

**LOWER HEIDELBERG TOWNSHIP
PROCEDURE FOR OBTAINING A BUILDING PERMIT**

1. Fully complete the application for your building permit making sure to date and sign it and return it to the Township Office. The applicant for a permit may be the homeowner or homeowner's agent. No fee is required to submit your application.
2. For residential applications, the Building Inspector has a 3 week period to review and approve or deny your permit application. For non-residential, 6 weeks is allotted. Make sure there are daytime and evening telephone numbers for the Building Inspector to reach you should there be any questions about your application. Most building permit applications are returned within 10 days of submission.
3. For a plumbing permit, contact the Township Plumbing Inspector Paul Ruth at 610.678.3269. A plumbing permit must be issued prior to issuance of a building permit.
4. After the application has been reviewed and approved, you will receive a phone call telling you the permit fee and that the permit may be picked up at the Township Office. Checks should be made payable to Lower Heidelberg Township. The Township Office is typically open from 8:00 to 5:00 Monday through Friday. To verify that the Township Office is open you may call 610.678.3393.
5. If you have any questions concerning your application, please contact the Township's Engineering and Code Enforcement Office at 610.678.0818. If no one is available when you call, please leave a detailed message and your call will be returned as soon as possible.

PERMIT APPLICATION CHECKLIST:

The following information should be included with your permit application:

- Fully completed building permit application
- (2) sets of construction drawings including the following:
 - Plot plan showing all lot lines and dimensions from new structure to front, side & rear property lines
 - Floor plans showing dimensions of room(s) and/or structure(s)
 - Footer specifications
 - Foundation specifications
 - Framing plans including the following
 - Locations and sizes of bearing walls and/or support posts or columns
 - Beam and/or headers sizes
 - Joist and/or rafter sizes
 - Locations of egress windows
 - Elevation views
- Driveway permit (if necessary)
- Proof of plumbing permit (if necessary)
- Electrical permit (if necessary)
- Proof of sewage permit (if necessary)
- Proof of legal subdivision
- Proof of contractor worker's compensation insurance or notarized exemption form
- Approved erosion and sedimentation control (E & SC) plan from the Berks County Soil Conservation District for projects involving earthmoving
- Completed Zoning permit application

PLEASE NOTE: No construction can begin without paying for and receiving your approved building permit. Performing work without a permit will result in the doubling of all permit fees.

BUILDING PERMIT APPLICATION

Owner information

Owner: _____

Owner address: _____

Owner Home Phone #: _____ Work Phone #: _____

Contractor Information

Company Name: _____

Company Address: _____

Company Phone #: _____ Cell #: _____

Contact Person: _____

Architect/Engineer Information

Company Name: _____

Company Address: _____

Company Phone #: _____ Cell #: _____

Contact Person: _____

Job site address: _____

Subdivision Name: _____ *Lot #:* _____

Lot Size: _____

Type of improvement (check all that apply):

- New Building Addition Alteration Demolition
 Repair/replacement Other (describe): _____

Proposed use (residential):

- One family Two family Accessory structure
 Other (describe): _____

Proposed use (non-residential):

- Amusement Church Industrial Parking
 Utility Hospital Office Store
 Other (describe): _____

Describe in detail the proposed use of the building (e.g. food processing, machine shop, parking garage, laundry building, etc.) If the use of the building is being changed from the current use, describe the new use:

Use Group _____

BUILDING PERMIT APPLICATION

Cost of improvement:

Building _____
Electrical _____
Plumbing _____
Heating/Air _____
Other _____
Total _____

Type of Water Supply:

- Public
 Private (well)

Facilities:

of bedrooms _____
of bathrooms _____ full
_____ partial

Principal Type of Construction:

- Masonry (Wall Bearing)
 Wood Frame
 Steel Structure
 Reinforced Concrete

Dimensions (residential):

Basement square feet _____
1st floor square feet _____
2nd floor square feet _____
Garage square feet _____
Other _____

Energy/Insulation Compliance Path (only one of the following may be selected):

- IRC Chapter 11
 PA Alternative
 International Energy Conservation Code - IECC (RESCHECK/COMCHECK software)

Size of Building:

Number of stories _____
Width _____
Length _____
Height _____

Principal Type of Heating:

- Gas
 Oil
 Electric
 Other: _____

Central Air Conditioning? Yes No

Elevator? Yes No

Type of Sewage Disposal:

- Public
 Private (on-site system)

Number of Off-street Parking Spaces:

Enclosed _____
Outdoor _____

I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and Lower Heidelberg Township could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in my building being removed at my expense or any other legal remedy appropriate under the circumstances.

Date of application: _____

Signature of applicant

Name of applicant (please print)