

Borough of Souderton

31 West Summit Street
Souderton-Pennsylvania-18964
(215) 723-4371
Fax (215) 723-5569

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT (TEMPORARY SALES OFFICE TRAILER AND STORAGE CONTAINER PERMIT IS REQUIRED)

1. The applicant must complete a Building Permit Application (attached). All questions and each page of this packet (including this cover page) must be completed and returned since all information provided determines issuance of the permit.
2. Two sets of Building Plans/Drawings and a list of Materials must be submitted with the application.
3. A plot plan showing size and location of all structures including proposed construction (Part IX of application or separate sheet).
4. Copy of Worker's Compensation Certificate (see attached form).
5. A Plumbing, Mechanical and Electrical Permit are required with all residential buildings including basements or attics replacement of equipment Non Residential building permits, which involves replacements, changes, alterations or additions to any systems or structure.
6. The applicant should have stakes placed at the corners where structure is to be built. The building inspector will check stakeout before permit is issued for proper setback requirements.
7. If the proposed construction involves Sanitary Sewer, Parking, or Stormwater Management, for other than residential use, a Land Development Plan will be required.
8. If a Non Residential Building is to be constructed, altered, or addition added, the applicant must submit a set of construction drawings to which an architect, designer or engineer has applied a seal.

The permit fees are based on the fee schedule adopted by Borough of Souderton on December 1,2014.

Payment is required upon issuance of permit and prior to construction, all fees should be made payable to Souderton Borough. NOTE: There is a \$4.50 state code surcharge on all permits except zoning permits.

Permits shall be granted or refused within ten (10) business days after written application has been submitted and approved. Work commencing before permit issuance. Any person who commences work requiring a permit on a building structure, electrical, gas, mechanical, plumbing or other required permitted items

Shall be subject additional fee of 100% of required permits and fees.

REQUIRED INSPECTIONS

- A. Stakeout (prior to excavation)
- B. Footings (prior to pouring concrete)
- C. Foundation (after waterproofing, prior to backfill)
- D. Framing (prior to insulation)
- E. Electrical Rough-in
- F. Plumbing Rough-in
- G. Insulation
- H. Sheetrock installation (prior to finish beginning)
- I. Final Use and Occupancy (Failure to call for a final inspection will result in an open permit and failure to obtain future permits and resale of property)
- J. Pools require two inspections, stakeout and final. Fencing and gates must be installed and inspected prior to use of in-ground and aboveground pools.

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DECK/PATIO PERMIT PROCEDURES

A deck/patio permit is required for all construction including decks, concrete patio, paver patio, retaining walls renovation of existing decks, concrete patio, paver patios, and retaining walls.

DECK/PATIO PERMIT APPLICATION FORM

Location of Property – Address, Zoning District, Parcel Number and Lot & Block must be provided on all applications.

Complete every section.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must be registered with the township prior to starting construction.

Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides. The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications for deck permit. Cross Section Drawings, giving structural details as outlined below, must be included

A. DIMENSIONS – Show all dimensions of proposed deck – height (ground level to highest point of roof), width and length. Give overall floor plan showing all dimensions.

B. PIER/ FOOTINGS (SEE G) – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 36"). Indicate PSI (pounds per square inch) of concrete and/or other sub-materials.

C. MAIN BEAMS (SEE G) – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using Manufactured Beams, structural plans must be sealed by engineer or architect.

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D. FLOORS (SEE G) – Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of floor.

E. WALL – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.

F. CEILING & ROOF FRAMING (SEE G) – Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Roof sheathing and type of roof materials to cover it should be shown. If using Manufactured Roof Trusses, structural plans must be sealed by engineer or architect.

G. ATTACHING TO EXISTING STRUCTURE – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to Borough of Souderton.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Borough codes and ordinances.

PERMIT GRANTED – If approved, the permit will be processed and issued to you within fifteen (15) business days. Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

PLUMBING and ELECTRICAL - All plumbing, electrical will require a permit, In addition each contractor must obtain the appropriate permits for the work to be done.

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval. If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.

