# SOUTH COVENTRY TOWNSHP BUILDING PERMIT APPLICATION
# * COMMERCIAL *

**This completed application should be returned to the Township Office with the appropriate review fee paid by <u>check or money order</u> to be deemed complete. Completed applications may be submitted in person or by mail. Permit applications are NOT accepted electronically.**

Depending on your project, you may not need to complete all pages of the application. If you have any questions regarding permit forms required for a project, please contact the Township Office. Additional information can be found in the Building Permit Supplemental Information Packet.

Complete applications will be reviewed by the Code Enforcement Officer to insure that it is in compliance with South Coventry Township Ordinances and the Uniform Construction Code before a permit is issued.

| | |
|---|---|
| The Township Address is: | 1371 New Philadelphia Road<br>Pottstown, PA 19465 |
| The Township Phone # is: | 610-469-0444 |
| The Township Fax # is: | 610-469-0520 |

Inspections require 48 hour notice and will be scheduled on Tuesday and Thursdays 9:30AM-2:30PM.

To schedule an inspection, call the Township Office during normal business hours Monday through Thursday from 9:00AM-4:00PM.

Parcel #: _____

# South Coventry Township

1371 New Philadelphia Road
Pottstown, PA 19465
Phone: (610) 469-0444 Fax: (610) 469-0520

## *Commercial Building Permit Application*

Property Owner: _____ Phone #: _____

Owner Address: _____

Applicant/Contractor: _____

Applicant Address: _____

Phone #: _____ Contractor Reg. #: _____

Architect: _____ Phone #: _____

Job Site Information:

Location Address: _____

Lot Size: _____ Subdivision: _____ Lot #: _____ Zoning District: _____

Type of Improvement: ☐ New Building ☐ Repair ☐ Change of Use
☐ Alteration ☐ Relocation ☐ Other_____
☐ Addition ☐ Demolition

Additional Permits Applications Attached: Electrical Plumbing Mechanical

Description of Project: _____

Existing Impervious Coverage: _____ Proposed Add. Impervious: _____

Setbacks from Lot Lines: Front _____ Rear _____ Side _____ Side _____

Estimated Construction Period: Start _____ Finish _____

Water: ☐ Public ☐ Private – Well Permit # _____

Sewer: ☐ Public ☐ On-lot – Septic Permit # _____

Is site located within an identified flood hazard area? Yes No

Will any portion of the flood hazard area be developed? Yes No N/A

*Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the PA Flood Plain Management Act (Act 166-1978).*

Is the site located within a Historic District? Yes No

Is the property a designated Historic Resource? Yes No

*If construction is proposed within a Historic District, a certificate of appropriateness may be required depending on the scope of the project. If the property is a Historic Resource, review and recommendation of the Historic Commission may be required prior to issuance of a permit.*

Parcel #: _____

Building/Structure Information:

Specific Use: _____ Use Group: _____

Max. Occupant Load: _____ Maximum Live Load: _____ Project Cost: _____

Basement Walls/Foundation: ☐ Poured Concrete ☐ Cinder Block ☐ Other _____

Number of Residential Dwelling Units: Existing _____ Proposed _____

Existing Building Area: _____Sq Ft Proposed Building Area: _____Sq Ft

Total Building Area: _____Sq Ft Number of Stories: _____ Height above Grade: _____

Does/will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ Type of Vent _____

| | | |
|---|---|---|
| Elevator/Escalator/Lifts/Moving Walkways: | Yes | No |
| Sprinkler System: | Yes | No |
| Pressure Vessels: | Yes | No |
| Refrigeration Systems: | Yes | No |

Contractor Information:

(List all contractors and sub-contractors that will be working on the project including name, address, phone number and PA Contractor Registration # - workers' compensation coverage must be submitted)

_____

_____

_____

_____

_____

**Attach 3 copies of all plot plans and structural drawings.**

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents, the Uniform Construction Code, and all applicable Township Ordinances. The applicant certifies he/she understands all the applicable codes, ordinances and regulations. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc.

