CONSTRUCTION PERMIT APPLICATION

Lower Moreland Township
640 Red Lion Road
Huntingdon Valley, PA 19006
Montgomery County

LOCATION OF PROPOSED WORK

Address: _____ Tax Parcel #_____

TYPE OF WORK (CHECK ONE)

☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Relocation

☐ Change of Use ☐ Plumbing ☐ Mechanical ☐ Electrical ☐ Other

Describe the proposed Work:

OWNER: _____Phone#_____

Mailing Address: _____E-Mail: _____

Contact for Questions or Discrepancies (Check One) ☐ OWNER ☐ CONTRACTOR

Phone#:_____

Address: _____

Email: _____

CONTRACTOR INFORMATION

	Name	Address	Phone #
Applicant			
Design Professional			
Principal Contractor			
Excavation			
Masonry			
Concrete			
Carpentry			
Plumbing			
Sewer			
Electrical			
Mechanical			
Roofing			
Drywall or Lathing			
Sprinkler			
Paving			
Fire alarm			

TOTAL ESTIMATED COST OF CONTRUCTION (REASONABLE FAIR MARKET VALUE) $_____

BUILDING SECTION: **ESTIMATED COST OF BUILDING WORK** (Contract value) $_____

Number of Residential Dwelling Units: _____Existing _____Proposed

Type of Structural Frame: ☐ Wood ☐ Masonry ☐ Concrete ☐ Pre-Manufactured Dwelling ☐ Steel ☐ Other:_____

Does or will your building contain any of the following:

Elevator/Escalators/Lifts/Moving walks: ☐ YES ☐ NO Pressure Vessels: ☐ YES ☐ NO

Sprinkler System: ☐ YES ☐ NO Refrigeration Systems: ☐ YES ☐ NO

Fireplace(s): _____ Type of Fuel _____ Type of Vent_____

Bedrooms (#)		Stories (#)		Street Frontage (ft)	
Full Baths (#)		Building Area (sq/ft)		Front Setback (ft)	
Partial Baths (#)		Living Area (sq/ft)		Rear Setback (ft)	
Garages (#)		Basement Area (sq/ft)		Left Setback (ft)	
Garage Area (sq/ft)		Office/Sales (sq/ft)		Right Setback (ft)	
Outside Parking (#)		Service (sq/ft)		Height Above Grade (ft)	

PLUMBING SECTION: **ESTIMATED COST OF BUILDING WORK** (Contract value) $_____

Enter the number and size of Fixtures

Tubs/Showers		Laundry Tubs		Sewage Ejectors	
Shower stalls		Dishwasher		Back Flow Preventers	
Lavatories		Garbage Disposals		Water Pumps	
Toilets		Water Heaters		Water Service	
Urinals		Water Softeners		Sewer Connection	
Sinks		Other			

Water Service: *(check* ☐ Public ☐ Private

Sewer Service: *(check* ☐ Public ☐ Private (Septic Permit #_____)

MECHANICAL SECTION: **ESTIMATED COST OF BUILDING WORK** (Contract value) $_____

Enter the number and size of Units being Replaced or Installed

Forced Air Furnace		Space Heater		A/C Compressor	
Solid Fuel Appliance		Unit Heater		Split A/C Unit	
Heat Pump		Boiler		Coil Unit	
Air Handling Unit		Gravity Furnace		Gas/Oil Conversion	
Electric Furnace		Incinerator		Air Cleaner	
Other:					

Fuel Type: ☐ Gas ☐ Oil ☐ L.P. ☐ Electric ☐ Coal ☐ Wood ☐ Other

ELECTRICAL SECTION: **ESTIMATED COST OF BUILDING WORK** (Contract value) $_____

Enter the number and size of Fixtures being Repaired, Replaced or Installed

Service Amps _____ # of circuits:_____ # of service outlets:_____110V____220V **Utility #**_____

List Devices	Qty	Load/Output	List devices	Qty	Load/Output	List devices	Qty	Load/Output
Switches			Dishwasher			Heater		
Receptacles			Washer			Hot Water Heater		
Circuit Panel			Dryer					
Lights			Spa/Hot Tub					
Smoke Det.			A/C Unit					

FIRE PROTECTION SECTION: **ESTIMATED COST OF BUILDING WORK** (Contract value) $_____

Enter the number and size of Equipment being Replaced or Installed

Sprinkler System		Hood Suppression System		Fire Alarm System	
Stand Pipe		Fire Hydrants		Smoke Control System	
Suppression System		Fire Pumps		Fire Detection System	
Other:					

Permit Application and Submittal Requirements

APPLICATION

The following sections located on **page one** must be completed in full:

1. County and Municipality
2. Location of proposed work or improvement, most importantly, site location, tax parcel number and lot number.
3. Type of improvement including a brief description of work.
4. Owner information with complete mailing address.
5. Estimated cost of construction is required to be provided.