Note: All enclosed or open decks and patios require a building permit.

Commercial projects may require a design professional seal

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**BUILDING PERMIT APPLICATION
 TECHNICAL SECTION**

A. IDENTIFICATION- APPLICANT WHEN MAKING CHANGES TO THE PLANS OR WHEN CHANGING CONTRACTORS OR CHANGING DRAWINGS THIS OFFICE MUST BE NOTIFIED

BLOCK _____ LOT _____

WORK SITE LOCATION _____

OWNER IN FEE _____

ADDRESS _____

TELEPHONE _____ CELL _____

CONTRACTOR _____

ADDRESS _____

TELEPHONE _____ CELL _____

LIC NO _____

FE EMP NO _____

C. TECHNICAL SITE DATA

DESCRIPTION OF WORK

ESTIMATED COST

B. BUILDING CHARACTERISTICS

RESIDENTIAL COMMERCIAL
 ALTERATION ALTERATION

USE GROUP	PRESENT	PROPOSED
CONSTRUCTION CLASS	PRESENT	PROPOSED
NO OF STORIES	_____	_____
HEIGHT OF STRUCTURE	_____ FT	_____
AREA OF LARGEST FLOOR	_____ SQ FT	_____
NEW BLDG AREA/ ALL FLOORS	_____ SQ FT	_____
VOLUME OF NEW STRUCTURE	_____ CU FT	_____
TOTAL LAND AREA DISTURBED	_____ SQ FT	_____

(IF SPRINKLERS ARE REQUIRED FIRE PROTECTION PERMIT IS REQUIRED)

DISCUPTION	LENGTH	WIDTH	TOTAL SQ FT
SINGLE FAMILY	_____	_____	_____
SEMI DETACHED	_____	_____	_____
TOWNHOME	_____	_____	_____
DUPLEX	_____	_____	_____
MULTIY FAMILY	_____	_____	_____
COMMERCIAL	_____	_____	_____
NEW	_____	_____	_____
ALTERATION/TENANT FITOUT	_____	_____	_____
ACCESSIBILITY	_____	_____	_____
DECK	_____	_____	_____
PATIO	_____	_____	_____
ACCESSORY STRUCTURE / WITH FOOTINGS	_____	_____	_____

JOB SUMMARY (Office Use Only)

PLAN REVIEW

NO PLANS REQUIRED

JOINT PLAN REVIEW REQUIRED

BUILDING MECHANICAL
 FIRE ELECTRIC
 PLUMBING ACCESSIBILITY

D. CERTIFICATION IN LIEU OF OATH

I HEREBY CERTIFY THAT I AM THE (AGENT OF) THE OWNER OF RECORD AND AM AUTHORIZED TO MAKE THIS APPLICATION AND PERFORM THE WORK LISTED ON THIS APPLICATION

PRINTED NAME _____

SIGNATURE _____

DATE _____

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MECHANICAL PERMIT PROCEDURES

A Mechanical Permit is required for all Heating, Ventilation & Air Conditioning for new construction, renovations, alterations, fireplaces and insert, wood and gas stoves.

Location of Property – Address, Parcel Number and Lot & Block must be provided on all applications.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or contractor may be reached. PLANS AND SPECIFICATIONS

Three (3) copies of all plans and specifications must be submitted with all applications for HVAC permit.

All Non-Residential plans must be designed and sealed by a design professional.

Plans must also include all calculations of the International Energy Code by using COMcheck EZ software.

Contractor State License Number required for all home improvement work.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Borough of Souderton".

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Souderton Borough codes, ordinances and the State UCC.

PERMIT GRANTED – Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

PLUMBING, ELECTRICAL AND HVAC – All plumbing, electrical, heating and air conditioning contractors and/or their personnel performing commercial or new home construction must be provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done.

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval.

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COMMERCIAL KITCHEN HOOD, DUCT AND EXHAUST EQUIPMENT

A Commercial Kitchen Hood, Duct and Exhaust Equipment permit is required for the installation, alteration or relocation of any commercial kitchen exhaust equipment.