**I certify the code official 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.**

_____ _____

Owner's Signature/Authorized Agent's Signature Date

---

*Reviewed and Accepted / Denied*

_____ _____

Code Enforcement Official/Building Code Official Date

**Workers' Compensation Insurance Coverage Information**
(attach to building permit application)

**A. The Applicant is or is contracting with**

A contractor within the meaning of the Pennsylvania Workers' Compensation Law.
☐ Yes ☐ No

If the answer is yes, complete Section B or C as appropriate. If no, complete Section D.

---

**B. Insurance Information**

Contractor Name: _____ Phone #: _____
Address: _____

Applicant is a qualified self-insurer for workers' compensation.
☐ Certificate attached

Insurance Provider: _____ Policy #: _____
☐ Certificate attached Policy Expiration Date: _____

Contractor's Signature: _____ Date: _____

---

**C. Exemptions** – *Complete if claiming exemption from providing workers' compensation insurance.*

The undersign swears or affirms that he/she is not required to provide workers' compensation insurance under the provision 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 perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.

☐ Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to/before me this _____ day
of _____ 20_____

_____
(*Signature of Notary Public*)

My commission expires _____

(*Seal*)

Signature: _____
Printed Name: _____
Address: _____
_____
Phone: _____
County of: _____
Municipality of: _____

---

**D. Property owner ONLY doing work.** No contractors or employees involved. Date: _____

Name: _____ Signature: _____

## CHECKLIST OF ITEMS NEEDED WITH BUILDING PERMIT APPLICATION

1._____ Proof of Ownership – (May be a deed or a tax receipt)

2._____ Driveway Permit

3._____ Establishment of Driveway Improvement Escrow - This fee is 110% of the estimated cost but not less than $1,000. The escrow agreement and escrow fees must be submitted to the Township Secretary-Treasurer. This money will be held in escrow until the completed driveway passes a Township on-site inspection.

4._____ Permit for Sewer Installation
Obtained from the Chester County Health Department – (610) 344-6225

5._____ Permit for Well Installation
Obtained from the Chester County Health Department – (610) 344-6225

6._____ House or Building Plans – Two Sets: One Full Size Set & One 11" x 17" Set for File
Submit thorough plans. They will be reviewed for compliance with the Uniform Construction Code and all applicable Township Ordinances. Plans must show construction detail, (i.e., foundation construction type, size, specs and grade of lumber, materials list.)

7._____ Site Plans (See Site Plan Requirements List)

8._____ Completed and Signed House/Building Placement Form

9._____ Completed Grading Plan (Township Engineer approval may be required)

10._____ Electrical Permit

11._____ Plumbing Permit

12._____ Mechanical Permit

13._____ Include Contractor Registration # on Permit Application(s)

14._____ RES Check/COM Check (www.energycodes.gov)

Building Permit Applications for new construction will not be considered complete until ALL items have been submitted. Permit review may take up to 15 business days after receipt of completed application for residential projects and up to 30 business days for commercial projects.

Chester County Health Department MUST APPROVE the adequacy of existing septic systems prior to submission of application for additions or alterations that could potentially increase the number of bedrooms in a residence or changes of use for commercial properties. This will be strictly enforced.

The South Coventry Township Zoning Officer reserves the right to add to or delete items from the above list of requirements depending on the project type and scope of work being completed.

**South Coventry Township**
1371 New Philadelphia Road
Pottstown, PA 19465
Phone: (610) 469-0444 Fax: (610) 469-0520

# Site Plan Requirements

All building permits for new construction must be accompanied by a site plan which must contain, but is not limited to, the items listed below drawn to scale.

The site plan shall be reviewed by the Zoning Officer and the Township Engineer (if applicable). No Building Permit will be issued until both Township Officials have given their approval (if applicable).

