

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

1. Proof of ownership or authorized agent representing property is required.
2. The applicant must complete a Uniform Construction Permit Application (attached). All questions must be completed since all information provided determines issuance of the permit.
3. Building Plans and 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 attached form)
6. Copy of the Erosion and Sedimentation Plan and approval letter from the County.
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. If the application is for a New Home, a copy of the well permit issued by the authorized well permit department 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 a set 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 30 days as per the Uniform Construction Code requirements after the written application has been submitted and determined complete. Permits are issued for one (1) year and may be renewed annually up to three times. **LTL makes every effort to process and issue permits within 10 working days. Questions regarding permits can be directed to LTL @ 610-987-9290 or 888-987-8886.**

Remember PA One-Call before excavating, 1-800-242-1776, www.paonecall.org.

UPPER HANOVER TOWNSHIP

SPECIAL REQUIREMENTS

1. Building permit applications are dropped off and picked up at Upper Hanover Township or forwarded to LTL Consultants.
2. A well permit is required. Contact Montgomery County Health Department at 610-970-5040.
3. If the application is for new home or an addition involving bedrooms, contact Montgomery County Health Department. The contact person is John Peffer at 610-970-5040.
4. If the application is for a new home, a septic permit issued by the Montgomery County Health Department or evidence of a tapping or connection fee being paid must be submitted with the application.
5. Non-Residential Construction: Two sets of Construction drawings to which a registered architect or engineer has applied his or her seal and signature. LTL performs all plan reviews and inspections, including accessibility.
6. **Any building questions contact LTL Consultants at our Toll Free number 1-888-987-8886.**

LTl CONSULTANTS, LTD.

610-987-9290

ZONING/UNIFORM CONSTRUCTION PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: Municipality:
Site Address: Tax Parcel # Lot #
Lot Size: Subdivision/Land Development: Phase: Section
Owner/Applicant Name: Phone #
Mailing Address:
Principal Contractor: Phone #
Mailing Address:
Architect: Phone #

TYPE OF WORK OR IMPROVEMENT

- checkbox New Building, Addition, Alteration, Repair, Demolition, Relocation, Sign, Foundation Only, Change of Use, Plumbing, Mechanical, Electrical, Other

Describe the proposed work

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

DESCRIPTION OF BUILDING USE (Check One)

RESIDENTIAL OR ACCESSORY THERETO NON-RESIDENTIAL
checkbox One-Family Dwelling (R-3) Specific Use:
checkbox Two-Family Dwelling (R-3) Use Group:
Change in Use: checkbox Yes checkbox 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) checkbox Public (Copy of Authority approval)
checkbox Private (County Permit Approval if required)
Sewer Service: (Check One) checkbox Public (Copy of Authority approval)
checkbox 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) checkbox Yes checkbox No
Sprinkler System: checkbox Yes checkbox No
Pressure Vessels: checkbox Yes checkbox No
Refrigeration Systems: checkbox Yes checkbox 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.

LTL CONSULTANTS, LTD.

ELECTRICAL PERMIT APPLICATION

Date _____ Permit No. _____
(Assigned by LTL)
Township _____ Contractor _____
Job Site Address _____ Phone _____
Address _____
Electric Company Job # _____
Job Site Owner _____ Experience (Journeyman, etc. _____
Job Site Phone _____ License Number _____

General Information (circle all that apply)

Single Family Residence Multiple Residences _____ Businesses Industrial
New Remodel Repair Accessory Structure
Pool Temporary Permanent

Service Size (if applicable) Voltage _____ Amperage _____ Phase _____

Service wire size and type Gage _____ Metal _____ (cu, al, cu/al)

Grounding Electrode System _____

Wiring Method: NM AC MC RNC RMC _____
Size Type

Emergency Generator Voltage _____ Amperage _____ Size _____

HVAC: Type _____ Tonnage _____ HP _____ Voltage _____ Amperage _____

Baseboard Quantity _____ Amperage Total _____

Fire/Emergency System Type _____ Quantity of detectors _____

Is a set of electric plans included with this or with the building application? _____ (Y/N)

Applicant certifies that all information given is correct and that National Electric Code NFPA 70 and IRC will be complied with in performing the work for which this permit is issued.

Work must begin within one (1) year of permit issuance or the permit shall be come invalid.

