



Greenwich Township

Berks County, Pennsylvania

775 Old Route 22

Lenhartsville PA 19534

Hours: Mon. thru Thurs. 8am to 1pm

Phone: 610-756-6707 **Fax:** 610-756-6099

Email: secretarygreenwichtwp@ptd.net

Engineer: LTL Consultants, LTD
Engineer / Zoning & Code Enforcement Officer

One Town Centre Drive

P.O. Box 241

Oley PA 19547

Office: 610-987-9290

Fax: 610-987-9288

Third Party Inspection Service / UCC Building Code: LTL Consultants, LTD

One Town Centre Drive

P.O. Box 241

Oley PA 19547

Office: 610-987-9290

Fax: 610-987-9288

Sewage Enforcement: Berks Enviro Tech, Inc.

Allen Madeira – Sewage Enforcement Officer

519 Reading Avenue

West Reading PA 19611

Office: 610-375-7640

Fax: 610-987-9288

Date: _____

**Residential Building Permit
Data information packet for
One & Two Family Dwellings**

Read before filling out the permit application.

Everything included in this packet is important. Read everything carefully and completely.

All forms included in this packet must be filled out completely and returned to Greenwich Township.

This is an original application. Once you submit it, along with any other documents required to Greenwich Township, it will not be returned to you. You are advised to make a copy for yourself once it has been completed and keep it for your records.

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

(A 15 business day review period is permitted by State Code)

Listed below are the required items to be submitted to Greenwich Township and their consultants in order for a building permit to be obtained. Failure to submit the required items may result in a denial of the issuance of the permit. The required applications are attached.

1. The Building Permit Application must be made either by the Owner(s) or Lessee of the building or structure, or an agent of either, or by the Registered Design Professional employed in connection with the proposed work.
2. All applications must be accompanied with three (3) sets of site plans.
3. All applications must be accompanied with three (3) sets of construction documents. It is recommended but not required that Registered Design Professional prepare the construction documents. The documentation shall include the name and address of the Registered Design Professional and shall be signed, dated and sealed.
4. If the application is for a new home requiring an on-lot septic system a copy of the septic system permit must be submitted.
5. If an addition, including bedrooms is to be constructed, the Sewage Enforcement Officer must check the plans to verify that an adequate septic system is available. Verification must accompany the application.
6. If this application is for a new home and municipal water and/or sewer connection will be made a copy of the issued permit or receipt is required prior to a building permit being issued.
7. If this application is for a new home a Driveway Permit is required.
8. If this application is for an Ag Building a narrative/description of the intended use shall be provided.
9. A Soil Erosion & Sedimentation Control Plan must be submitted to and approved by the County Conservation District. A copy of the approval letter or the letter of exemption must be submitted with the building permit application.
10. NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.

**If you have any questions please call the Greenwich Township Municipal Office,
Monday through Thursday 8:00 to 1:00, at 610-756-6707.**

THE FOLLOWING PLANS SHALL BE SUBMITTED IN TRIPLICATE ALONG WITH THE BUILDING PERMIT APPLICATION

1. SITE PLAN

All applicants must submit a Site Plan drawn to scale, and the Site Plan must contain at minimum the following information:

- a. Lot dimensions, including all dimensions of all existing and proposed structures
- b. Building location on lot and setbacks
- c. Street or highway right-of-ways and any other easements or right-a-ways
- d. Existing or proposed septic and well locations
- e. Existing or proposed driveway location with percentage of slope (or grade) of lot, e.g. 3%, etc.

THE FOLLOWING PLANS SHALL ALSO BE SUBMITTED IN TRIPLICATE AND SHALL BE DRAWN ON A SCALE OF ONE-QUARTER ¼ INCH = 1” FOOT. THE FOLLOWING PLANS SHALL ALSO BE SUBMITTED IN TRIPLICATE.

2. ELEVATION PLANS

Elevation Plans of the front, back and both sides of the structure shall be submitted, and must at minimum show the following from the finished grade:

- a. Floor lines with dimensions, and dimensions from grade to peak.
- b. Overhangs or porches with dimensions and materials
- c. Exterior coverings and materials
- d. Roof materials and roof slope
- e. Louvers and vents with sizes
- f. Chimney size, chimney material and location of chimney above ridge line and from nearest wall

3. FOUNDATION PLAN

- a. Basement crawl spaces and slabs
- b. Footings to include depth size and width
- c. Foundation material and sizes with window and door sizes and locations
- d. Structural members and their sizes and types
- e. Stairs and their sizes and types
- f. Interior and exterior dimensions
- g. Emergency escape and rescue window, outside entrance location or equivalent