Location of Property – Complete address including city, state and zip code must be provided on all applications.

Complete every section.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Borough of Souderton".

PERMIT GRANTED – If approved, the permit will be processed and issued to you within thirty (30) business days. Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval. If an inspection fails twice for the same code violation, a re-inspection fee will be required prior to a third inspection.

Permit Application Submittal Requirements

1. A completed permit application and fee.
2. Three (3) complete copies of the following plans, details and information shall be provided:
3. A site plan, which includes the subject building, and all other buildings within thirty (30) feet of the hood exhaust outlet, including dimension distances from the proposed hood exhaust outlet to make-up air supply inlets, windows, doors, and property lines.
4. An elevation plan, which includes the height of all hood exhaust outlets, make-up air intakes, adjoining grade lines, rooflines, parapets, elevator shafts, etc.

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5. A floor plan, which includes the kitchen layout and hood outline and overhang dimensions with the equipment below (Each piece of equipment must be specifically identified, i.e., grill, convection oven, deep fryer, etc.).
6. A section view, which includes hood, grease filter, duct and fan construction materials and/or details, connection details, adjacent wall, ceiling and roof construction details and clearances between heat producing equipment and the hood, and clearances to all combustible materials.
7. Exhaust and make-up air calculations.
8. The equipment manufacture's installation instructions. Manufactures cut sheets must be provided for all equipment including fire-stopping materials (All equipment shall be listed and/or approved by an approved agency for the proposed installation and use).
9. The design and installation of all commercial kitchen hood, duct, and exhaust equipment shall be in accordance with the Pennsylvania Uniform Construction Code and Souderton Borough requirements.

A FIRE PROTECTION SYSTEM PERMIT SUBMITTAL IS REQUIRED FOR ALL TYPE I HOODS.

SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Souderton Borough. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Souderton Borough.

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**MECHANICAL PERMIT APPLICATION
 TECHNICAL SECTION**

A. IDENTIFICATION- APPLICANT WHEN MAKING CHANGES TO THE PLANS OR WHEN CHANGING CONTRACTORS OR CHANGING DRAWINGS THIS OFFICE MUST BE NOTIFIED

BLOCK _____
 WORK SITE LOCATION _____
 OWNER IN FEE _____
 ADDRESS _____
 TELEPHONE _____ CELL _____
 CONTRACTOR _____
 ADDRESS _____
 TELEPHONE _____ CELL _____
 LIC NO _____
 FE EMP NO _____

C. TECHNICAL SITE DATA

DESCRIPTION OF WORK

ESTIMATED COST

B. MECHANICAL CHARACTERISTICS

USE GROUP	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
HEATING SYSTEM	<input type="checkbox"/> CONVERSION	<input type="checkbox"/> REPLACEMENT
FUEL TYPE	<input type="checkbox"/> OIL	<input type="checkbox"/> ELECTRIC
TYPE	<input type="checkbox"/> HOT AIR	
RESIDENTIAL	<input type="checkbox"/> REPLACEMENT UNIT NO DUCT WORK	
COMMERCIAL	<input type="checkbox"/> OVER 2000 SF OF BUILDING	
COMMERCIAL REPLACEMENT	<input type="checkbox"/> REPLACEMENT UNIT NO DUCT WORK	
FIRE SUPPRESSION HOODS		
COMMERCIAL HOOD		
FIREPLACES	<input type="checkbox"/> WOOD	<input type="checkbox"/> OTHER
PELLET STOVE		
WOOD STOVE		
FIXTURE/EQUIPMENT		
WATER HEATER		
FUEL OIL PIPING		
GAS PIPING		
STEAM BOILER		
HOT WATER BOILER		
HOT AIR FURNACE		
OIL TANK		
LPG TANK		
OTHER		

JOB SUMMARY (Office Use Only)

PLAN REVIEW
 NO PLANS REQUIRED
 MECHANICAL
 ELECTRICAL
 ACCESSIBILITY

D. CERTIFICATION IN LIEU OF OATH

I HEREBY CERTIFY THAT I AM THE (AGENT OF) THE OWNER OF RECORD AND AM AUTHORIZED TO MAKE THIS APPLICATION AND PERFORM THE WORK LISTED ON THIS APPLICATION

PRINTED NAME _____

SIGNATURE _____

DATE _____

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ELECTRICAL – (TELECOMMUNICATION/DATA) / GENERATOR/ SOLAR

ELECTRICAL PERMIT PROCEDURES

An electrical permit is required for all new construction including all renovations and alterations of electrical and telecommunications/data work.