Page two needs to be completed for only the sections that apply to the proposed project or the work to be performed.
Page three needs to be completed for Floodplain information and, a signature by the property owner or agent of the owner **must** be provided on page three. The bottom of page three is intended for administrative use.

PLANS AND SUBMITTIALS

- **The submittal shall include two complete sets of plans and specification** sufficient to indicate the scope of work being proposed. Listed below are some basic examples of information necessary to complete a plan review. Additional information may be requested depending on the intended project.
- Project design shall conform to the most current edition of the International Codes adopted by the Commonwealth of Pennsylvania.
- Drawings shall specify all site information such as address, lot number, TMP number, owner name and type of work proposed. This information shall be reflected on all pages.
- Drawings shall include Floor plan showing new construction in comparison to existing, room labels or use of rooms, bearing location, window and door sizes, header sizes and all other pertinent information.
- Footing details and specifications shall be provided for all locations. Detail should include a footprint or outline of the scope of work as well as specifying pier or continuous footings where applicable.
- Pre-cast concrete panels and all other pre-manufactured products shall have manufacturers engineered designs and specs.
- Insulation and thermal values shall be indicated for walls, ceiling, floors, basement walls and slab perimeter.
- Indicate electrical components including location and sizes.

Swimming Pools

- Provide swimming pools construction specifications.
- Swimming pool enclosures and barriers shall be shown, and include fence, gate and gate device details, door alarms where required

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easement, rights-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either or by the *registered design professional* employed in connection with the proposed work.
Certificate of Occupancy.§403.46(a) A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official. **§403.46(d)** A building code official may suspend or revoke a certificate of occupancy when the certificate was issued in error, on the basis of incorrect information supplied by the permit applicant or in violation of the Uniform Construction Code. Before a certificate of occupancy is revoked, a building owner may request a hearing before the board of appeals under §403.122(relating to appeals, variances and extensions of time).

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

______________________________ ______________________________
Signature of Owner or Authorized Agent | Print Name of Owner or Authorized Agent

______________________________ ______________________________
Address | Date

********************************(FOR ADMINISTRATIVE USE ONLY)**

APPROVALS:

BUILDING		FIRE	
ELECTRIC		ACCESSIBILITY	
PLUMBING		ENERGY	
MECHANICAL		ZONING	

DESCRIPTION OF BUILDING USE (CHECK ONE)

RESIDENTIAL

☐ One–Family Dwelling (R-3) ☐ Two-Family Dwelling (R-3)

NON-RESIDENTIAL

Specific Use:______________________________ Change of Use: ☐ YES ☐ NO

Use Group:______________________________ If YES, Indicate Former:________________________

BUILDING, ELECTRICAL, PLUMBING AND MECHANICAL, CHAPTER 82

PENALTY FEE: IN THE EVENT CONSTRUCTION IS COMMENCED PRIOR TO FIRST OBTAINING THE NECESSARY AND/OR REQUIRED PERMIT, THE APPLICABLE FEE SHALL BE INCREASED BY 100% (THE FEE WILL DOUBLE)

BUILDING PERMTS – A $4.50 surcharge per PA Act 157 is required for all Building permits.

NEW CONSTRUCTION:

Residential:

Single Family Detached Dwelling:

P/ea. 500 square feet or fraction thereof including basement and garage $350

Apartment Building, Multiple and Single-Family Attached Dwellings:

Including all spaces:

First 1000 square feet $500

Each addition 1000 square feet or fraction thereof $100

Manufactured Housing – Shall bear an approved label identifying compliance to HUD requirements. This fee excludes basement, footings, foundations, garages, and structures not fabricated and constructed in the factory. $450

Non-Residential:

Each 1000 square feet or fraction thereof $350

ADDITIONS, ALTERATIONS, AND DECKS:

Residential:

Each 100 square feet or fraction thereof $50

Non-Residential:

Each 1000 square feet or fraction thereof $350

Tenant Fit-Out:

Each 1000 square feet or fraction thereof $100

ACCESSORY BUILDINGS/STRUCTURES

For Accessory Minor Buildings and Structures see **Zoning Permit Fees**:

Residential detached private garages, carports, greenhouses:

First 1500 square feet.	$250
Each additional 100 square feet or fraction thereof.	$30
Non-Residential.	Same as new work.

REPAIRS:

$1 to $1000	$50
$1001 to $2500	$100
$2501 and greater	$100 + $25 per/ea. additional $1000

DEMOLITION AND WRECKING:

Residential	$75
Non-Residential	$100

SWIMMING POOLS:

For each $1000 cost or fraction thereof.	$30

SIGN PERMITS – A $4.50 surcharge per PA Act 157 is required for all Sign permits.

NEW CONSTRUCTION Based on sign area:

Up to 32 square feet	$75
33 to 100 square feet	$100
Exceeding 100 square feet	$100 plus $5 per/ea. square foot over 100

REFACING Based on sign area:

Up to 100 square feet	$50
Exceeding 100 square feet	$50 plus $2 per/ea. square foot over 100

MECHANICAL PERMIT – A $4.50 surcharge per PA Act 157 is required for all Mechanical Permits.

