

HATFIELD BOROUGH

Office of Code Enforcement-Building Zoning
 37 N. Market St. Hatfield, PA 19440
 T: 215-855-0781 opt. 8 F:215-855-2075
 www.hatfieldborough.com

App. Date <u> </u> / <u> </u> / <u> </u>	CONSTRUCTION WORK APPLICATION	Is Owner Applicant? Yes No
Applicant shall submit TWO legible copies of all drawings/plans and construction documents. Commercial plans shall be signed/sealed by a Design Professional. Residential plans may have to be signed and sealed, depending on the complexity of the project.		

Permit # _____ TMP# _____ Fee \$ _____ Ck # _____ Date _____

PERMIT TYPE: _____ Building _____ Electrical/Alarm _____ Plumbing _____ HVAC/Mechanical/Sprinkler _____ Other _____

PROPERTY INFORMATION

Number	Street Name
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OWNER INFORMATION

(ALL INFORMATION MUST BE PROVIDED OR APPLICATION WILL BE REJECTED!)

First Name	Last Name or Business Name	Daytime Phone #
Email Address		Cell Phone #
Number	Street Name	City/Zip

CONTRACTOR INFORMATION

(ALL INFORMATION MUST BE PROVIDED OR APPLICATION WILL BE REJECTED!)

CONTRACTOR	LICENSE#	NAME	ADDRESS	DAYTIME PHONE# AND E-MAIL ADDRESS	Estimated CONTRACT VALUE \$
GENERAL					
ELECTRICAL					
ALARM					
PLUMBING					
HVAC/MECH					
SPRINKLER					
ROOFING					
OTHER					

COMPLETE FOR NEW CONSTRUCTION ONLY:

	NO.		SQ. FT. OF
Basement		Basement Area	
Bedrooms		1 st. Floor	
Full Baths		2 nd. Floor	
Partial Baths		3 rd. Floor	
Garage (bays)		Garage Area	
Height Above Grade		Attic	
Decks/Patios		Deck/Patio	
Porches		Porch/Sunroom/Breakfast Nook	
TOTAL CONTRACT VALUE \$			FEE \$
			TOTAL SQ. FT.

BUILDING PERMIT

PROPOSED GENERAL CONSTRUCTION WORK

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> COMMERCIAL FIT-OUT	<input type="checkbox"/> OFFICE FIT-OUT	<input type="checkbox"/> RETAIL FIT-OUT
<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> GARAGE	<input type="checkbox"/> ENCLOSED PORCH
<input type="checkbox"/> SUNROOM	<input type="checkbox"/> SUNROOM (WITH HEAT)	<input type="checkbox"/> DECK	<input type="checkbox"/> PATIO
<input type="checkbox"/> ROOF OVER Patio/Porch/Deck	<input type="checkbox"/> INTERIOR DEMOLITION	<input type="checkbox"/> KITCHEN/BATHROOM RENO	<input type="checkbox"/> FINISHED ATTIC
<input type="checkbox"/> FINISHED BASEMENT	<input type="checkbox"/> FINISHED BASEMENT (BEDROOM 2 nd means of egress)	<input type="checkbox"/> TOTAL BLDG DEMOLITION	
OTHER (Describe)			
FRAMING: _____ Steel _____ Masonry _____ Concrete _____ Wood _____ Other _____			
DETAILED DESCRIPTION OF WORK:			
Construction Type:	CONTRACT VALUE FOR GENERAL CONTRACTOR		Total Project Sq. Ft.
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential	\$		

ELECTRICAL / ALARM

ALL electrical permits shall be submitted with two copies of a wiring diagram which has been reviewed and approved by a third-party electrical underwriter (licensed in the Commonwealth of Pennsylvania) See "Electrical Plan Review/Inspection Policy" for more information. Applications submitted without approved wiring diagrams will not be approved.

