

HATFIELD TOWNSHIP

EXTERIOR STRUCTURE PERMIT PROCEDURES

An Exterior Structure permit is required for replacement, renovation or alteration of roofs, siding, stucco, windows and doors.

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

PARTS II Thru VII – Complete this section.

PART IX – 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. Contractors, performing commercial work, must be registered with Hatfield Township annually.

PLANS AND SPECIFICATIONS

- Two (2) copies of all plans and specifications must be submitted with all applications for Exterior Structure permit.
- **NOTE:** All window replacement or alteration must meet egress requirements.

ADDITIONAL INFORMATION

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

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

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 must be registered and 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. All electrical work must be inspected by United Inspection Agency.

INSPECTIONS – Call the Township Safety and Code Enforcement Department (215-855-0900) 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.**

HATFIELD TOWNSHIP

EXTERIOR STRUCTURE PERMIT PROCEDURES

PART I - Property Location

Address: _____ Suite: _____ City: _____

State: _____ Zip: _____

PART II - Non-Residential Property

Business Name/Tenant: _____

PART III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

CONTRACTOR Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

State License Number: _____ Expiration Date: _____

DESIGN Name: _____ Phone: _____

PROFFESIONAL

Address: _____

City: _____ State: _____ Zip Code: _____

PART IV – TYPE OF WORK

Roofing Siding Stucco Windows Doors

ROOF: Tear Off Patch Emergency

DESCRIPTION OF WORK: _____

Dumpster Usage: Yes No (Dumpster applies only to Residential Work)

PART V – TYPE OF RATED SEPARATION

Single Family Dwelling Multi-Family Buildings (see attached)

Type of Rated Separation: Masonry Rated Assembly Other

Total number of Rated Wall and Floor Separations per building: _____

PART VI - COST

Cost of Improvements: \$ _____

PART VII – FEE (see fee schedule)

PERMIT FEE: \$ _____

PART VIII - INSPECTIONS REQUIRED

- **SEE ISSUED PERMIT FOR LISTED INSPECTIONS**

PART IX - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. 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 Hatfield Township.

SIGNATURE OF APPLICANT

DATE

SCHEDULE OF FEES

Exterior Structure

Roofing, Siding, Windows, & Doors:

Residential - \$85.00 (one project)
(2 or more projects - \$170.00 total fee)

Non-Residential - \$210.00 (one project)
(2 or more projects - \$420.00 total fee)

Stucco:

