormwater Management, Grading, and/or Erosion Control Permit Submittal

As part of the Township's Federal National Pollution Detection and Elimination System Municipal Separate Storm Sewer System (NPDES MS4) requirements, the Board of Commissioners adopted both the "Caln Township Stormwater Management Ordinance" and the "Grading, Erosion, and Sediment Control Ordinance" on December 19, 2013, with an effective date of January 1, 2014. With the adoption of these two ordinances, one of the many mandated requirements is the Township's need to track all impervious coverage added to any and all properties since January 1, 2014. Unless exempted by either of these Ordinances listed above, all activities proposing disturbance to the topography and/or vegetation of a property ***may*** be required to obtain a Stormwater Management, Grading, Erosion, and Sediment Control Permit (hereinafter "SWM/G/ESC Permit").

It is noted that the Zoning review for impervious coverage is separate from the Stormwater Management review for impervious coverage. The Zoning review will track impervious coverage from an intensity of the hard surfaces on a lot standpoint whereas the Stormwater Management review will track the impervious coverage from the ability of the water to get back into the ground (as opposed to running off). With this noted, some of the impervious coverage from a Stormwater Management standpoint may, on a case by case basis as determined by the Township Engineer, be reduced and/or omitted upon review whereas there will be no reduction nor omission of impervious coverage from a zoning standpoint.

Regarding the impervious coverage, each property is exempt from Stormwater requirements if the cumulative amount of new impervious coverage installed since January 1, 2014 is less than 1,000 square feet. Conversely, if the cumulative amount of impervious coverage installed since January 1, 2014 is over 1,000 square feet, stormwater controls are required. The Township understands the complexity of the stormwater requirements and is making efforts to reduce the timeframe associated with issuing zoning and building permits for those properties that are exempt from the stormwater requirements, meaning those properties where the new impervious coverage added since January 1, 2014 is less than 1,000 square feet.

With the above stated, it is imperative that all zoning and building permit applications submitted to the Township must be accompanied by a fully completed Impervious Coverage Worksheet for review. This completed Worksheet will help guide the review process and hopefully lead to a shorter turn around for the associated permits. Should you have any questions, please contact the Township Engineer, Mr. Jeffrey W. McClintock, P.E., C.F.M., at (610) 384-0600 or engineer@calntownship.org.

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VIII. Impervious Coverage Worksheet

For Caln Township Use and Record of Project Area

Property Owner's Name _____

Address of Property _____

Parcel ID #_____Phone Number _____

Total Project Area of Disturbance (square feet)_____A

Previously Installed Impervious Coverage since January 1, 2014_____B

Total Project Area of New Impervious Surface Being Proposed_____C

Total Cumulative Impervious Coverage Installed since January 1, 2014_____D (B+C)

Stormwater Management Submission Type:

Exempt
Minor Stormwater Site Plan
Stormwater Site Plan

Total New Impervious Area Since January 1, 2014 _____ (Same as D above)
(This value to be used for "Previous Impervious Area prior to January 1, 2014 for subsequent permit applications".)

Acknowledgement - I declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/ or inspection of this project if necessary.

Signature_____ Date _____

Printed Name: _____

This form to be filled out for all projects requiring a Building Permit.

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