Description of work: _____

Signature of Applicant _____ Date _____

PLUMBING PERMIT APPLICATION

TOWNSHIP: _____

Date of Application: _____, 20____

Permit Fee: \$ _____

Name of Applicant (Owner): _____

Address _____ Phone _____

_____ Zip Code _____

Name of Contractor: _____

Address _____ Phone _____

_____ Zip Code _____

Subdivision Name and Lot No. (if applicable): _____

Tax Map Parcel Number: _____

- Check Appropriate Box:
- Mobile Home or Manufactured Dwelling
 - Single-Family Dwelling
 - Two Family Dwelling
 - Apartment Building or Condominium
 - Addition or Alteration
 - Sewer Lateral
 - Water Lateral
 - Non-Residential Application: Specify: _____
 - Permit for work not listed elsewhere

Statement of materials to be Used: _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.

Applicant's Signature: _____ Date: _____

Permit No. _____ Issuance Date: _____

Approved by Inspector: _____ Date: _____

Signature

DRIVEWAY PERMIT APPLICATION

TOWNSHIP: _____

Date of Application: _____, 20____

Permit Fee: \$ _____

Name of Applicant: _____

Address: _____ Phone _____

_____ Zip Code _____

Owner (if other than applicant): _____

Address _____ Phone _____

_____ Zip Code _____

Name of Contractor or Builder: _____

Address: _____ Phone _____

_____ Zip Code _____

Property Address of Site: _____

Location of Driveway: _____

Statement of materials and Construction to be Used: _____

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: _____

=====

Permit No.: _____ Issuance Date: _____

Approved by Inspector: _____ Date: _____

Signature

Workers' Compensation Insurance Coverage Information

1. Is the applicant a contractor within the meaning of the Pennsylvania Worker's Compensation Law? Yes No

If the answer is "yes", complete Sections B, C, D, and E below as appropriate.
If the answer is "no", complete Section E.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification Number _____

Applicant is a qualified self-insurer for workers' compensation.
 Check if Certificate is attached.

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy Number _____
 Check if Certificate is attached.

Policy Expiration Date _____

C. Is the applicant using any subcontractor(s) on this project? Yes No

If the answer is "yes", the applicant hereby certifies that any and all subcontractors have presented proof to the applicant of insurance under the Pennsylvania Workers' Compensation Act.

D. Exemption: Complete Section D if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's compensation insurance under the provisions of the Pennsylvania Worker's Compensation Law for one of the following reasons, as indicated:

- Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.
- Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this _____ day of _____, 20__

Signature of Notary Public

My Commission expires: _____

(Seal)

E. Signature required for all applicants

Signature of Applicant _____

Address _____

County _____ Municipality of _____

**UPPER HANOVER TOWNSHIP
RESOLUTION 2012-01
2012 FEE SCHEDULE**

The following fees shall be in effect in Upper Hanover Township in 2012

A. ZONING PERMIT FEES

1. All accessory structures 200 square feet and less without a utility connection are required to have only a zoning permit. The permit fee shall be \$ 90.00.
2. A zoning permit is required in conjunction with every material change in the use of land. The zoning permit fee is \$ 90.00.

B. BUILDING PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

- A. New construction, \$ 0.32 per square foot of building or structure area, including porches, patios, attics, basements, garages, and living areas. Crawl spaces and dead area spaces (areas with less than minimum height ceilings such as kneewalls) are excluded. There is a minimum permit fee of \$ 320.00
- B. For residential additions including attached garages, the minimum building permit fee is \$ 235.00. Any useable space, including porches, patios, attics, basements, garages, and living areas, will be calculated at \$ 0.32 per square foot.
- C. For garages 200 square feet and over, accessory structures 200 square feet and over, and decks, \$ 0.32 per square foot of building or structure area (total area, each level) is charged. There is a minimum permit fee of \$ 160.00.
- D. For private swimming pools over 24 inches in depth, \$ 0.32 per square foot of structure area, including surrounding patio/deck, is charged. There is a minimum permit fee of \$ 160.00.

For storable pools over 24 inches in depth, there is a permit fee of \$ 85.00 with any additional code compliance inspections at a fee of \$ 60.00 per inspection.

- E. Where none of the above categories apply, \$ 0.32 per square foot of building or structure area (areas with at least minimum height ceilings). There is a minimum building permit fee of \$ 110.00.
- F. The building permit renewal fee is \$ 50.00.
- G. Demolition permit - \$ 25.00 for each \$ 1,000 of demolition costs. The minimum fee is \$ 125.00.
- H. Signs - \$ 90.00 per sign.

