



# Township of Upper Pottsgrove

MONTGOMERY COUNTY, PENNSYLVANIA

1409 Farmington Avenue Pottstown, PA 19464  
Phone: 610-323-8675 Fax: 610-327-1967

## DRIVEWAY PERMIT APPLICATION

**FOR ALL RESIDENTIAL AND/OR AGRICULTURAL APPLICATIONS,  
THE APPLICATION FEE IS \$50.00 WHICH IS NON-REFUNDABLE.**

**FOR ALL NON-RESIDENTIAL APPLICATIONS,  
THE APPLICATION FEE IS \$500.00 PER SUBMITTAL. THIS FEE SHALL BE APPLIED TO THE COST OF THE  
PERMIT, AND ANY REMAINING BALANCE SHALL BE REFUNDED TO THE APPLICANT.**

**MAKE CHECKS PAYABLE TO  
UPPER POTTS GROVE TOWNSHIP (DUE UPON SUBMISSION)**

Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_ (Assigned by LTL)

Permit Issuance Date: \_\_\_\_\_

Job Site Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

Job Site Phone: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Job Site Address: \_\_\_\_\_ Contractor Address: \_\_\_\_\_

Job Site Email: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Subdivision Name and Lot No. (if applicable):  
\_\_\_\_\_

Tax Map Parcel Number:  
\_\_\_\_\_

Location of Driveway:  
\_\_\_\_\_

Statement of Materials and Construction to be Used: \_\_\_\_\_

TO: Frank Quinter ~  
Please provide LTL with your  
approval/disapproval of this  
permit application. Thank you.

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge and, furthermore, the property owner has authorized the work.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Inspector: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Webpage: [uptownship.org](http://uptownship.org)  
Email: [administration@uptownship.org](mailto:administration@uptownship.org)

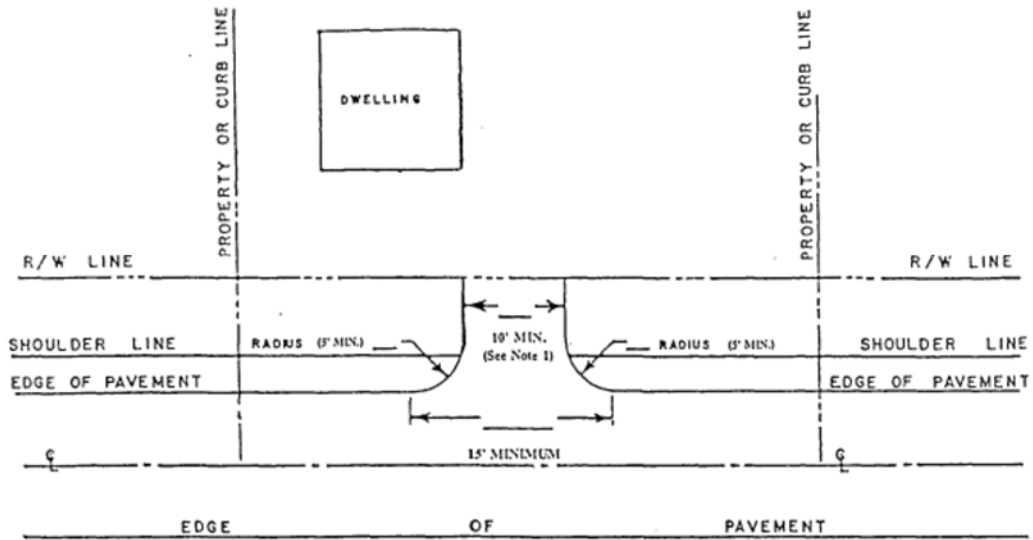
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DRIVEWAY PERMIT ATTACHMENT

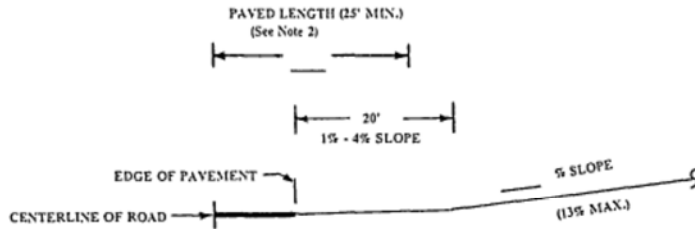
In the space provided below, please provide a sketch and profile of the driveway, including any required or proposed drainage pipe, swale, and paving.