HVAC systems, Gas Fireplaces, and Vented Appliances

NEW CONSTRUCTION:

First $2000 cost.	$50
Each additional $1000 cost or faction thereof.	$10
REPLACEMENT:	$50

MISCELLANEOUS FEES – A $4.50 surcharge per PA Act 157 is required for all Footing and Foundation permits.

Footing and Foundations	10% of related cost formula

Plan review - A fee for the review and approval of construction documents. Review fees shall be deducted from the related permit fee:

Accessibility plan	$75 plus 4.5¢ per square foot of affected floor area
Building plan	20% of related cost formula
Mechanical plan	4% of related cost formula
Repeat Inspections – per inspection	$25

Special Inspections – The following fees pertain to existing structures only:

First 2000 square feet	$100
Each additional 1000 square feet	$20

ELECTRICAL PERMIT – $4.50 surcharge per PA Act 157 is required for all Electrical permits.

Lower Moreland Township shall annually contract with a Certified Third Party Agency for Electrical Plan Review and Inspection services. Electrical permitting fees shall be made to the contracted agency conforming to that agency's Electrical Fee Schedule which shall be made a part of this fee schedule. All electrical work, not exempt by PA Act 45 known as the Uniform Construction Code, shall first receive an Electrical permit including that work performed subordinate to Building, Fire, Mechanical, Plumbing, and Sign permits.

PLUMBING PERMITS – A $4.50 surcharge per PA Act 157 is required for all Plumbing permits.

NEW WORK:

First 5 fixtures	$75
Each additional fixture over 5	$10
Sanitary sewer tap and Building sewer	$100
Water service – a separate permit and fee is required for Fire Protection systems.	$50

ADDITION TO OR RELOCATION OF EXISTING PLUMBING:

Fixture, Vent, and Drain costs	same as new work
Sanitary sewer tap and Building sewer	$50
Water service – a separate permit and fee is required for Fire Protection systems.	$35

PLAN REVIEW:

A fee for the review and approval of plumbing construction document.

shall be deducted from the permit fee: 08% related cost formula

<u>FIRE PREVENTION, CHAPTER 105</u>

CONSTRUCTION PERMITS:

Automatic fire-extinguishing systems	for installation of or modification to an automatic fire-extinguishing system	
	first $2000 cost	$50
	each additional $1000 cost	$20
Fire alarm and detection systems And related equipment	for installation of or modification to fire alarm and detection systems and related equipment	
	first $2000 cost	$50
	each additional $1000	$20

Hazardous materials	to install, repair damage to, abandon, remove place temporarily out of service, close or substantially modify a storage facility or other area regulated by Chapter 27 of the 2006 IFC when the hazardous materials in use or storage exceed the amounts listed in Table 105.6.20 of the 2006 IFC	
	first $2000 cost	$50
	each additional $1000 cost	$20
Private fire hydrants	for the installation or modification of private fire hydrants	$75
Standpipe systems	for the installation, modification or removal From service of a standpipe system	
	First $2000 cost	$50
	Each additional $1000 cost	$20
TANKS	Removal, installation, medication and abandonment of each underground and above ground storage tanks.	
	100-500 gallons total	$50
	501-2500 gallons total	$100
	2501-5000 gallons total	$200
	5001 gallons and above	$250

OPERATIONAL PERMITS – An annual permit unless otherwise noted:

School and Daycare facilities	to operate a private school or daycare facility.	$50

MISCELLANEOUS FEES:

Fire and Investigative reports	See Lower Moreland Township Public Records Access Policy

Plan review - A fee for the review and approval of Fire-extinguishing, Alarm, and Detection Systems

shall be deducted from the permit fee: 08% of related cost formula

Lower Moreland Township
Electric Permit

A $4.50 surcharge per PA Act 157 is required for all Electric Permits

Residential Inspections

Service Upgrades:

☐ Single Meter-30 thru 200 amps	($84.50)
☐ Single Meter-201 thru 400 amps	($117)
☐ Single Meter-401 thru 600 amps	($130)
☐ Single Meter-601 amp thru 1200 amps	($260)
☐ Single Meter-over 1201 amps	($357.50)
☐ Additional Meters	( ) x ($19.50)=$_____

Temporary Services:

☐ 30 thru 200 amps	($78)
☐ 201 amps thru 400 amps	($117)
☐ Over 401 amps	($195)

Dwelling Units (Plan Review, Service, Rough, Final & HVAC included):

Single-Family Dwelling Units

☐ 200 amps and under	($260)
☐ 201 amps thru 400 amps	($292.50)
☐ Over 401 amps	($325)

Multi-Family Dwelling Units:

☐ Per Unit	($130)