Location of Property – Complete address including city, state and zip code must be provided on all applications.

Complete this section.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or contractor may be reached.

PLANS AND SPECIFICATIONS

- Three (2) copies residential (3) copies non residential of all plans and specifications must be submitted along with all applications for electrical and telecommunication/data permit.
- Plans should show all wiring & panel schedule details.
- All Non-Residential plans must be designed and sealed by a design professional.
- State Contractor License Number required for all home improvement work.
- Note: Any Fire Protection wiring (alarms and or monitoring systems) requires a Fire Protection Permit separate from the electrical permit. If alarm system is not present on an existing building exterior strobes shall be connected to the smoke alarm system and installed on exterior walls of building by order of the Fire Marshall.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. All fees include electrical inspection/plan review fees as per fee schedule. If paying by check, please make check payable to "Borough of Souderton".

REVIEW – The application will be reviewed for compliance with all State and Borough codes and ordinances. All non-residential or multi-family dwellings use 400 - 600 amp service will be reviewed by a Third Party Inspection Agency at an additional fee.

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PERMIT GRANTED – Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – All Residential electrical inspections will be performed by the Borough of Souderton, Commercial electrical inspections require a third party inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval.

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GENERATOR PERMIT PROCEDURES

A Generator Permit is required for all residential and non-residential generator installations.

Location of Property – Address, Parcel Number and Lot & Block must be provided on all applications.

Complete these sections.

PART VI - Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.

Sign and Date Application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or contractor may be reached.

PLANS AND SPECIFICATIONS

Three (2) copies of all plans and/or specifications must be submitted with all applications for a generator permit.

Contractor State License Number required for all home improvement work.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Borough of Souderton".

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Borough of Souderton codes, ordinances and the State UCC.

PERMIT GRANTED – Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street. INSPECTIONS Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval.

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SOLAR PERMIT PROCEDURES (ELECTRICAL PERMIT TECHNICAL PERMIT APPLICATION REQUIRED)

A solar permit is required for all new construction including all renovations, alterations, and structural renovations.

Location of Property – Complete address including city, state and zip code must be provided on all applications.

Complete every section.

Lot Size – dimensions of the property (length/width) and/or total square feet or acreage must be provided on all applications.

Plot Plan – Provide scaled plan of entire property. Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers for property owner/resident and contractor.

PLANS AND SPECIFICATIONS

(2) copies of plans and specifications prepared and sealed by licensed architect or engineer.

Plans must include structural and all wiring & panel schedule details.

PA Contractor State License Number required for all home improvement work.

Two (2) CDs with as built plan of construction in .pdf format required prior to final inspection for ground mounted solar array systems.

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to Borough of Souderton

REVIEW – The application will be reviewed by the Code Enforcement Department for compliance with the building codes of Borough of Souderton and the State UCC. All permits must be submitted together for review. (i.e.: PLUMBING, ELECTRICAL, HVAC)

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PERMIT GRANTED – If approved, the permit would be processed and issued to you within thirty (30) business days. Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection.

Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, they will not be done and uninspected work will not be granted final approval. If an inspection fails twice for the same code violation, a re-inspection fee will be required prior to a third inspection.

NOTES: All Subdivision and Land Development approvals must be complete before submitting building permit.

Borough requires stamped plans if any structural materials (i.e.: steel, trusses, bond beams or manufactured beams) are being used in the construction of structure.

