

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

## PERMIT APPLICATION CHECKLIST

### Residential Zoning/Building Permit:

- Complete the Zoning/Building Permit Application, include the Parcel ID # and present to UPT, 1409 Farmington Avenue, Pottstown, PA 19464. 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).
- 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. Make sure site address is on each page.
- Provide two (2) copies of the building plans and include the site address.
- 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)
- Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)
- Sign the Permit Terms and Conditions on the second side.
- Submit a non-refundable \$50.00 Application Fee (CHECK PAYABLE TO UPPER POTTS GROVE TOWNSHIP). Should you be completing more than one (1) application for one (1) project, pay only one (1) \$50.00 application fee. Please note other fees will apply once the application is processed.

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

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

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## PERMIT APPLICATION CHECKLIST

### Commercial Building Permit:

- Complete the Zoning/Building Permit Application, include the Parcel ID # and present to UPT, 1409 Farmington Avenue, Pottstown, PA 19464. 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.
- Provide a site plan showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades, the location of parking spaces, accessible routes, public transportation stops and other required accessibility features. If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot. Make sure site address is on each page.
- Provide two (2) copies of building, electrical, plumbing, and mechanical plans that are signed and sealed by a Pennsylvania licensed design professional. Make sure site address is on each page.
- Provide Land Development Approval (if applicable)
- 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)
- Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)
- Asbestos Abatement and Demolition/Renovation Notification Forms must be completed and submitted to PA DEP for all commercial demolition/renovation projects.
- Sign the Permit Terms and Conditions on the second side.
- Submit a \$500.00 Application Fee (CHECK PAYABLE TO UPPER POTTS GROVE TOWNSHIP). This fee shall be applied to the cost of the permit & any remaining balance shall be refunded to the applicant. Should you be completing more than one (1) application for one (1) project, pay only one (1) \$500.00 fee. Please note other fees will apply once the application is processed.

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

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Present to: *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)

**ZONING/BUILDING PERMIT APPLICATION**

Please provide a plot plan showing all structures and distances to the property lines.

Building plans must be submitted with the application.

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

County: **Montgomery** Municipality: **Upper Pottsgrove Township** Parcel ID #: **60-00-**\_\_\_\_\_

Site Address: \_\_\_\_\_, Pottstown, PA 19464

Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

EMAIL / CALL ME WHEN PERMIT IS READY

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ HIC #: \_\_\_\_\_

EMAIL / CALL ME WHEN PERMIT IS READY

Architect (if applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PROPERTY CHARACTERISTICS:**

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

Utilities: Water Service: Public / Private (Circle One) Sewer Service: Public / Private (Circle One)

Existing Impervious Area: \_\_\_\_\_ Sq. Ft. Total Earth Disturbance: \_\_\_\_\_ Sq. Ft.

New Impervious Area created: \_\_\_\_\_ Sq. Ft.

**A Stormwater Management Permit may be required for the new impervious area created.**

Is the property located in a Floodplain or Flood Hazard Area? YES / NO

Is the property located in a Historical District? YES / NO

Is the property enrolled in the Agricultural Conservation Easement (ACE) program? YES / NO

**TYPE OF WORK (check all that apply):**

<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Addition	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Deck	<input type="checkbox"/> Demolition	(Use Driveway Application Form)	(Use Electric Application Form)
<input type="checkbox"/> Fence	<input type="checkbox"/> Foundation Only	(Use Mechanical Application Form)	<input type="checkbox"/> New Building	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Patio	(Use Plumbing Application Form)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Renovation	<input type="checkbox"/> Repair	(Use ROW Application)	<input type="checkbox"/> Shed	<input type="checkbox"/> Sign (See OAD Rules from PennDOT)	<input type="checkbox"/> Swimming Pool (\$384.50 +) / Hot Tub

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

Size of Structure: \_\_\_\_\_ Height of Structure: \_\_\_\_\_

**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. (ADD'L. FEES APPLY.)**
- **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 (EXACT CHANGE) (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 \_\_\_\_\_