Residential Additions, Kitchens, Bath & Basement Renovations:

☐ (Includes Rough & Final)	($227.50)

Residential Swimming Pools/Hot Tubs:

☐ In-ground Pools(includes 2 bonding and 1 equipment inspections)	($292.50)
☐ Above Ground Pools/Hot Tubs(1 bonding/1 equipment inspection)	($227.50)
☐ Pennsylvania Pool Certification	($351)

Residential Generators:

☐ Under 22 KW	($162.50)
☐ Over 22 KW	($227.50)

☐ *HVAC Only*	($71.50)

Alternative Energy Solar, Wind, etc.:

☐ Under 10 KW	($325)
☐ Each additional KW over 10 KW	( ) x ($32.50)=$ _____

☐ *Miscellaneous Final Inspection*	($71.50)=$_____

Modular and Mobile Homes

☐ Modular Homes: service and connections 200 amps and under	($227.50)
☐ Mobile Homes: service/feeder/disconnect/receptacles	($260)

Residential Signaling Systems, Smoke/Fire Alarms, Security Systems

- ☐ System inspection including 25 devices ($130)
- ☐ Each additional 25 devices or portion thereof ($32.50)

Miscellaneous Non-Residential Inspections

- ☐ Cell sites-Service and Equipment ($260)

Electric Signs

- ☐ Single Unit ($65.00)
- ☐ Each Additional Unit ($26)

Parking Lot Poles

- ☐ First five fixtures ($195)
- ☐ Each additional fixture ($9.10)

Non-Residential Signaling Systems, Fire Alarms, Security Systems

- ☐ System inspections including 25 devices ($260)
- ☐ Each additional 25 devices or portion thereof ($26)

- ☐ Electrical Vehicle Charging Station ($227.50)

Commercial, Industrial (non-residential)

The following is based on the total cost of the electrical portion of the construction project. This also applies to tele/data, fire alarm, and security wiring.

- ☐ Up to $10,000 ($195)
- ☐ $10,001 to $15,000 ($357.50)
- ☐ $15,001 to $20,000 ($455)
- ☐ $20,001 to $30,000 ($520)
- ☐ $30,001 to $40,000 ($585)
- ☐ $40,001 to $50,000 ($650)
- ☐ $50,001 to $60,000 ($715)
- ☐ $60,001 to $70,000 ($780)
- ☐ $70,001 to $80,000 ($845)
- ☐ $80,001 to $90,000 ($910)
- ☐ $90,001 to $100,000 ($975)
- ☐ $100,001 to $125,000 ($1072.50)
- ☐ $125,001 to $150,000 ($1,170)
- ☐ $150,001 to $175,000 ($1,267.50)
- ☐ $175,001 to $200,000 ($1,365)
- ☐ $200,001 to $250,000 ($1,462.50)
- ☐ $250,001 to $300,000 ($1,560)
- ☐ $300,001 to $350,000 ($1,675.50)
- ☐ $350,001 to $400,000 ($1,755)
- ☐ $400,001 to $450,000 ($1852.50)
- ☐ $450,001 to $500,000 ($1,982.50)
- ☐ Above $500,001 (Price to be determined)

TOTAL (+ $4.50 State fee) $_____

LOT COVERAGE BREAKDOWN

ALL CONSTRUCTION AND ZONING PERMIT APPLICATIONS MUST BE ACCOMPANIED BY A SITE PLAN INDICATING ALL NON EARTHEN COVERAGE THAT EXIST ON THE PROPERTY INCLUDING PROPOSED WORK. FAILURE TO PROVIDE THIS INFORMATION MAY DELAY PERMIT PROCESSING. LOT COVERAGE IS A MEASURE OF THE INTENSITY OF THE USE OF A PIECE OF LAND MEASURED AS A PERCENTAGE OF THE LOT AREA COVERED WITH STRUCTURES, BUILDINGS, DRIVEWAYS, PARKING AREAS, LOADING FACILITIES, WALKWAYS, PATIOS AND DECKS. OTHER IMPROVED SURFACES ARE INCLUDED SUCH AS THE WATER SURFACE AREA OF SWIMMING POOLS, CRUSHED STONE AND PAVER AREAS.

LOT SIZE (SQUARE FEET)_____

HOUSE (SQUARE FEET)_____

OTHER PRINCIPAL STRUCTURES (SQUARE FEET)_____

MINOR STRUCTURES/SHEDS (SQUARE FEET)_____

DRIVEWAY/PARKING AREAS (SQUARE FEET)_____

PRIVATE WALKWAYS (SQUARE FEET)_____

PATIOS, DECKS & MISC. (SQUARE FEET)_____

SWIMMING POOLS INCLUDING WATER (SQUARE FEET)_____

PROPOSED NEW WORK (SQUARE FEET)_____

TOTAL EXISTING AND PROPOSED COVERAGE (SQUARE FEET)_____

TOTAL LOT COVERAGE PERCENTAGE_____

ALLOWED COVERAGE PERCENTAGE BY ZONING DISTRICT

RESIDENTIAL		MIXED USE		BUS/IND	
RSD-1	20%	MU-RO	50%	BO-I	60%
RSD-2	25%	MU-VC	80%	B-IND	85%
RSD-3 & 4	30%	MU-REV	80%	SPECIAL PURPOSE	
RM-1	35% where applicable	MU-MHPC	60%	SP-PRO	20%
RM-2 & 3	70% where applicable				