4. FLOOR PLANS

- a. First, second and third (if applicable) floors with all dimensions
- b. Structural framing members and their sizes, directions and spacing
- c. Stairs, stairways and stairwells, including dimensions
- d. A window and door schedule showing the manufacturer, insulation u-factor, model, sizes and locations for each. Bedroom windows must meet egress requirements attach all manufacturers specifications
- e. An Energy conservation Code compliance certificate or equivalent must be submitted with all applications for new construction
- f. **PLUMBING DRAWINGS:**
 - i. Provide a ladder diagram showing drainage and vent piping sizes
 - ii. Show drainage fixture unit calculations for drainage system
 - iii. Show water distribution system calculations
 - iv. Provide a list of materials to be used
 - v. If a residential fire sprinkler system is being installed;
 1. Provide information on the system to be utilized NFPA 13R, 13D or 2009 IRC
 2. Provide cut sheets of materials to be used e.g. sprinkler heads, piping etc.
 3. Provide details of sizing calculations for the system
 4. Provide plans showing a layout of the piping including sizes and sprinkler head locations
- g. **MECHANICAL DRAWINGS:**
 - i. Provide heating and cooling load calculations
 - ii. Provide cut sheets of equipment to be installed
 - iii. For gas and oil heating systems
 1. Provide details on combustion air and venting
 - iv. If gas equipment is being utilized:
 1. Provide BTU inputs of equipment and sizing calculations for the piping system.
 - v. Provide a sketch of the HVAC system with run sizes and locations of outlets.
 - vi. If gas fire places and pellet/wood stoves will be installed:
 1. Provide cut sheets including venting requirements and information on clearance from combustibles.
- h. **ELECTRICAL DRAWINGS:**
 - i. Provide the electrical service location, lateral or overhead, amperage size, grounding method and equipment cut sheets
 - ii. Provide a panel schedule identifying branch circuits, overcurrent protection ratings, AFCI protection and GFCI protection
 - iii. Provide smoke and carbon monoxide detector locations

5. CROSS SECTION

- a. Building or wall cross sections
- b. Footer and foundation type and details
- c. Framing details with floor-to-floor height
- d. Roof construction and all material used throughout
- e. Section through chimneys and/or fireplaces showing damper(s), smoke chamber, throat, flue(s), clean out and mantle

FOR RESIDENTIAL CONSTRUCTION, IT IS TRONGLY RECOMMENDED THAT ALL PLANS LISTED ON THE FOLLOWING PAGES BE PREPARED BY A REGISTERED DESIGN PROFESSIONAL.

INSPECTIONS REQUIRED DURING THE STAGES OF CONSTRUCTION

The issuance of the building permit for which you have applied requires you to comply with all provisions of all codes applicable to both construction and construction inspections. Following are the stages of construction when the Code Enforcement Officer must be notified. Inspections must be scheduled a minimum of twenty-four (24) hours in advance unless otherwise specified in the inspection instructions. Inspections by the Code Enforcement Officer must be approved **BEFORE** you proceed to the next stage of construction. Should the Building Inspector/Zoning Officer be required to make additional inspections, a re-inspection fee will be due to defray the cost of the inspection. The entire fee must be paid prior to the inspection.

ELECTRICAL INSPECTIONS

MINIMUM TWENTY-FOUR HOUR WORKING NOTICE IS REQUIRED

PLEASE NOTE: Greenwich Township's appointed Third-Party Agency, LTL Consultants, LTD. Will perform all electrical inspections for all permitted work under the Uniform Construction Code. To schedule inspections please call 610-987-9290.

INSPECTION #1

FOOTINGS

MINIMUM TWENTY-FOUR HOUR WORKING NOTICE IS REQUIRED

The inspection is to be scheduled **AFTER** excavation is completed and forming for footings, reinforcement and grade stakes have been installed. Concrete **MAY NOT** be poured until this inspection has been completed and approved by the Code Enforcement Officer. For pre-cast walls the stone placement must be inspected prior to the wall placement. **NOTE:** Footings are required to have smooth side and sharp corners, be continuous and of appropriate size. Property lines or setback lines **MUST** be staked accurately to identify those property lines.

INSPECTION #2

PREPOUR

MINIMUM TWENTY-FOUR HOUR WORKING NOTICE IS REQUIRED

Concrete walls and ICF walls: Forms set and pinned and rebar installed and supported prior to concrete.

