

HATFIELD TOWNSHIP

ACCESSIBILITY PERMIT PROCEDURES

An accessibility permit is required for all new construction, renovations, alterations, interior structural renovations and tenant fit-outs.

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 - Site Plan – Provide scaled plan of entire property. Identify streets adjacent to property. Must also include parking. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. **The property owner is responsible for the accuracy of this site 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. Contractors making application must be registered with the township prior to starting construction.

ADDITIONAL INFORMATION

- Two (2) copies of plans and specifications prepared and sealed by licensed architect or engineer must be submitted with all applications.
- The Pennsylvania Uniform Construction Code, which references the International Building Codes, requires alterations affecting an area containing a primary function to contribute 20% of the total cost of the alterations toward the accessible route (see attached worksheet). **This worksheet must be completed when submitting application.**
- Indicate scope of work by shading.

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 Department for compliance with the building codes of Hatfield Township and the State UCC. All permits must be submitted together for review (i.e.: ADA, BUILDING, PLUMBING, ELECTRICAL, HVAC and FIRE PROTECTION).

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.

PLUMBING, ELECTRICAL, HVAC and FIRE PROTECTION – All plumbing, electrical, heating & air conditioning and fire protection 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 **Keystone Municipal Services (610-328-4830)** at least 24 hours in advance to schedule accessibility inspections. 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 reinspection fee will be required prior to a third inspection.**

NOTES: All Subdivision and Land Development approvals must be complete before submitting building permit. Township requires stamped plans if any structural materials (i.e.: steel, trusses, bond beams or manufactured beams) are being used in the construction of structure.

HATFIELD TOWNSHIP

Accessibility Plan Examination and Permit Application

I - LOCATION OF PROPERTY

Address: _____ Suite #: _____ City: _____

State: _____ ZIP: _____

Business/Tenant Name: _____

II - OWNERSHIP

Private Public Tenant Other _____

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 Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Builder's Twp. License No. _____ Expiration Date: _____

DESIGN Name: _____ Phone: _____

PROFESSIONAL

Address: _____

City: _____ State: _____ Zip Code: _____

IV - TYPE OF IMPROVEMENTS

New Building Addition Alteration/Renovation Repair or Replacement Tenant Fit-out

Description _____

V – PROPOSED USAGE/OCCUPANCY TYPE

List IBC use group _____

Mercantile/Store Office/Medical Office Church/ School Industrial Industrial/Factory

Service Station/Repair Garage Restaurant/Bar Storage

Description _____

VI – PRINCIPAL TYPE OF CONSTRUCTION

Non-Combustible Non-Combustible/Combustible Combustible

Masonry (bearing walls) Steel Frame Reinforced Concrete Wood Frame

Truss Construction Steel Wood Floor/Ceiling Roof

Description _____

VII – EXISTING/PREVIOUS USAGE/OCCUPANCY TYPE

List IBC use group _____

Mercantile/Store Office/Medical Office Church/ School Industrial Industrial/Factory

Service Station/Repair Garage Restaurant/Bar Storage

Description _____

VIII – DIMENSIONS

Number of stories _____ Total square footage of construction area, based on exterior dimensions _____

Number of rest rooms: Men _____ Women _____ Unisex _____

Total building square footage _____

IX – COST

Cost of Construction Improvements \$ _____

X – **FEE** (see fee schedule)

PERMIT FEE: \$ _____

XI - **SITE OR PLOT PLAN** - Please attach plot plan details here.

XII - **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

Building Permit Fees.

Non-Residential

- **New Construction & Additions**

\$250.00 for the first 2000 sq. ft.

\$0.10 per each additional sq. ft. from 2001 and above

- **Alterations, Renovations, & Tenant Fit-outs**

\$250.00

The Pennsylvania Uniform Construction Code, references the International Building Codes, requires alteration affecting an area containing a primary function contribute 20% of the total cost of the alterations be applied toward the accessible route.

Total cost of construction and alterations \$ _____

20% of total cost of construction and alterations \$ _____

List below and indicating how the 20% will be applied toward the accessible route.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Total \$ _____

The total must meet or exceed 20% of the total cost of construction and repair.

Print Name _____

Signature _____