LOWER MORELAND TOWNSHIP
640 Red Lion Road
Huntingdon Valley, PA 19006

NOTICE TO ALL BUILDING PERMIT APPLICANTS

The Pennsylvania Legislature has passed the Worker's Compensation Amendatory Act of 1993.

This Act requires all Code Enforcement Departments to obtain proof of workers' compensation coverage before the issuance of a building permit effective August 31, 1993. As of August 31, 1993, *all contractors must present a Certification of Insurance naming Lower Moreland Township as a certificate holder for their worker's compensation coverage along with their building permit application.*

THIS CERTIFICATION MAY BE FAXED TO THE TOWNSHIP AT 215-947-3615

A self-employee individual that is exempt from the requirements of the Act must submit an affidavit stating the nature of their exemption and that they are not employing anyone to do this work. This affidavit must accompany the building permit application.

Applicant should be aware that the Township is obligated under the Act to issue a stop work order on any project that does not maintain workers' compensation coverage as required by the Worker's Compensation Mandatory Act of 1993. Any questions regarding the provisions of this Act should be directed to the Pennsylvania Department of Labor and Industry.

The Applicant is

A contractor within the meaning of the Pennsylvania Worker's Compensation Law

_____YES _____NO

If the answer is "YES", complete Sections B and C below as appropriate.

SECTION B

Insurance Information

Name of Applicant_____

Federal or State Employer Identification Number_____

Applicant is qualified self-insurer for workers' compensation

Certificate Attached_____

Name of Workers' Compensation Insurer_____

Workers' Compensation Insurance Policy No._____

Certificate Attached_____

Policy Expiration Date_____

SECTION C

Complete Section C if the applicant is contractor claiming exemption from providing worker's compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons as indicated.

_____ Contractor with no employees. Contractor prohibited by law from employing any individual to work pursuant to this building permit unless contractor provides proof of insurance to the Township.

_____ Religious exemption under Worker's Compensation Law.

Signature of Applicant_____

Address_____

_____

IMPORTANT NOTES

1. Final inspection approvals and Certificates of Use and Occupancy shall not be issued either in whole or in part, if required fire detection/suppression systems are not operational and certified, if requirements of Accessibility and/or Means of Egress have not been met, or applicable PA Health Department approvals or PA State Highway Occupancy Permits have not been obtained. Certificates of Use and Occupancy shall be provided within five (5) days per §403.46.(b) and §403.65(b) of the PA UCC.

2. It is the duty of the permit holder or their authorized agent to notify the Inspection Service when work is ready for inspection and work has been approved before proceeding to the next phase of work.

3. All work to be inspected must be accessible and exposed for inspection purposes until approved. **Photographs will not be accepted**. One complete set of approved construction documents shall be kept at the site of work and shall be open to inspection by the Inspection Service.

4. All work must be completed at time of inspection unless multiple inspections have been approved by the Inspection Service. **Excessive return inspections shall result in additional permit fees.**

5. Construction or material changes, not conforming to the approved construction documents, must be submitted, in writing, to the Plan Review Service for review and approval and be accompanied by detailed plan revisions. Failure to meet this requirement may result in the issuance of a Stop Work Order and revocation of the permit.

6. No demolition or wrecking shall commence until written verification is provided that all utilities have been properly disconnected and capped and a schedule of work has been submitted and approved. All excavations shall be filled and maintained to existing grades in accordance with State, County, and Local regulations.

7. Construction, including but not limited to excavation, demolition, alteration, erection or repair, of any building or structure shall only be conducted between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and 8:00 a.m. and 7:00 p.m. on Saturdays. No commercial construction shall be performed on Sunday with the exception of emergency work, having been first approved by the Municipal Authority.

8. Storage of dumpsters, material piles, or related items is prohibited in the street or public right-of-way and will result in enforcement action.

9. Provision shall be made to prevent the accumulation of water and, where applicable, erosion protection shall be performed meeting Soil Conservation regulations.

10. As-built Construction, Site, Accessibility and Utility plans shall be provided at the completion of all **non-residential and multi-family residential** construction projects.

11. As-built site and utility plans shall be provided at the completion of all **single family detached residential** construction projects unless waived or modified by the Building Official.

This form and a sufficient number of permit copies are being provided to the Permit Holder for distribution to the property owner or agent. A copy of all permits must be posted on the job site.

Always "CALL BEFORE YOU DIG" PA ONE CALL 1-800-242-1776

CONSTRUCTION AND ZONING PERMIT SITE PLAN REQUIREMENTS
LOWER MORELAND TOWNSHIP

Two sets of site plans prepared by a Licensed Pennsylvania Land Surveyor or Civil Engineer, meeting the following standards, shall accompany Construction and Zoning permit applications which expands a building's exterior dimensions or disturbs or expands the property's Impervious Coverage ratio. Site plans shall be drawn to a minimum scale of 1 inch equals 40 feet. The Building Code Official may waive or modify these requirements with the exception of submissions requiring **Accessibility** review and approval. Regulated Earth disturbance activities require the issuance of a Grading permit meeting the requirements of township Chapter 172 Stormwater Management and Grading.

A. General:
   1. Zoning district in which the property is located including proposed use, required yard and building height limitations, and allowable building and impervious coverage percentages.
   2. Building setback lines with nearest 100th of a foot perpendicular dimension from building to all property lines.
   3. Lot outbound with bearing and distances.
   4. Location of sidewalk, driveway, parking lots and similar improvements. Parking lots shall be shown with stall and aisle dimensions, location of lighting fixtures and islands, and access points.
   5. Exact footprint of existing and new buildings and structures based on architectural plans. Site plans involving demolition shall indicate construction that is to be demolished.
   6. Location of private water supply and sanitary sewage systems.
   7. Established street grades and proposed finished grades.
   8. Easements, rights-of-way or other deed or recorded covenants.
   9. Topography:
      a. Two (2) foot contours of building lot.
      b. Spot elevations along property lines adjacent to proposed construction.
      c. First floor and basement slab elevations, top of foundation, garage slab and/or closest elevation to grade for structures other than buildings.
      d. Grade of proposed driveway and parking areas.
      e. Proposed drainage flow paths and any adjacent property features that may be impacted.
   10. Areas designated within or in close proximity of the boundaries of the Floodplain Conservation District.
   11. Areas designated within Historic District boundaries.

B. Erosion and Sedimentation:
   1. Plan shall indicate methods to be utilized in the prevention and control of soil erosion and sedimentation as may be required by the Montgomery County Soil Conservation District and the Township Engineer to include but not be limited to:
      a. Stone tire cleaner area.
      b. Type and location of silt barrier.
      c. Location of all stone filter berms and/or sedimentation ponds.
      d. Setback limitations required by zoning §208-119 *Natural feature conservation.*

C. Utilities:
   1. Location of sewer lateral(s) with clean-outs and depth at right-of-way line.
   2. Public or private water service location(s).
   3. Location of underground and/or aerial utility services.

D. Accessibility features:
   Plan shall display location of parking spaces, accessible routes, public transportation stops and other required accessibility features when applicable.

E. Swimming pools:
   1. In addition to the above requirements, site plans shall show a ten (10) foot green space area required by zoning §208-128.E.
   2. In addition to the above requirements, site plan shall show location, type, and height of pool barrier and gates.

Business & Mercantile Tax

A business privilege tax is a tax on any business, trade, occupation, profession or vocation in which there is offered any service or services to the general public or a limited number of the general public for a consideration.

A mercantile tax applies to any persons who are wholesale or retail vendors, dealers in merchandise, restaurant owners or other places where food or beverages are sold.

If you are operating a business in your home or commercial area you must to register with Berkheimer and Associates. You may contact Berkheimer and Associates at the phone number and address listed below.

325-A N. Pottstown Pike
Exton, PA 19341
610-363-7214
www.hab-inc.com

COMMONWEALTH OF PENNSYLVANIA
OFFICE OF ATTORNEY GENERAL
Bureau of Consumer Protection
15th Floor Strawberry Square
Harrisburg, PA 17120
Phone: (717) 772-2425
http://www.attorneygeneral.gov

Home Improvement Contractor Registration Application Instructions

Anyone who owns or operates a home improvement business or who offers, performs, or agrees to perform home improvements in Pennsylvania **must** register with the Office of Attorney General unless they are specifically exempted[1] under Pennsylvania's Home Improvement Consumer Protection Act ("HICPA"). Any home improvement contractors who are not registered will be prohibited from performing home improvements in Pennsylvania.

Due to the anticipated volume of applications for registration of re-registration, contractors are encouraged to apply online for faster processing. Apply online at https://hic.attorneygeneral.gov/login.aspx. However, if you apply by mail, you should allow several weeks for processing once a completed application has been submitted. The processing of incomplete applications will delay registration.

New applicants for registration will be issued a unique Pennsylvania Home Improvement Contractor number (PAHIC #). Re-registration applicants will continue to use their previously issued registration number. This number must be included in all advertisements, contracts, estimates and proposals used by the registrant in Pennsylvania.

Home improvement contractors must review HICPA and use contracts that comply with the requirements set forth in the law. Failure to comply with HICPA can lead to civil and criminal penalties; and, may result in your contract being voidable and unenforceable.