INSPECTION #3

FOUNDATION BACKFILL

MINIMUM TWENTY-FOUR HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon your completion of foundation and foundation drains, but **PRIOR** to any backfilling and setting of joists in a frame structure or upon completion of all walls before setting floor joists in a masonry structure (exception pre-cast walls). All purging and waterproofing must be completed prior to this inspection. Foundation drains will also be inspected at this time. **UNDER NO CIRCUMSTANCES IS BACKFILLING TO BE STARTED UNTIL THIS INSPECTION (#3) HAS BEEN COMPLETED AND APPROVED BY THE CODE ENFORCEMENT OFFICER.**

INSPECTION #4

ROUGH FRAMING

MINIMUM TWENTY-FOUR HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon completion of all framing and completion of all rough-ins. All concealed plumbing and mechanical equipment should be installed prior to calling for this inspection and **MUST** be tested at this time. An electrical rough wiring inspection sticker must be posted on-site at this time. The plumbing system pressure testing must be performed on all waste and drainage, water supply, and natural gas piping at the time of inspection as required by the International Residential Code.

All fire stopping, fire blocking and fire caulking must be in place prior to the rough framing inspection.

UNDER NO CIRCUMSTANCES SHOULD ANY INSULATION, DRYWALL OR LASTERING BE STARTED BEFORE THIS INSPECTION (#4).

INSPECTION #5

WALLBOARD OR LATHE INSPECTION

MINIMUM TWENTY-FOUR HOUR WORKING NOTICE IS REQUIRED

This inspection will be made after the installation and completion of all wallboard and/or lathe.

UNDER NO CIRCUMSTANCES SHOULD ANY PLASTERING OR TAPING AND FINISHING OF JOINTS AND FASTENERS BE DONE **PRIOR** TO THIS INSPECTION. A certificate of compliance from the energy installer is required at this time.

INSPECTION #6

FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY

MINIMUM TWENTY-FOUR HOUR WORKING NOTICE IS REQUIRED

The final inspection will be made upon completion of the structure. Prior to the final inspection the following items must be completed: grading, seeding, installation of any driveway and a final electrical inspection sticker must be placed on the main electrical panel. No Use and Occupancy Permit will be issued until the Code Enforcement Officer has determined that the structure is in full compliance with the approved building plans and provisions of all codes.

Septic approval and potable water test (if well) is required to be submitted before a Use and Occupancy Certificate will be issued.

NOTE: NO SWELLING OR STRUCTURE MAY BE OCCUPIED IN ANY MANNER UNTIL THE ISSUANCE OF A FINAL USE AND OCCUPANCY PERMIT. ANY DEVIATION FROM THE APPROVED BUILDING PLANS SUBMITTED WITH YOUR ORIGINAL APPLICATION MUST BE APPROVED BY THE BUILDING CODE OFFICIAL, IN WRITING, BEFORE PROCEEDING WITH ANY CHANGE.

UNIFORM CONSTRUCTION CODE BUILDING RESIDENTIAL PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT

BUILDING PERMIT # _____

County: _____ Municipality: _____ Zoning District: _____

Site Address: _____ Tax Parcel # _____

Lot # _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

Lot Size: (Dimensions): _____

OWNER: _____

Phone # _____ Fax # _____ Cell # _____

Mailing Address: _____

PRINCIPAL CONTRACTOR: _____

Phone # _____ Fax # _____ Cell # _____

Mailing Address: _____

ARCHITECT: _____

Phone # _____ Fax # _____ Cell # _____

Mailing Address: _____

TYPE OF WORK OR IMPROVEMENT (Check all that apply)

New Building Renovation Addition Alteration Repair Demolition

Change of Use Plumbing Mechanical Electrical

Describe the proposed work: _____

ESTIMATED COST OF CONSTRUCTION (Reasonable fair market value) \$ _____

BUILDING/SITE CHARACTERISTICS:

Number of Residential Dwellings: _____ Existing: _____ Proposed: _____

Mechanical: Indicate type of Heating/Ventilating/Air Condition (i.e. electric, gas, oil, etc.)

Water Service: (Check) Public Private – Well Permit # _____

Sewer Service: (Check) Public Private – Sewage Permit # _____

FLOODPLAIN

Is the site located within an identified flood hazard area: (Check One) Yes No

Will any portion of the flood hazard area be developed: (Check One) 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 Pennsylvania Flood Plain Management Act (Act 166-1978) specifically Section 60.3

Lowest Floor Level: _____

The applicant certifies that all information on this application is correct and that the work will be completed in accordance with the approved construction documents and PA Act 45, (Uniform Construction Code), and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I CERTIFY THAT THE CODE ADMINISTRATOR OR THE CODE ADMINISTRATOR'S AUTHORIZED REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR TO ENFORCE THE PROVISION OF THE CODE(S) APPLICABLE TO SUCE PERMIT.

I/WE HAVE RECEIVED A COPY OF THE REQUIRED INSPECTIONS AND ARE FULLY AWARE OF THE REQUIREMENTS.

Date: _____

Applicant's Signature: _____

Date: _____

Applicant's Signature: _____

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site:

