

# LTL CONSULTANTS, LTD – (610-987-9290)

## PERMIT APPLICATION CHECKLIST

### Zoning Permit:

- Submit Application Fee (if applicable for your Township) CHECK PAYABLE TO TOWNSHIP
- Complete the Zoning/Building Permit Application.
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- Sign the Permit Terms and Conditions

### Residential Building Permit:

- Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications. Submit workers compensation insurance for each contractor.
- Complete the driveway and/or well application (if applicable).
- Submit Application Fee (if applicable for your Township) CHECK PAYABLE TO TOWNSHIP.
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- Provide two (2) copies of the building plans.
- Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- Provide Highway Occupancy Permit from PennDot (if applicable)
- Provide approval from Water Authority for public water connection (if applicable)
- Provide Stormwater Management Permit (if applicable)
- Sign the Permit Terms and Conditions
- Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)

Additional information/documents may be required depending on the type of construction.

CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811



*Township of Upper Pottsgrove*  
MONTGOMERY COUNTY, PENNSYLVANIA  
1409 Farmington Avenue Pottstown, PA 19464  
Phone: 610-323-8675 Fax: 610-327-1967  
Webpage: [uptownship.org](http://uptownship.org) Email: [administration@uptownship.org](mailto:administration@uptownship.org)

## MECHANICAL PERMIT APPLICATION

**PLEASE NOTE THAT OUR BUILDING INSPECTOR HAS UP TO 15 / 30 (RESIDENTIAL / NON-RESIDENTIAL) BUSINESS DAYS TO PROCESS A PERMIT APPLICATION.**

County: <b>Montgomery</b> Municipality: <b>Upper Pottsgrove Township</b> Parcel ID #: <b>60-00-</b> _____
Site Address: _____
Owner/Applicant Name: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____
<input type="checkbox"/> CALL ME WHEN PERMIT IS READY
Principal Contractor: _____ Phone #: _____
Mailing Address: _____
E-Mail: _____ HIC #: _____
<input type="checkbox"/> CALL ME WHEN PERMIT IS READY

### PROPERTY CHARACTERISTICS:

- Residential Property (Single-Family Dwelling, Two-Family Dwelling, Townhouse)
- Commercial Property – Specific Use \_\_\_\_\_

### TYPE OF WORK:

- New Building
- Addition
- Renovation
- Repair
- Other \_\_\_\_\_
- Chimney (Type) \_\_\_\_\_

FUEL TYPE:  Natural Gas  LPG  Fuel Oil  Solid Fuel  Electric  Other \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide manufacturers' installation guide with the application.**

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

### - OFFICIAL USE ONLY -

**TOWNSHIP APPLICATION FEE PAID:** CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ DATE: \_\_\_\_\_

- **NON-REFUNDABLE APPLICATION FEE FOR RESIDENTIAL AND/OR AGRICULTURAL IS \$50.00.**
- **APPLICATION FEE FOR NON-RESIDENTIAL IS \$500.00 PER SUBMITTAL. THIS FEE SHALL BE APPLIED TO THE COST OF THE PERMIT & ANY REMAINING BALANCE SHALL BE REFUNDED TO THE APPLICANT.**
- **MAKE CHECKS PAYABLE TO UPPER POTTS GROVE TOWNSHIP OR CASH (DUE UPON SUBMISSION)**

(OVER)

## PERMIT TERMS AND CONDITIONS

The Owner/Applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents, PA Act 45 of 1999 (Uniform Construction Code), Act 247 of 1968 as amended (Municipalities Planning Code), and any additional approved building code requirements adopted by the Municipality. The property Owner/Applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way and flood areas. 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 Owner/Applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

Building and zoning permits are valid for one year from the date of issue. Construction must be started within 180 days of issue. Permits may be extended only once by making application and paying an extension fee prior to expiration of the original permit.

In consideration of the issuance of a permit to the undersigned the Owner/Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in periodically inspecting work of the Owner/Applicant, employees of The Municipality and LTL Consultants, Ltd. are only performing their duties to require compliance with the minimum requirements of the applicable Ordinances of The Municipality pursuant to the policy power of The Municipality and are not warranting to the Owner/Applicant or to any third party the quality or adequacy of the design, engineering or construction work of the Owner/Applicant. Owner/Applicant further acknowledges that it will not be possible for The Municipality or LTL Consultants, Ltd. to review every aspect of Owner/Applicant's design and engineering or to inspect every aspect of Owner/Applicant's construction work. Accordingly, neither The Municipality, LTL Consultants, Ltd. nor any of its elected or appointed officials or employees shall have any liability to the Owner/Applicant for defects or shortcomings in such design, engineering or construction work, even if it is alleged that such defects or shortcomings should have been discovered during The Municipality's or LTL Consultants review or periodic inspection.

Furthermore, the Owner/Applicant agrees to defend, hold harmless and indemnify LTL Consultants, Ltd, The Municipality, its' elected and appointed officials and employees from and against any and all claims, demands, actions, and causes of action of any one or more third parties arising out of or relating to The Municipality's or LTL Consultants, Ltd review or periodic inspection of the Owner/Applicant's design, engineering or construction work, or issuance of a permit or permits, or arising out of or relating to the design, engineering or construction work done by Owner/Applicant pursuant to such permit or permits. All references in these Terms and Conditions is to Owner/Applicant's employees, agents, independent contractors, subcontractors or any other person or entities performing work pursuant to the issuance of the building or grading permit by The Municipality.

Application for a permit shall be made by the Owner of the building or structure, and agent (if different than the owner).

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.

I certify the Municipal Code Administrator or LTL Consultants, Ltd. shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

\_\_\_\_\_  
Signature of Property Owner (required)

\_\_\_\_\_  
Signature of Authorized Agent (if different than Owner)

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Print Name of Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Last Revised December 27, 2017

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