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**ELECTRICAL/GENERATOR/SOLAR PERMIT
 TECHNICAL SECTION**

A. IDENTIFICATION- APPLICANT WHEN MAKING CHANGES TO THE PLANS OR WHEN CHANGING CONTRACTORS OR CHANGING DRAWINGS THIS OFFICE MUST BE NOTIFIED

BLOCK _____ LOT _____

WORK SITE LOCATION _____

OWNER IN FEE _____

ADDRESS _____

TELEPHONE _____ CELL _____

CONTRACTOR _____

ADDRESS _____

TELEPHONE _____ CELL _____

LIC NO _____

FE EMP NO _____

**C. TECHNICAL SITE DATA
 DESCRIPTION OF WORK**

B. ELECTRICAL CHARACTERISTICS

USE GROUP	RESIDENTIAL ALTERATION	COMMERCIAL ALTERATION	QTY	SIZE
FIXTURE/EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>		
LIGHTING FIXTURES				
RECEPTACLES				KW RANGE/RECEPTACLES
SWITCHES				KW OVENS/SURFACE UNIT
SMOKE DETECTORS				KW WATER HEATER
CO DETECTORS				KW DRYER/RECEPTACLES
LIGHT POLES				KW DISWASHER
MOTORS-FRACHT HP				KW GARBAGE DISPOSAL
EMERGENCY &EXIT LIGHTS				KW CENTRAL AC UNIT
COMMUNICATION POINTS				KW SPACE HEATER/AIR HANDLER
ALARM DEVICES/FAC PANEL				KW BASEBOARD HEAT
HVAC WIRING				KW HP MOTORS 1/+ HP
SERVICE				KW TRANSFORMER/GENERATOR
ADDITIONAL METER BASE				AMP SERVICE
TEMPORARY SERVICE				AMP SUBPANELS
TEMPORARY SERVICE				AMP MOTOR CONTROL CENTER
ADDITIONAL METER BASE				ELEC SIGN/OUTLINE LIGHT
TEMPORARY SERVICE				AMPRERE
SOLAR				AMPS UP TO 200 AMP
GENERATOR				200 TO 400 AMPS
GENERATOR FUEL TYPE				AMPS UP TO 200 AMP
				200 TO 400 AMPS
				AMPS UP TO 200 AMP
				200 TO 400 AMPS
				UP TO 10 KW
				21 KW AND ABOVE PRICE TO BE QUOTED

ESTIMATED COST

JOB SUMMARY (Office Use Only)

PLAN REVIEW

NO PLANS REQUIRED

JOINT PLAN REVIEW REQUIRED

BUILDING MECHANICAL

FIRE ELECTRIC

PLUMBING ACCESSIBILITY

D. CERTIFICATION IN LIEU OF OATH

I HEREBY CERTIFY THAT I AM THE (AGENT OF) THE OWNER OF RECORD AND AM AUTHORIZED TO MAKE THIS APPLICATION AND PERFORM THE WORK LISTED ON THIS APPLICATION

PRINTED NAME _____

SIGNATURE _____

DATE _____

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PLUMBING PERMIT PROCEDURES

A plumbing permit is required for new construction, renovations and alterations.

Location of Property – Complete address including city, state and zip code must be provided on all applications.

Complete this section.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or contractor may be reached.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications for plumbing permit.

Contractor State License Number required for all home improvement work.

All grinder pumps outside of structure require approval from the Borough of Souderton Sewer Authority.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Borough of Souderton".

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all the Borough of Souderton codes and ordinances and the State UCC.

PERMIT GRANTED – Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval. If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.