- I. Driveway - \$ 90.00.
- J. Fuel storage tank fee - \$ 50.00 for installation of each tank
- K. Additional or re-inspections will be billed to the applicant on a per inspection basis. The fee for each inspection will be \$ 60.00.

2. NON-RESIDENTIAL and INSTITUTIONAL CONSTRUCTION

The minimum building permit fee is \$ 500.00 plus \$ 0.35 per square foot of building area on each floor including the basement for the first 10,000 square feet and \$ 0.15 per square foot for the remaining area.

C. PLUMBING PERMIT FEES

1. RESIDENTIAL

- A. Manufactured dwelling with crawl space (includes mobile home on foundation) \$ 65.00 per unit
- B. Single family dwelling (not over 3 full or partial baths) \$ 135.00
Each additional full or partial bath \$ 55.00
- C. Two family dwelling (not over 2 full or partial baths per unit) \$ 230.00
Each additional full or partial bath per unit \$ 55.00
- D. Multi family apartment building (not over 2 full or partial baths per unit)
 - First two units \$ 200.00
 - Each additional unit \$ 100.00
 - Each additional full or partial bath per unit \$ 50.00
- E. Condominium (townhouse, condominium townhouse (not over 2 full or partial baths per unit)
 - First two units \$ 200.00
 - Each additional unit \$ 100.00
 - Each additional full or partial bath per unit \$ 50.00
- F. Additional or re-inspections will be billed to the applicant on a per inspection basis of \$ 60.00 per inspection.

2. NON-RESIDENTIAL and INSTITUTIONAL

The minimum permit fee is \$ 300.00 for the first five (5) fixtures and \$ 5.00 per fixture thereafter.

3.	Miscellaneous Plumbing Fees	
A.	Sewer Lateral	\$ 65.00
B.	Water Lateral	\$ 65.00
C.	Sewer and Water Lateral at Same Time	\$ 70.00
D.	Re-inspection Fee	\$ 55.00
E.	Permit for any Plumbing Work which requires a Permit (Not listed elsewhere)	\$ 55.00

D. ELECTRICAL PERMIT FEES

1. RESIDENTIAL

A.	Service inspections	
	Service not over 200 amp	\$ 70.00
	over 200 but not over 600 amp	\$ 95.00
	over 600 but not over 1000 amp	\$110.00
	over 1000 amp	\$125.00
	Additional meters	\$ 20.00
B.	Electrical Wiring	
	New Single Family Dwelling	
	200 amp or less	
	Rough or Service (Each)	\$ 65.00
	Over 200 amp but not over 600	
	Rough or Service (Each)	\$ 95.00
C.	Dwelling additions and rewiring	\$ 95.00
D.	Mobile Homes	\$ 65.00
E.	Final Inspections	\$ 35.00
F.	Private pools - bonding inspection	\$ 65.00
	electrical inspection	\$ 65.00
G.	Extra inspection fees	
	Special appointments	\$ 75.00
	Return trip due to re-inspection	\$ 60.00
	Duplicate final certificate	\$ 10.00

H. Townhouses and Condominiums - each unit

Service	\$ 65.00
Rough	\$ 50.00
Final	\$ 35.00

2. NON-RESIDENTIAL and INSTITUTIONAL

The minimum permit fee is \$ 300.00

A. Motors, generators, transformers, central heating, duct heating, air conditioning, electric furnaces, and welders

Horsepower, kilowatts, or kilovolt-amperes

1/4 to 3 each	\$ 37.00
4 to 7 each	\$ 52.00
7 1/2 to 29 each	\$ 60.00
30 to 49 each	\$ 75.00
50 to 74 each	\$ 90.00
75 to 199 each	\$ 165.00
200 to 500 each	\$ 325.00
Over 500 each	\$ 410.00

B. Feeder or Subpanel Schedule

Amperes

225 or less	\$ 45.00
400 or less but over 225	\$ 55.00
600 or less but over 400	\$ 65.00
1,200 or less but over 600	\$ 90.00
Over 1,200	\$ 150.00

C. Equipment, appliances and motors under 1/4 horsepower

Outlet for single unit of 15 kilowatts or less	\$ 75.00
Each additional outlet of 15 kilowatts or less	\$ 25.00