## DRIVEWAY SKETCH

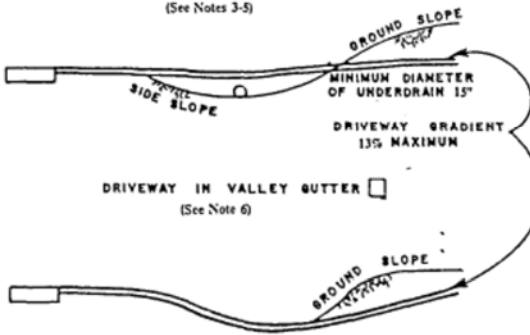


## DRIVEWAY PROFILE



WITHOUT HIGHWAY CURB CHECK APPLICABLE SECTION BELOW

DRIVEWAY IN CUT SECTION   
(See Notes 3-5)



DRIVEWAY IN FILL SECTION



WITH HIGHWAY CURB

DRIVEWAY WITH HIGHWAY EDGE CURB   
(See Note 7)



### NOTES

1. Driveway shall have a minimum width of 15 feet over a swale or pipe.
2. Paving of the driveway shall consist of 2 inches minimum ID-2 on 4 inches minimum crushed stone. The cross slope of the driveway paving shall be 3/8 inches per foot.
3. Pipe shall be galvanized metal or concrete.
4. Pipe shall be at least 6 feet from the edge of the pavement.
5. Minimum pipe length shall be 20 feet or 2 feet beyond each edge of the driveway, whichever is greater.
6. Swale shall be at least 6 inches lower than and at least 6 feet from the edge of pavement.
7. The curb shall be depressed to a height 1.5 inches above the gutter line and the curb depression shall be 2 feet wider than the driveway.



# Township of Upper Pottsgrove

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## ZONING / UNIFORM CONSTRUCTION PERMIT APPLICATION

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 THE APPLICATION FEE IS \$500.00 PER SUBMITTAL. THIS FEE SHALL BE APPLIED TO THE COST OF THE  
 PERMIT, AND ANY REMAINING BALANCE SHALL BE REFUNDED TO THE APPLICANT.**

**MAKE CHECKS PAYABLE TO  
 UPPER POTTS GROVE TOWNSHIP (DUE UPON SUBMISSION)**

### LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: \_\_\_\_\_ Municipality: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_ Lot# \_\_\_\_\_  
 Lot Size: \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Principal Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Architect: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

### TYPE of WORK or IMPROVEMENT

<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Relocation	<input type="checkbox"/> Sign
<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Change of Use		<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Other

Describe the proposed work: \_\_\_\_\_  
 \_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION** (Reasonable fair market value): \$ \_\_\_\_\_

### DESCRIPTION OF BUILDING USE (Check One)

#### RESIDENTIAL or ACCESSORY THERETO

- One-Family Dwelling (R-3)
- Two-Family Dwelling (R-3)

#### NON-RESIDENTIAL

Specific Use: \_\_\_\_\_  
 Use Group: \_\_\_\_\_  
 Change in Use:  Yes  No  
 If YES, Indicate Former: \_\_\_\_\_  
 Maximum Occupancy Load: \_\_\_\_\_  
 Maximum Live Load: \_\_\_\_\_

### BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (i.e. electric, gas, oil, etc.) \_\_\_\_\_  
 Water Service: (Check One)  Public (Copy of Authority approval)  Private (County Permit Approval if required)  
 Sewer Service: (Check One)  Public (Copy of Authority approval)  Private (Septic Permit # \_\_\_\_\_)

**Does or will your building contain any of the following:**

Fireplace(s): Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ Type Vent \_\_\_\_\_  
Elevator/Escalators/Lifts/Moving walks: (Check One)  Yes  No  
Sprinkler System:  Yes  No  
Pressure Vessels:  Yes  No  
Refrigeration Systems:  Yes  No

**BUILDING DIMENSIONS**

Existing Building Area: \_\_\_\_\_ Sq. Ft. Number of Stories: \_\_\_\_\_  
Proposed Building Area: \_\_\_\_\_ Sq. Ft. Height of Structure Above Grade: \_\_\_\_\_ Ft.  
Total Building Area: \_\_\_\_\_ Sq. Ft. Area of Largest Floor: \_\_\_\_\_ Sq. Ft.

**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 166-1 978), specifically Section 60.3

Lowest Floor Level: \_\_\_\_\_

**HISTORIC DISTRICT**

Is the site located within a Historic District?  Yes  No  
*If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.*

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and the 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 or 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 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 provisions of the code applicable to such permit.**

\_\_\_\_\_  
Signature of owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Directions to Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_

Permit #'s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS**

**(2) sets of Building Plans and a list of Materials must be submitted with the application.**

**A Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).**

**Please attach 2 copies of a Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).**

# **REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

Proof of ownership or authorized agent representing property is required.

2. The applicant must complete a Uniform Zoning/Construction Permit Application (attached). All questions must be completed since all information provided determines issuance of the permit.
3. (2) sets of Building Plans and a list of Materials must be submitted with the application.
4. A Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).
5. Copy of Workers' Compensation Certificate. (See Contractor Information form)
6. Copy of the Erosion and Sedimentation Plan and approval letter from the County. Depending on the area of the expanded footprint, stormwater management may be necessary. A sample worksheet is available.
7. If the application is for a New Home, a septic system permit issued by the Sewage Enforcement Officer or evidence of a tapping or connection fee being paid to the respective public sewer entity must be submitted with the application. A road crossing permit may be required for excavating to a sewer tap or water tap. Check with LTL staff for requirements in your Municipality (local and State).
8. A copy of the well permit issued by the authorized well permit department (if other than LTL), must be attached.
9. If the application is for additions involving bedrooms, Sewage Enforcement Officer must also verify by letter, the adequacy of existing on lot septic systems prior to the issuance of permit.
10. An Electrical Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
11. A Plumbing Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
12. A Driveway Permit is required for any new driveway. If the driveway abuts a State Route, a PennDOT Highway Occupancy Permit is required.
13. The applicant should have stakes placed at the corners where the structure is to be built. The building inspector will check this stakeout before the building permit will be issued.
14. If the proposed construction is for a non-residential building, a Land Development Plan is required.
15. If a Non-Residential building is to be constructed, the application must submit (2) sets of construction drawings to which an architect or engineer has applied his seal.