Address \_\_\_\_\_

Pottstown, PA 19464

City, State & Zip Code

Date

\_\_\_\_\_

City, State & Zip Code

Date

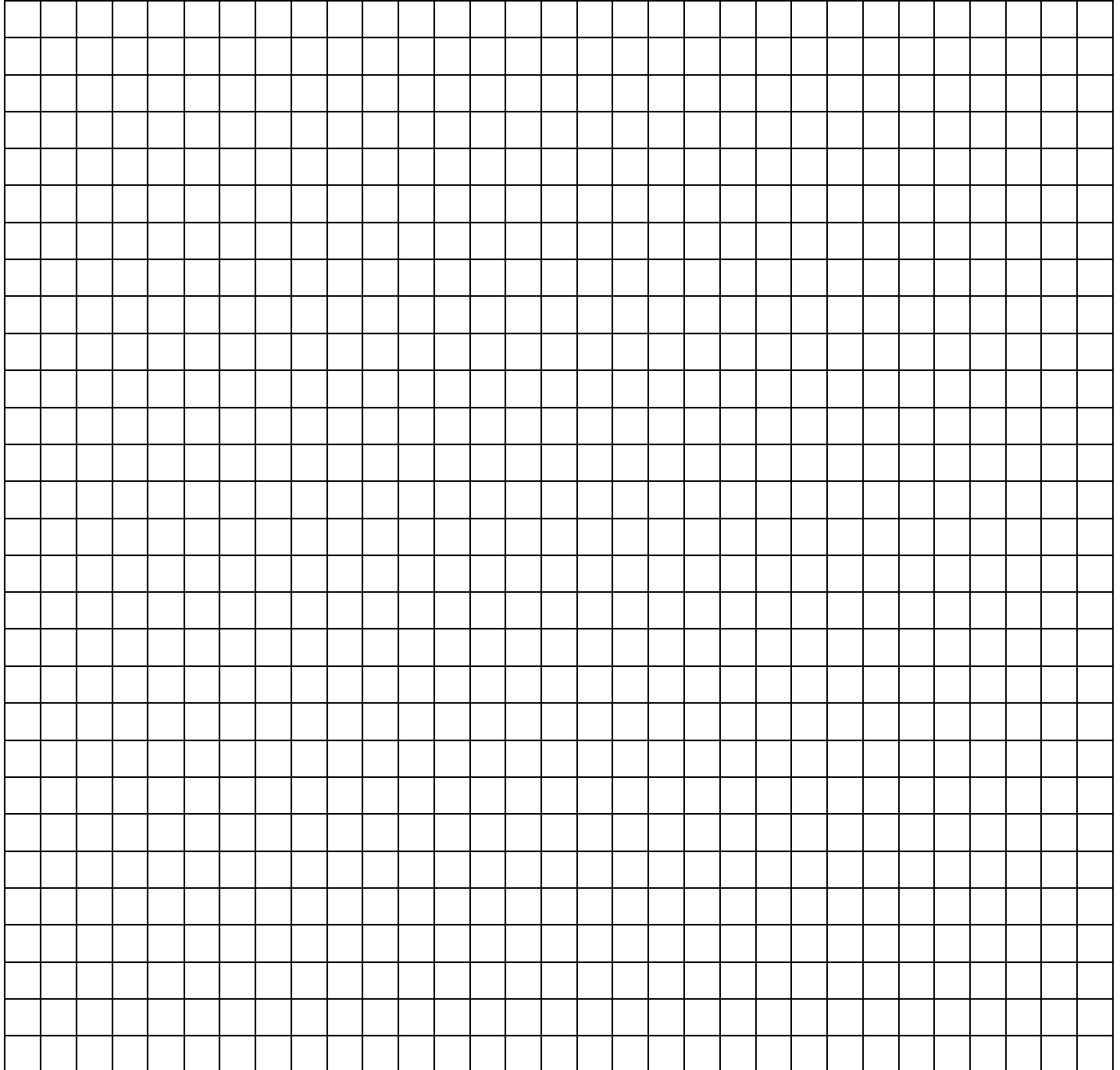
Last Revised December 27, 2017

REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS

NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_, Pottstown, PA 19464

**PLOT PLAN / SKETCH PLAN AREA**



The Plot Plan must show size and location of all structures and wells on the property and the distance to property lines (hand drawn is acceptable)

Is your drawing to scale Y / N? If yes, what is the scale? \_\_\_\_\_