Total Service _____ Amps	No. of Circuits _____ 2-Wire _____ 3-Wire _____ 4-Wire	No. of Services Outlets _____ 110V _____ 220V
New Service _____ Amps	Upgrade Service _____ Amps	
DESCRIPTION OF WORK:		
<p>This is a partial list of local Third-Party Electrical Underwriters/Inspectors. <u>Hatfield Borough neither endorses these agencies nor recommends them</u>; this list is provided as a convenience to the applicant. Applicants may use any electrical underwriter/inspector that is licensed in the Commonwealth of Pennsylvania.</p>		
Bureau Veritas North America (former Atlantic Inland) - (877) 392-9445	Code Inspections Inc. - (215) 672-9400	
Middle Atlantic Electrical Inspections - (215) 322-2626	Middle Department Inspection Agency - (800) 992-6342	
Municipal Inspection Corp - (215) 673-4434	United Inspection Agency - (215) 542-9977	
TOTAL CONTRACT VALUE \$	FEE \$	

HVAC / MECHANICAL WORK / SPRINKLER

Residential System (check one): <input type="checkbox"/> New <input type="checkbox"/> Replace	Commercial System (check one): <input type="checkbox"/> New <input type="checkbox"/> Replace
PROPOSED WORK: (SUBMIT CUT SHEETS FOR ALL NEW EQUIPMENT/DEVICES)	
NOTE: Heat Load Calculations, prepared by a qualified HVAC professional are required to be submitted for all HVAC system replacements and for any construction work using existing HVAC systems to heat the increased space. These heat load calculations shall be submitted in a format compliant with the ACCA "Manual J." Applications submitted without load calculations will not be approved.	
<input type="checkbox"/> Above ground Tank _____ gallons	<input type="checkbox"/> Electric Furnace
<input type="checkbox"/> AC Compressor	<input type="checkbox"/> Exhaust Hood
<input type="checkbox"/> Air Cleaner	<input type="checkbox"/> Electric Furnace
<input type="checkbox"/> Air Handling	<input type="checkbox"/> Exhaust Hood
<input type="checkbox"/> Alarm System - Alteration	<input type="checkbox"/> Fuel Tank _____ gallons
<input type="checkbox"/> Alarm System - New	<input type="checkbox"/> Fireplace/Fireplace insert
<input type="checkbox"/> Boiler	<input type="checkbox"/> Forced Air Unit
<input type="checkbox"/> Coil Unit	<input type="checkbox"/> Gas/Oil Conversion Unit
<input type="checkbox"/> Roof Top Unit	<input type="checkbox"/> Sprinkler System - Alteration
<input type="checkbox"/> Sprinkler System - New	<input type="checkbox"/> Stand Pipe
<input type="checkbox"/> Stove - Wood/Coal/Pellet	<input type="checkbox"/> Underground Tank _____ gallons
<input type="checkbox"/> Extension of existing supply/return ducts only	<input type="checkbox"/> Other
TOTAL CONTRACT VALUE \$	FEE \$

BUILDING PERMIT

PLUMBING WORK

ENTER THE NUMBER OF FIXTURES BEING INSTALLED OR REPLACED
 PROVIDE RISER DIAGRAM ON BACK OR SEPARATE SHEET

FIXTURES:	QUANTITIES:				
	Basement	1 ST	2 ND	3 RD	4 TH OR ABOVE
Bath / Tubs / Showers					
Dishwashers					
Drinking fountains					
Ejector pumps					
Floor drains / Floor sinks					
Garbage Disposal / Grease trap / Interceptors					
Hose bibs					
Water heaters (expansion tank required)					
Sewer Vent Replacement					
Sinks / Mop Sinks					
Urinals / Water Closets					
Water or Sewer Line					
Water Softener					
Other:					
TOTAL FIXTURES					
TOTAL CONTRACT VALUE \$					FEE \$ "

NOTE: PERMIT SUBMISSION DOES NOT GRANT "APPROVAL" TO START WORK.

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; I understand that the issuance of the permit creates no legal liability, express or implied, on Hatfield Borough; and certify that all the above information is accurate. Permit expires if work is not started in 6 months, not completed in 12 months, or if work is discontinued for 6 months in the judgment of the Borough. The Building Inspector, or the Inspector's authorized agent, is authorized to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the proposed work. Failure to comply with the above will result in a STOP WORK order.