General Instructions for Completing Pennsylvania's Home Improvement Contractor Registration Application

Please read the instructions for each section of the application before completing the application form. Please note that the pages may be double-sided.

Please type your answers or print clearly in blue or black ink.

You must complete each section of the application. If a question requests information that does not apply to you, please indicate that on the form (*e.g.*, "not applicable" or N/A).

You may attach additional pages to supply any information requested on the application form. Include the name of the applicant, whether an individual or a business entity, at the top of each additional page and indicate which section and question you are answering.

A non-refundable fee of $50.00 (check or money order may payable to the Commonwealth of Pennsylvania or the Office of Attorney General) must accompany your application.

Incomplete applications will delay processing.

The signed original application must be filed with the Office of Attorney General, Bureau of Consumer Protection, 15th Floor, Strawberry Square, ATTN: Home Improvement Contractor Registration, Harrisburg, PA 17120.

Changes to the information submitted in the application can be made in writing to the address noted above; or online at www.attorneygeneral.gov.

You can also file your application electronically by completing this form online at https://hic.attorneygeneral.gov/login.aspx.

[1] Under the Home Improvement Consumer Protection Act, individuals performing home improvements valued at less than $5,000 in a calendar year are not required to register. Home improvement retailers with a net worth of $50 million or more also do not need to register, however subcontractors and independent contractors performing home improvements for these retailers must be registered.

Application Instructions

Section A - Form/Applicant Type

Check the box indicating the form of application you are submitting:

- New Registration
- Re-Registration or Update. If you are re-registering or updating your current registration, provide your current PAHIC #.

- Check the appropriate type of application you are submitting: If you are self-employed, a sole proprietorship, a subcontractor, or independent contractors, check "individual."
- If you are registering a corporation or other business entity, check the box that corresponds to the type of business.

Section B – Applicant Information, Personal Information, and Shareholder/Equity Owner Information
General information:

If any person or business listed in the application operated a home improvement business in the past, the name(s) and address(es) of the business(es) must be listed in the application.

Social Security Numbers and driver's license information will not be publicly disclosed.

Section B1 – Applicant Information (Individuals, Corporations, Limited Liability Companies, Limited Partnerships, General Partnerships and Joint Ventures)
For applicants filing as "individual" under Section A, please provide your first and last name. The name provided in this section will be the name that appears on your registration certificate.

Fictitious names, d/b/a's and trade names must be listed under Section C of the application. These names should not be provided in Section B1.

Each business must provide the name of the business's primary contact person, and the additional business data listed.

If a Federal Employer Identification Number has been issued, the number should be provided if applicable.

Each business applicant must provide answers to the background information concerning the business.

Section B2 – Personal Information
Each individual, owner, officer, manager, partner, or party to a joint venture must provide their personal data and complete the personal background information.

Fax numbers and e-mail addresses are *optional;* however, we can contact you more quickly if necessary if this information is provided.

If the person does not have a driver's license, the person must provide the number and issuing state of a state-issued identification card. Those without a driver's license are required to submit a copy of their ID card with their application.

In the event that a business has an ownership interest in the applicant, that business must provide their name, FEIN, address, and telephone number and related background information.

Section B3 – Shareholder/Equity Owner Information
Corporations, limited liability companies and limited partnerships must provide the names of all directors or parties holding a 5% or greater equity interest.

Each shareholder/equity owner must complete the background information.

Section C – Additional Business Names/Addresses
If the applicant any fictitious names, d/b/a's or trade names for the business that is being registered, provide those name(s). Pennsylvania law requires fictitious names to be registered with the Pennsylvania Department of State *before* those names may be used. Forms may be obtained online or by calling the Department of State Corporation Bureau at 1-888-659-9962.

If the business operates at multiple locations, please provide the additional addresses in the spaces provided.

Section D – Resident Agent (required for out-of-state businesses)
This section applies to corporations, limited liability companies, and limited partnerships only. A resident agent or registered office must be listed if your business is not based in Pennsylvania. This is the person/office authorized by your business to accept service of legal papers.

Section E – Other Registrations or Licenses
If the applicant is currently registered or licensed as a contractor in any other political subdivision, agency, municipality, state, or country, including a local or municipal registration or license, please complete this section, for each such license or registration. **NOTE: HICPA requires you to report any disciplinary action related to such registration(s) or license(s) listed in this Section, to the Bureau of Consumer Protection, in writing, at the address noted above, within 90 days of final disposition.**

Section F – Description of Business
Describe all goods and services offered or provided in Pennsylvania by the applicant.

Section G - Insurance

1. Insurance Policy Coverage
Provide information regarding the applicant's insurance coverage for bodily harm (personal injury) and property damage.
If the required coverage is provided under more than one policy or by more than one insurer, please list each policy separately, attaching additional pages as necessary.
NOTE: HICPA requires minimum coverage in the amount of at least $50,000 for bodily harm (personal injury) and at least $50,000 for property damage.