Most Permit fees are based on square footage using the rate in the Municipality schedule of Fees. Payment is required upon issuance of permit and prior to construction. All fees shall be payable to the Municipality.

Permits shall be granted or refused within thirty (30) days after the written application has been submitted and determined complete. Permits are issued for one (1) year and may be renewed annually for three (3) years.

**Remember PA One-Call before excavating, simply dial 811, or [www.paonecall.org](http://www.paonecall.org).**

## **INTERNATIONAL RESIDENTIAL CODE 2009**

### **Residential Building Code Requirements**

**All inspections require at least a 24-hour advance notice.** To schedule an inspection contact LTL Consultants, Ltd. at 610 987-9290 or 888 987-8886 (toll free) and the secretary will assist your request. Be prepared to provide the permit number, street address for the job site, (not the subdivision name and/or lot number), and a contact number. Inspections will be conducted in accordance with the applicable building code which is specified on the building permit. Copies of the building code are available for review at both the Township office and the office of LTL Consultants, Ltd.

**The contractor should verify all building dimensions and zoning setbacks before excavation begins.**

#### **COMMONLY MISSED ITEMS**

The following is a list of a few specific items which are frequently found to be deficient at the time of inspection. This is only a partial list and all construction must conform with the code.

1. **Bedroom Egress:** Emergency and rescue openings in sleeping areas must have a minimum net clear opening of 5.7 square feet. Grade level openings require a minimum net clear opening of 5 square feet. Openings shall be operational from the inside without the use of keys, tools, or special knowledge. The minimum net opening dimensions shall be 24" in height and 20" in width. The maximum sill height is 44 inches.
2. **Stairs:** All stairways must have a minimum tread of 9" (nose to nose) and a maximum rise of 8 ¼". The open sides of all stairs shall be enclosed with either a wall or proper guardrails.
3. **Handrails:** Handrails shall have a minimum height of 34" and maximum height of 38" (measured at the nose of the tread), and shall be continuous the entire length of the stairs.
4. **Guardrails:** Required guardrails shall be a minimum of 36" in height with less than 4" between spindles and are required on all raised area's where the height of the raised area exceeds 30". Open sides of stairs shall have guards not less than 34" measured vertically from the tread nosing. The guards on stairways shall not allow the passage of a 4" sphere.
5. **Smoke Detectors:** Hard wired/interconnected smoke detectors with battery back-up are required on each floor, adjacent to all sleeping areas and in all bedrooms.
6. **CO Detector:** Hard wired/interconnected CO detector required outside each bedroom area.

#### **INSPECTIONS REQUIRED**

1. **FOOTINGS - Required only for Buildings**  
After forms have been set and/or trenches have been dug with all loose dirt removed; piers have been located and shaped; heights are established; all reinforcing has been placed and the total job is ready for concrete placement.

➤ **NO CONCRETE TO BE PLACED UNTIL APPROVAL IS GRANTED** <

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2. ***PLUMBING, MECHANICAL, ELECTRICAL SYSTEM INSPECTION***  
Under slab and rough plumbing must be pressure tested. Inspection conducted after mechanical ducts are cut in, rough plumbing, wiring, and service installed. All components to be inspected by LTL.
  3. ***FRAME AND MASONRY***  
Rough framing after all rough mechanicals are installed, fire stopped in all locations, but prior to installing insulation.  

➤ **NO INSULATION TO BE INSTALLED UNTIL APPROVAL**
  4. ***ENERGY***  
Inspection required upon completion of insulation.
  4. ***WALLBOARD***  
After insulation is in place while wallboard is being attached.
  5. ***USE AND OCCUPANCY - Required for all Building Permits***  
After house construction and site work are completed, driveway, patio, decks, and walks are installed; final well and on-site sewer has been obtained (w/copies provided to Township), all plumbing, lighting fixtures, appliances are in place, the heating system has been installed and is operating, and all safety items (smoke detectors, handrails, fire doors, etc.) are installed.  

> **NO OCCUPANCY TO BE INITIATED UNTIL APPROVAL IS GRANTED** <

***IMPORTANT NOTICE***

Failure to adhere to the above requirements or failure in adhering to the adopted Building Code could result in a STOP WORK order, rework of construction or non-issuance of a final inspection certificate. The use of a structure without a final inspection certificate or working on a structure while a STOP WORK order is in effect would result in fines for every day in violation.