Owner/Auth. Agent Signature:	Date
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FOR OFFICE USE ONLY:

TYPE	NUMBER	PERMIT FEE	TYPE	NUMBER	PERMIT FEE
BUILDING			SPRINKLER		
ELECTRICAL			ALARM		
PLUMBING			USE & OCC		
MECHANICAL			ZONING		
ROOF			CURB ESCROW		
DEMOLITION			PA STATE ACT 13		\$4.50
OTHER					
SUBTOTAL			SUBTOTAL		TOTAL FEE

ZONING OFFICIAL

DATE

BUILDING INSPECTOR

DATE

A SITE PLAN SHOWING LOT LINES, EXISTING AND PROPOSED STRUCTURES WITH DIMENSIONS, EASEMENTS, AND PROPOSED SETBACKS FROM LOT LINES MUST BE SUBMITTED. IT IS RECOMMENDED THAT AN "AS-BUILT" SITE PLAN BE USED IF POSSIBLE. IF A SITE PLAN IS NOT AVAILABLE, PLEASE USE THE NEXT PAGE, OR INDICATE THAT A SEPARATE SITE PLAN IS ATTACHED.

Borough of Hatfield

401 South Main Street, P.O. Box 190,
Hatfield, PA 19440
Phone (215) 855-0781 Fax (215) 855-2075

For Borough Use Only:

Permit: _____
Tax Map Parcel: _____
Block: _____ Unit: _____
Approved by: _____ Date: _____

Zoning Permit Application

Please type or print all information

Site Street Address: _____

Applicant: _____ Property Owner: _____

Mailing Address: _____ Mailing Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone Number (H): _____ Phone Number (H): _____

Phone Number (W): _____ Phone Number (W): _____

Current use of Property: _____

Proposed use (if different): _____

Permit Type

New Building Length: _____ Width: _____ Height: _____

Addition Length: _____ Width: _____ Height: _____

Shed Length: _____ Width: _____ Height: _____

Fence Wood Vinyl Chain Link Length: _____ Height: _____

Pool Above-ground In-ground

Deck Square Feet: _____ Height Above Ground: _____

Other: _____

Site Plan

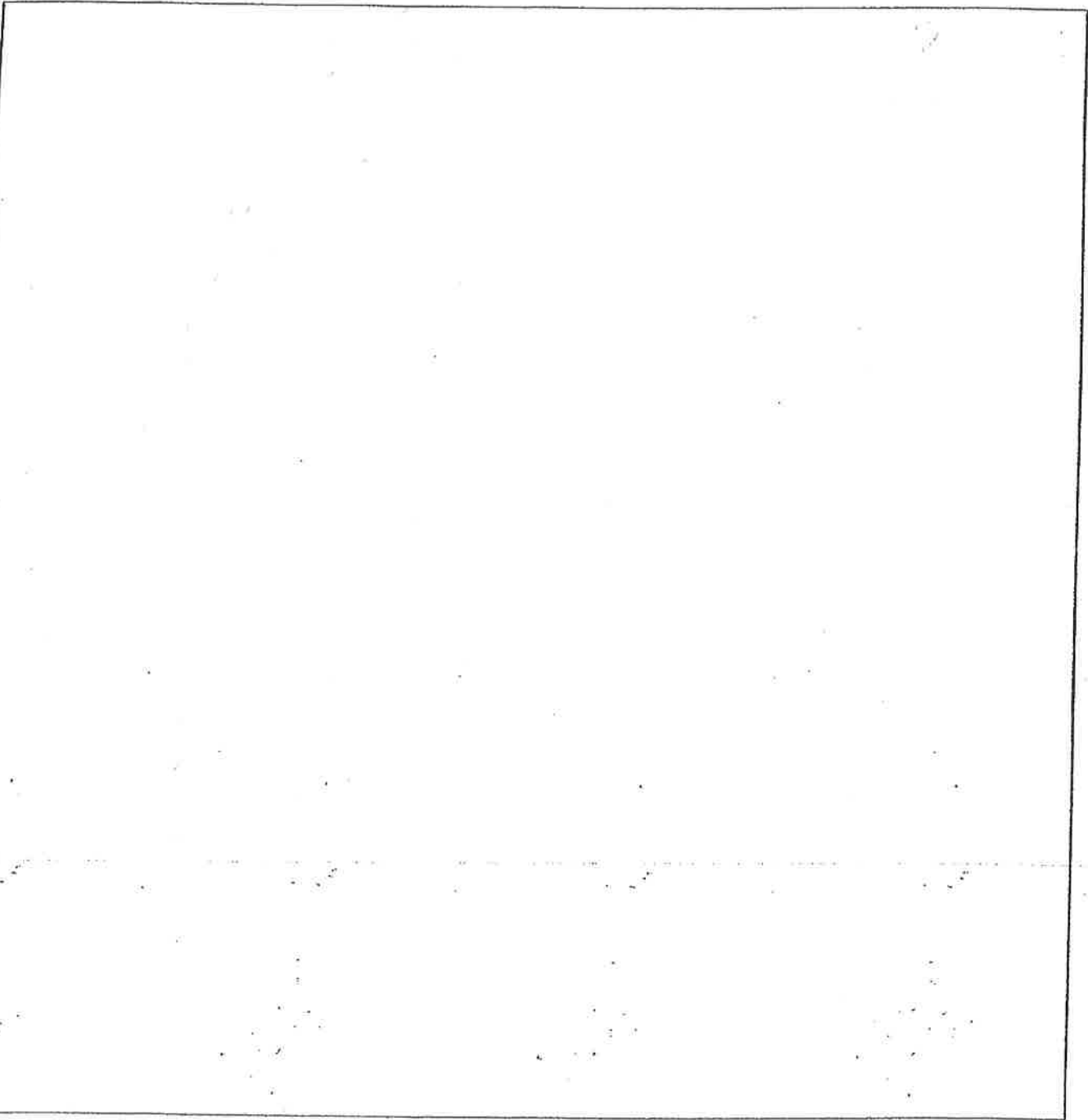
The site plan on page 2 of this application must be completed for the permit to be processed.

