

HATFIELD TOWNSHIP

NON-RESIDENTIAL BUILDING PERMIT PROCEDURES

A building permit is required for all new construction including all 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 XII – Complete every section.

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

PART XIII - 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.**

PART XIV– 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.

PLANS AND SPECIFICATIONS

- **Three copies (3) of plans and specifications prepared and sealed by licensed architect or engineer must be submitted with permit submittal.**
- **Sewer Permit Number is required on application for all new construction. Permit number can be obtained at the Hatfield Township Municipal Authority (215-822-9300).**
- **Plans must include structural, electrical, mechanical, fire protection, and plumbing details.**
- **Plans must also include all calculations of the International Energy Code by using COMcheck EZ software.**
- **Indicate scope of work by shading.**
- **An Earth Disturbance Permit Application must also be included if improvements result in 1,000 or more square feet of new impervious surface and/or 1,000 square feet or more of earth disturbance. Please see permit for instructions regarding stormwater requirements. A Stormwater Management and Best Management Practices Operations and Maintenance Agreement must be signed by applicant or homeowner(s) prior to issuance of permits.**
- **One (1) CD with As Built plan of construction in .pdf format required prior to final inspection.**

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 Department for compliance with the building codes of Hatfield Township and the State UCC. All permits must be submitted together for review. (i.e.: 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 the Township office (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, 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. All PA labor & Industry approvals must be stamped on the same set of plans being submitting with the 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

Non-Residential Plan Examination and Building 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 PROFESSIONAL Name: _____ Phone: _____

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 – TYPE OF SEWAGE DISPOAL

Public Private (septic tank) Pump System Holding Tank

VIII – SEWER PERMIT NUMBER (For New Construction Only)

Number: _____ (Obtained from Sewer Authority)

IX – TYPE OF WATER SUPPLY

Public Private (well)

X – 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 _____

XI – COST

Cost of Construction Improvements \$ _____

XII – FEE (see fee schedule)

PERMIT FEE: \$ _____

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

XIV - 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**

\$410.00 plus \$.35 per square foot.

- **Alterations, Renovations, & Tenant Fitouts**

\$310.00 plus \$.25 per square foot.

- **Repairs or Minor Alteration**

\$210.00 when replacing doors, windows or minor alterations not accumulating of square footage.