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**PLUMBING PERMIT APPLICATION
 TECHNICAL SECTION**

A. IDENTIFICATION- APPLICANT WHEN MAKING CHANGES TO THE PLANS OR WHEN CHANGING CONTRACTORS OR CHANGING DRAWINGS THIS OFFICE MUST BE NOTIFIED

BLOCK _____
 WORK SITE LOCATION _____
 OWNER IN FEE _____
 ADDRESS _____
 TELEPHONE _____ CELL _____
 CONTRACTOR _____
 ADDRESS _____
 TELEPHONE _____ CELL _____
 LIC. NO. _____
 FE EMP NO _____

B. PLUMBING CHARACTERISTICS RESIDENTIAL COMMERCIAL

	OIL	GAS	ELECTRIC	QTY
FIXTURE/EQUIPMENT				
WATER CLOSET				
URNIAL/BIDET				
BATH TUB				
LAVATORY				
SHOWER				
FLOOR DRAIN				
SINK				
DISHWASHER				
DRINKING FOUNTIAN				
WASHING MACHINE				
HOSE BIBB				
WATER HEATER				
INTERCEPTOR/SEPERATOR				
BACKFLOW PREVENTER				
GREASE TRAP				
SEWER CONNECTION				
WATER SERVICE CONNECTION				
STACKS				
OTHER				
OTHER				

C. TECHNICAL SITE DATA

DESCRIPTION OF WORK

ESTIMATED COST

JOB SUMMARY (Office Use Only)

PLAN REVIEW NO PLANS REQUIRED JOINT PLAN REVIEW REQUIRED

BUILDING MECHANICAL
 FIRE ELECTRIC
 PLUMBING ACCESSIBILITY

D. CERTIFICATION IN LIEU OF OATH

I HEREBY CERTIFY THAT I AM THE (AGENT OF) THE OWNER OF RECORD AND AM AUTHORIZED TO MAKE THIS APPLICATION AND PERFORM THE WORK LISTED ON THIS APPLICATION

PRINTED NAME _____

SIGNATURE _____

DATE _____

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FIRE PROTECTION SYSTEMS PERMIT APPLICATION PROCEDURES

A fire protection systems permit is required for all new installations, modifications, alterations and repairs to fire suppression, fire detection and fire alarm systems, equipment and devices. Separate applications are required for each building / tenant space.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru X – Complete every section.

PART XI - Plot Plan – Provide scaled plan of entire property. Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. Show water supply size and fire department connection location. The property owner is responsible for the accuracy of this plot plan.

PART XII – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner’s approval of the proposed construction must be submitted with the application. Provide phone numbers for property owner/resident and contractor.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Borough of Souderton”.

REVIEW – The application plans will be reviewed by the Fire Marshal’s Office for compliance with the codes of the Borough of Souderton and the Pennsylvania Uniform Construction Code.

PERMIT GRANTED – If approved, the permit will be processed and issued within thirty (30) business days. Work may not start until a permit has been approved and granted. The permit cards are to be

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Voice mail requests for inspections will not be accepted. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, they will not be done and un-inspected work will not be granted final approval. If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.

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Minimum Requirements for the Submission of Fire Protection Systems Plans for Review

Sprinkler Systems:

Three (3) sets of all scale CAD floor plans/shop drawings including a riser diagram and design criteria.

Three (3) copies of all hydraulic calculations and water supply capacity information.

One (1) set of manufactures specification/cut sheets for all materials, equipment, appliances, piping, fittings and devices to be installed. A U.L. Listing or FM Approval for the proposed installation shall be indicated for all of these items.

One (1) copy of the completed Owner's Information Certificate, (using the standard NFPA13 form).

Each page of the shop drawings and the cover sheet of the hydraulic calculations shall include the seal and signature of the Professional Engineer who was directly responsible for the system design and hydraulic calculations. The Professional Engineer shall be registered in the Commonwealth of Pennsylvania.

Indicate commodity classification, maximum storage height, storage arrangement, widths and locations of all racks, aisles, and roof and ceiling height.

Indicate the use group for all spaces and type of construction as defined by the International Building Code.

Indicate all hazardous materials use, storage or hazardous processes as defined by the International Fire Code.

Failure to provide all of the above information will result in a denial of the permit application!

All Other Fire Suppression Systems:

Three (3) sets of all scale CAD floor plans/shop drawings.

One (1) set of manufactures specification/cut sheets for all materials, equipment, appliances, piping, fittings and devices to be installed. A U.L. Listing or FM Approval for the proposed installation shall be indicated for all of these items.

