

## ***Residential Building Permit Checklist***

In General a building permit is required for new construction, additions, repair, renovation, alteration, moving, demolition, occupancy and change of occupancy of every building or structure. A building permit is required for both in-ground and above-ground swimming pools.

This checklist is intended to serve as a general guideline to obtaining a building permit for a residential construction project. This checklist is written to cover a wide range of projects and not every item listed will apply to every project. A review of this list should help the applicant gather the required documents. This should make the permit process easier for both the applicant and code dept.

- 1) ***Building Permit Application:*** Available online or at the Township Building. The applicant fills out the first page, the second and has a place for the applicant to sign and date. The third page has room for a plot plan and/or construction drawing. Application shall be submitted with two sets of the site plan and construction detail.
- 2) ***Site Plan:*** This is a drawing or copy of your survey. The site plan must show where existing structures are located and where new construction is planned. This drawing must show the all **streets, road right-of-ways, setback distance** from the **property line** and **existing easements**.
- 3) ***Construction Drawing and Documents:*** The Codes Dept. does not require Stamped Drawings for residential projects, however, all submitted drawings should be of sufficient quality and detail for us to review for compliance with the code.

Your application should include two (s) sets of the following

- Floor Plan: A drawing showing room dimensions and all door and window openings. This should be submitted for all building levels
- Construction Drawing: Show at a minimum, footer detail including rebar, foundation construction, framing detail, insulation values, and roofing material.

A cross-section drawing is a popular and effective way to show all of this. Sample drawings are available at the codes office.

- Technical Data Sheets: Our review process requires the submittal of technical information for the following items:
  - Windows, u-factor and r-value from the manufacturer tech. sheet
  - Roof trusses, Must have 30 lb snow load
  - Engineered products. Joist, or LVL

- 4) **Plumbing:** All Plumbing shall be performed by licensed tradesperson. They will obtain their own permits, submit their own drawings, and schedule their own inspections. For new homes and additions to new homes these drawings should be included with the building permit application.
- 5) **Electrical:** Drawings specific to the project is required to be included with the building permit. New electric service and changes to the existing electrical service require a PPL Work Order Number prior to the issuance of an electrical permit and inspection.
- 6) **Heating and Air Conditioning:** A Heat Loss Study is required for any heating or air conditioning system installations or upgrades relating to a new home or addition. This is a worksheet or sometimes a software-based calculation of the heating requirements of the building and is mandated by the building code. A free program is available from the Department of Energy on their website at <http://www.energycodes.gov/rescheck/download.stm>

The installation of any new system requires a separate Mechanical Permit.

- 7) **Grading Plan:** A grading plan shall be provided for all new construction and when the existing grade changes more than one-foot.
- 8) **Review Process:** Upon the receipt of a Building Permit Application the codes department will review the application and distribute it to other departments for review. We will obtain costs for water and sewage hookups, driveway permits, and zoning fees. These costs will be paid upon approval of the application and issuance of the permit. This review process can take anywhere from 1 to 15 days.
- 9) **Required Inspections:** These will vary by project. But a typical new home or addition will need:
  - **Footer Inspection** and possibly a **Foundation Inspection** if walls are to be core filled or poured
  - **Rough Framing Inspection** after **Rough Wiring, Rough Plumbing, and Rough Mechanical Inspections**
  - **Insulation Inspection(s)**
  - **Drywall Inspection**
  - **Final Inspection** which must be done before occupancy is permitted

**Special Note:** As mentioned above this is a general guideline that should help the end-user in planning a building project. It may not cover all subjects and like wise not all of the above things may be required for your particular project. It is our hope that this will help applicants understand the process and better prepare for any upcoming projects. Feel free to contact the Zoning Officer at 610-866-1140.

**Currently, Hanover Township, Northampton County uses the 2006 International Residential Code and the Pennsylvania Uniform Construction Code. Be advised that the Township adopts these model codes and makes minor amendments to them. You can see a copy of these codes at the Township Office, or buy copies at [www.iccsafe.org](http://www.iccsafe.org).**