Applicants Signature: _____ Date: _____

Site Plan

A site plan must be provided for all applications. If you already have a site or plot plan, you may submit that plan instead of using the site plan below as long as all required information is included. Please be sure to include the following information on the plan.

- Property dimensions,
- All existing buildings, decks, sheds, pools, fences and driveways with dimensions,
- All proposed construction with dimensions,
- Distances from all property lines to the proposed construction,
- Distances between existing buildings and proposed construction.





Borough of Hatfield

Montgomery County, Pennsylvania

ELECTRICAL PLAN REVIEW/INSPECTION POLICY

Hatfield Borough does not provide in-house electrical plan review or inspection services. The permit applicant must obtain these services from an approved, independent third-party Electrical Underwriter and is responsible for payment for such services. Plan review and inspection of electrical work is required by local and state codes and shall be performed as required for plan review/permit approval and as noted on the list of required inspections during the construction process. Proof of electrical inspection shall be provided to the Borough Inspector during the appropriate inspection.

Plans which are required to be reviewed shall be signed and stamped approved by the approved agency. Provide two copies of approved plans to the Borough for permit approval. Stickers indicating approval of the electrical work shall be provided as noted below:

- Rough wiring sticker placed conspicuously in the area of the work.
- Final Electrical sticker placed on the circuit breaker box or main panel.
- New building service sticker placed on the meter box or associated equipment.

All stickers shall bear the name, address and phone number of the inspection agency and shall include the date, address of the inspection, and type of approval being granted, and the inspectors name. Cut-Cards shall be provided to the Borough following the final electrical inspection.

The Borough provides this list of independent third-party Electrical Underwriters as a courtesy to the applicant. The applicant has the option of using one of these agencies or another approved agency of their choice. **Hatfield Borough will only accept plan approvals/inspections performed by a third-party electrical inspection agency approved by the Pennsylvania Department of Labor and Industry.** The Borough reserves the right to require proof of L & I approval at any time.

List of Authorized Electrical Plan Review/Inspection Agencies

United Inspection Agency
 180 S. Main Street
 Ambler Pa. 19002
 215-542-9977
 267-228-5186

Code Inspections, Inc.
 603 Horsham Road
 Horsham Pa. 19044
 215-672-9400

Bureau Veritas North America
 857 Sussex Blvd
 Broomall Pa. 19008
 877-392-9445
 610-995-2791

Middle Dept Insp. Agency
 1542 Bristol Pike
 Bensalem, Pa. 19020
 215-244-1927
 800-992-6342

Middle Atlantic Electrical Inspections, Inc.
 302 E. Pennsylvania Ave.
 Feasterville, Pa. 19053
 215-322-2626

rough Council
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 n H. Weierman

2-President
 meth V. Farrall

n Kroesser
 an A. Moyer
 rence G. Stevens

or
 ert L. Kaler, III

ough Manager
 hael J. DeFinis

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Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly called storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called storm water runoff.

An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>