Each page of the shop drawings shall include the seal and signature of the Professional Engineer who was directly responsible for the system design and hydraulic calculations. The Professional Engineer shall be registered in the Commonwealth of Pennsylvania.

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Indicate commodity classification, maximum storage height, storage arrangement, widths and locations of all racks, aisles, and roof and ceiling height.

Indicate the use group for all spaces and type of construction as defined by the International Building Code.

Indicate all hazardous materials use, storage or hazardous processes as defined by the International Fire Code.

Failure to provide all of the above information will result in a denial of the permit application!

Fire Alarm and Detection Systems:

Three (3) sets of all scale CAD floor plans/shop drawings including a riser diagram, battery calculations, an input/output matrix (sequence of operation) and a devise legend.

One (1) set of manufactures specification/cut sheets for all materials, equipment, appliances, and devices to be installed. A U.L. Listing or FM Approval for the proposed installation shall be indicated for all of these items.

Each page of the shop drawings shall include the seal and signature of the Design Professional, (NICET Level III or higher) who was directly responsible for the system design.

Indicate the use group for all spaces and type of construction as defined by the International Building Code.

Indicate all hazardous materials use, storage or hazardous processes as defined by the International Fire Code.

An Electrical Permit is also required for fire alarm systems.

Failure to provide all of the above information will result in a denial of the permit application!

NOTE: One (1) CD with as built plan of construction in .pdf format required prior to final inspection.

NOTE: An Electrical Permit Application is also required when submitting a Fire Protection Permit Application for fire alarm systems.

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**FIRE PROTECTION PERMIT APPLICATION
 TECHNICAL SECTION**

A. IDENTIFICATION- APPLICANT WHEN MAKING CHANGES TO THE PLANS OR WHEN CHANGING CONTRACTORS OR CHANGING DRAWINGS THIS OFFICE MUST BE NOTIFIED

BLOCK _____ LOT _____
 WORK SITE LOCATION _____
 OWNER IN FEE _____
 ADDRESS _____
 TELEPHONE _____ CELL _____
 CONTRACTOR _____
 ADDRESS _____
 TELEPHONE _____ CELL _____
 LIC NO _____
 FE EMP NO _____
 DESIGN PROFESSIONAL _____
 NAME _____
 ADDRESS _____
 TELEPHONE _____
 CERTIFICATION NO. _____

C. TECHNICAL SITE DATA
DESCRIPTION OF WORK

ESTIMATED COST \$

JOB SUMMARY (Office Use Only)
 PLAN REVIEW _____
 NO PLANS REQUIRED _____
 JOINT PLAN REVIEW REQUIRED
 BUILDING _____ MECHANICAL _____
 FIRE _____ ELECTRIC _____
 PLUMBING _____ ACCESSIBILITY _____

B. FIRE PROTECTION CHARACTERISTICS RESIDENTIAL COMMERCIAL

USE GROUP NEW SYSTEM REPAIR ALTERATION/RENOVATION
 TENANT FIT OUT
 NUMBER OF HEADS _____
 NUMBER OF HEADS MODIFIED _____
 AUTO SPRINKLER NFPA 13 NFPA 13 R NFPA 13D
 TYPE OF SYSTEM WET DRY OTHER
 CLEAN AGENT TYPE _____
 FIRE ALARM PULL STATION HORN/STROBE ADDRESSABLE
 FIRE DETECTION SMOKE HEAT DETECTORS
 FIRE PUMP GMP WET DRY
 STANDPIPE _____
 NUMBER OF HOSE OUTLETS _____
 UNDERGROUND FIRE MAIN _____
 PIPE DIAMETER _____
 COMMERCIAL HOOD WET CHEMICAL SPRINKLER OTHER

D. CERTIFICATION IN LIEU OF OATH

I HEREBY CERTIFY THAT I AM THE (AGENT OF) THE OWNER OF RECORD AND AM AUTHORIZED TO MAKE THIS APPLICATION AND PERFORM THE WORK LISTED ON THIS APPLICATION

PRINTED NAME _____

SIGNATURE _____

DATE _____