1. ____ Soil Erosion Structures/Plan
2. ____ Stormwater Management Structures/Plan
3. ____ Grading Structures/Plan
4. ____ Proposed Building Footprint (must be staked out on lot prior to permit issuance)
5. ____ Proposed Driveway
6. ____ Existing Trees With Caliper of 8" or Greater
7. ____ Lot Dimensions, With Side-yard, Rear-yard, and Front-yard Set Backs
8. ____ On-site Septic/On-site Well Locations or Connections to Public Sewer System/Public Water System (whichever apply)
9. ____ Topsoil Storage Location
10. ____ Existing Structures

Three (3) copies of the site plan must be submitted with permit application. Two copies should be full size and one copy must be 11" x 17".

**South Coventry Township**
1371 New Philadelphia Road
Pottstown, PA 19465
Phone: (610) 469-0444 Fax: (610) 469-0520

# House/Building Placement Certification

I do hereby certify that the placement of the House/Building is within the allowable building envelope at the following location:

Property Owner: _____

Parcel Number: _____

Zoning District: _____

Location/Address: _____

Subdivision Name: _____

Lot Number: _____

Layout Date: _____

Responsible Person*: _____
Print Name

_____
Signature

Date: _____

*Person responsible for certifying that the House/Building is within the allowable building envelope.

NOTE: After staking out the House/Building footprint, this Certification must be completed and returned to the South Coventry Township Office.

Parcel #: _____

# South Coventry Township

1371 New Philadelphia Road
Pottstown, PA 19465
Phone: (610) 469-0444 Fax: (610) 469-0520

## *Energy Code Compliance Statement*

Address of Project: _____

Contractor: _____ Signature: _____

☐ Detached one or two family dwelling ☐ Townhouse

☐ Commercial ☐ Heat Loss Calculations (include Energy worksheet)

Compliance Path (check one)

☐ 1. The International Energy Conservation Code

☐ A. REScheck of COMcheck or other approved software – submit calculations for this path

☐ B. IECC-TABLE

☐ 2. International Residential Code, Ch. 11 – Climate Zone 4

☐ 3. Pennsylvania Alternate Residential Energy Provisions – Zone S

Provide the following information for the proposed dwelling:

☐ Air Conditioning Efficiency (SEER): _____

☐ Water Heating Equipment Performance (Input & Efficiency): _____

☐ Recessed Light Fixture:

☐ Air Tight IC Fixture ☐ IC or non IC Fixture in Sealed Box ☐ ASTM E283 IC Fixture

IRC Chapter 11 Requirements

| | |
|---|---|
| Exterior Wall R-Value | R-18 |
| Roof/Ceiling R-Value | R-38 |
| (raised heel) | R-30 |
| Floor R-Value (unconditioned) | R-19 |
| Floor R-Value (to outside air) | R-30 |
| Basement R-Value | R-9 |
| Basement Insulation Type | _____ |
| Crawl Space R-Value | R-17 |
| Slab Perimeter R-value | R-6 for 2 feet |
| Duct Insulation R-Value | R-5 |
| U-Factor (windows & doors) | 0.45 max |
| U-Factor (opaque doors) | 0.35 max |
| Gross Sq. Ft. Exterior Wall | _____ |
| Sq. Ft. of Windows & Doors | _____ |

PA Alternate Provision Requirements

| | |
|---|---|
| Exterior Wall Value | R-16 (R-13 Townhouses) |
| Roof/Ceiling R-Value | R-38 (R-30 Townhouses) |
| (raised heel) | R-30 |
| Floor R-Value (unconditioned) | R-19 |
| Floor R-Value (to outside air) | R-30 |
| Basement R-Value | R-9 |
| Basement Insulation Type | _____ |
| Crawl Space R-Value | R-17 |
| Slab Perimeter R-value | R-6 for 2 feet |
| Duct Insulation R-Value | R-4.3 |
| U-Factor (windows & doors) | 0.45 max -0.53 townhouse |
| U-Factor (opaque doors) | 0.39 max |
| Gross Sq. Ft. Exterior Wall | _____ |
| Sq. Ft. of Windows & Doors | _____ |