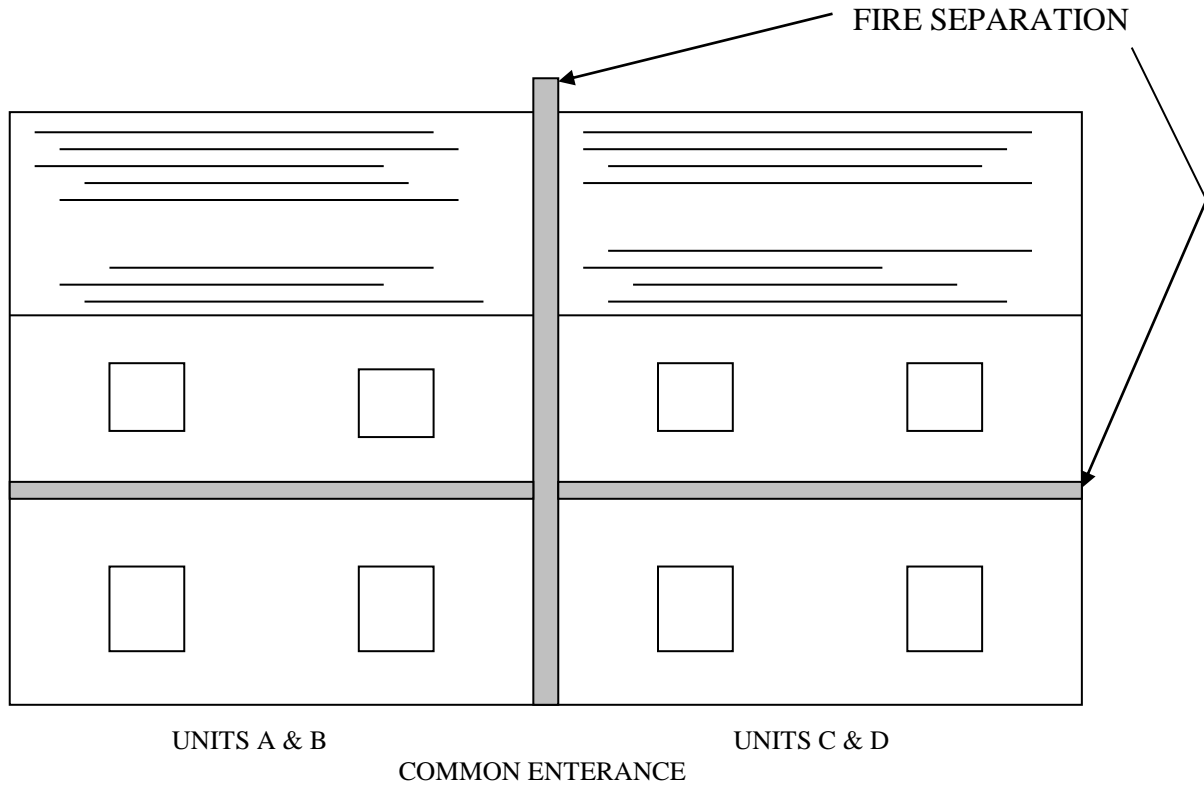
Residential - \$125.00

Non-Residential - \$275.00

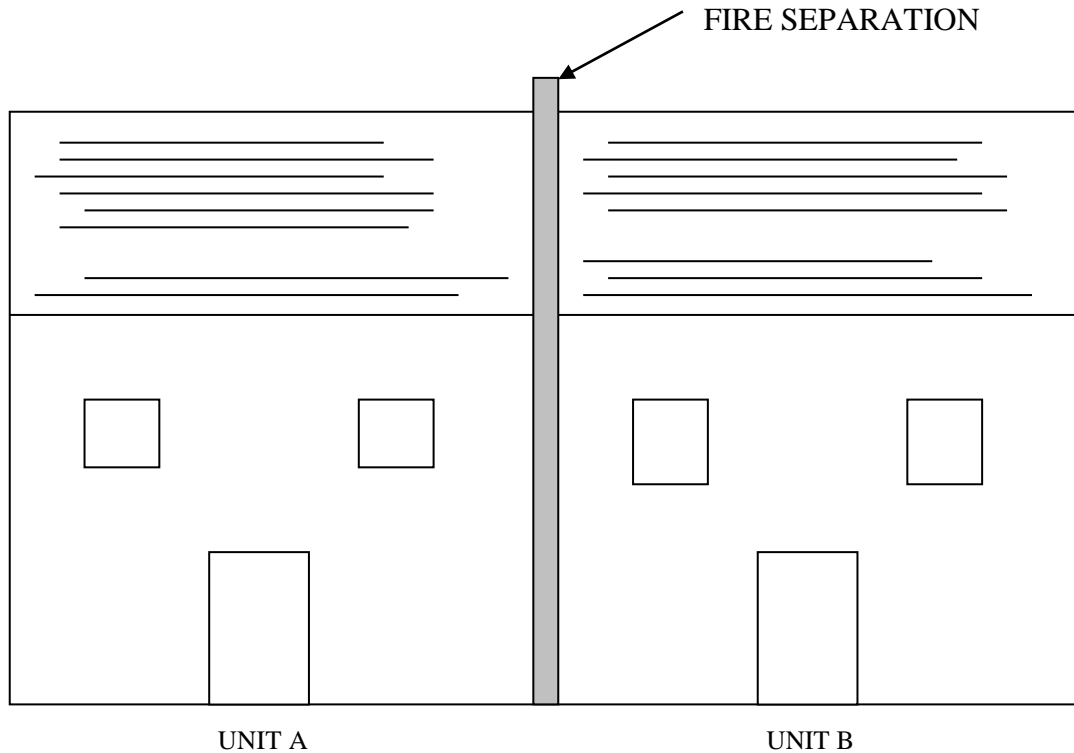
***Dumpster:** \$10.00

***Dumpster applies only to residential work.**

MULTI-FAMILY BUILDINGS TYPES



CONDO TYPE



TOWNHOUSE TYPE