2. Self-Insurance Coverage
If you wish to register as self-insured, you must complete the Home Improvement Consumer Protection Act Self-Insurance Certificate of Coverage and Attestation and attach it to this application. The Bureau will require that every home improvement contractor who is self-insured include a statement in every home improvement contract that he/she is self-insured, and provide the name, address, and telephone number of the organization providing the self-insurance.
The Bureau may request additional information beyond the Certificate of Coverage and Attestation as deemed necessary.

Section H – Certifications
Read each statement and check each box to indicated that you have read and understand the requirements.

Only an authorized party may sign the certification to certify that the information contained in the application is truthful and accurate. The authorized party must print their name and title, then sign and date the certification.

It is a crime to provide false or misleading information to this office.

IN ORDER TO EXPEDITE THE ISSUANCE OF YOUR REGISTRATION CERTIFICATE, PLEASE REVIEW THIS CHECKLIST AND MAKE SURE YOUR APPLICATION CONTAINS ALL OF THE FOLLOWING:

- The type of applicant or business (Section A)
- The name, contact and background information for the applicant (Section B1)
- Personal information for all individuals, owners, officers, managers, partners, and/or joint venture parties (Section B2)
- Name and background for all directors and parties holding a 5% or greater equity interest in the business (Section B3)
- A list of any fictitious names, d/b/a's or trade names and additional addresses used by the applicant (Section C)
- The resident agent for out-of-state corporations, limited liability companies and limited partnership applicants (Section D)
- A list of all home improvement registrations and licenses issued to the applicant in other states or countries, including federal local or municipal registration or licenses (Section E)
- A description of the applicant's business (Section F)
- The applicant's insurance information (Section G)
- Certification signed and dated by an authorized party (Section H)
- A check or money order in the amount of $50 payable to the Pennsylvania Office of Attorney General (application fees are not refundable)
- **Send your completed application and payment to:**

Office of Attorney General
Bureau of Consumer Protection
15th Floor, Strawberry Square
Harrisburg, PA 17120
ATTN: Home Improvement Contractor Registration

For further information, copies of HICPA and Frequently Asked Questions visit www.attorneygeneral.gov or call 717-772-2425.

Revised 1/2015

Contractor Licensing

The Commonwealth of Pennsylvania currently has no licensure or certification requirements for most construction contractors (or their employees).

Please note the following regarding state and local requirements pertaining to certain contractors (and their employees).

MANUFACTURED HOUSING INSTALLERS (Certification):

The Pennsylvania Manufactured Housing Improvement Act (Act 158 of 2004) requires that all manufactured homes installed in the Commonwealth be subject to certain provisions of the law and regulations that are intended to assure proper installation of every manufactured home. If you have questions about this program, please call 717-720-7417 or click on the following link for web-based information: www.newpa.com/mh

HOME IMPROVEMENT CONTRACTORS (Registration):

On July 1, 2009, the Home Improvement Consumer Protection Act (Senate Bill 100) took effect. This law requires most home improvement contractors to register with the Pennsylvania Attorney General's Office. Additionally, these contractors must maintain minimum insurance coverage and utilize contracts that comply with a number of consumer protection requirements specified in this law. The Attorney General's Bureau of Consumer Protection is responsible for enforcement of these requirements. If you have questions about this contractor registration program, please call 717- 772-2425 or click on the following link for web-based information:

Home Improvement Contractor Registration

CRANE OPERATORS (Licensure):

The Crane Operator Licensure Act (Act 100 of 2008; HB 647) was signed into law in 2008. This act establishes a Crane Operators Board and licensure requirements for crane operators. The Bureau of Professional and Occupational Affairs at the PA Department of State administers this licensure program. Here are various means that crane operators can contact the Bureau:

State Board of Crane Operators

P.O. Box 2649

Harrisburg, PA 17105-2649

Phone: (717) 783-1404
Fax: (717) 705-5540
E-mail: RA-CraneOperators@pa.gov

ASBESTOS AND LEAD REMOVAL (Certification):

In order to comply with federal mandates, the State of Pennsylvania certifies contractors and workers that perform asbestos and lead removal services. These certifications are issued by the Certification, Accreditation and Licensing Division at the Department of Labor and Industry. If you have questions about asbestos or lead certification, please call 717-772-3396 or click on one of the following links for web-based information:

Asbestos Certification
Lead Certification

MUNICIPAL CERTIFICATION AND LICENSURE:

Some of Pennsylvania's 2,562 municipalities have established local licensure or certification requirements for contractors or construction trades people. Typically, these requirements pertain to home improvement contractors, electrical contractors (or electricians), and plumbing contractors (or plumbers). Since the Commonwealth has no jurisdiction in this matter, the Department maintains no records concerning municipalities that have established licensure or certification requirements. This information can only be obtained by contacting the municipality where construction work will occur.