D. Service Meter equipment

225 or less	\$ 90.00
400 or less but over 225	\$ 110.00
600 or less but over 400	\$ 125.00
1,200 or less but over 600	\$ 235.00
Over 1,200	\$ 370.00

E. For each additional meter over the initial meter \$ 20.00

F. Primary Transformers, vaults, enclosures and substations for each bank of Transformers

Kilovolt-amperes	
225 or less	\$ 300.00
500 or less but over 225	\$ 445.00
1,000 or less but over 500	\$ 600.00
Over 1,000	\$ 740.00

- G. Annual permit fee for inhouse maintenance projects by qualified individuals that do not require individual inspections \$ 100.00

3. MISCELLANEOUS FEES

- A. Re-inspection Fee (for Non-Residential and Residential other than One and Two Family Dwellings) \$ 75.00
- B. Permits for anything, anywhere a Permit is needed but not on list \$ 75.00
- C. Fee for each written verification of a residential permit or approval \$100.00
- D. Fee for each written verification of a commercial (or other) permit or approval \$500.00

E. MECHANICAL PERMIT FEES

1. NON-RESIDENTIAL and INSTITUTIONAL

The minimum permit fee is \$ 500.00 for the first appliance plus \$ 50.00 for each additional appliance.

F. SPRINKLERS

The minimum permit fee is \$ 350.00 for up to 200 sprinkler heads plus \$ 0.50 for each additional sprinkler head over 200.

G. MANDATED FEES

Act 13 of 2004 Municipal Code Official Training Account Fee assessed for any construction or building permit package issued under the UCC. \$ 4.00/ project

It is further resolved that the appointed Township Code Official is hereby authorized to collect the above-mentioned fees on behalf of the Township.

H. PUBLICATION FEES

Zoning Ordinance	\$30.00
Subdivision & Land Development Ordinance	20.00
Storm Water & Erosion & Sedimentation Pollution Control Ordinance	10.00
Open Space and Environmental Resource Protection Plan	15.00
Regional Comprehensive Plan	20.00
Act 537 Plan Update	5.00

*When the balance in the escrow account falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

K. ZONING HEARING FEES

Application Fee - \$450.00

Continued Hearing - \$200.00 each

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee. Applicant will pay 100% of the costs of transcript preparation.

L. CONDITIONAL USE HEARING FEES

Application Fee - \$450.00

Continued Hearing - \$200.00 each

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee. Applicant will pay 100% of the costs of transcript preparation.

M. REQUEST FOR REZONING FEES

Application Fee - \$450.00

Continued Hearing - \$200.00 each

Escrow Fee - \$2,000.00 - When the balance in the escrow amount falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee. Applicant will pay 100% of the costs of transcript preparation.

N. CURATIVE AMENDMENT FEES

Application Fee - \$450.00

Continued Hearing - \$200.00 each

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee. Applicant will pay 100% of the costs of transcript preparation.

O. SOLICITATION PERMIT FEE - \$25.00

P. HOME OCCUPATION ZONING PERMIT FEES

Home Occupation Zoning Permit Fee - \$25.00

Home Occupation Annual Renewal Zoning Permit Fee - \$10.00

Q. LAND DISTURBANCE PERMIT FEE - \$300.00

R. FEE IN LIEU OF COMPENSATORY TREES

- 1. deciduous - \$550.00
- 2. evergreen - \$325.00
- 3. ornamental - \$400.00

S. APPLICATION FOR ZONING ORDINANCE TEXT AMENDMENT

Application Fee - \$450.00
 Continued Hearing - \$200.00
 Escrow Fee - \$2,000.00 - When the balance in the escrow amount falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.
 Applicant will be billed after the hearing for 1/2 of the Stenographer appearance fee. Applicant will pay 100% of the costs of transcript preparation.

T. BUILDING CODE BOARD OF APPEALS

Application Fee - \$275.00

U. PARKS AND RECREATION FACILITY RENTAL FEES

Camelot Park

Pavilion Rental Fees:

Rental Period: April 1st through October 31st Rental Time Periods (4 hours): 10:00 am to 2:00 pm 3:00 pm to 7:00 pm <i>(Rental time includes set-up & clean-up)</i>	UPPER HANOVER TOWNSHIP RESIDENT	NON- TOWNSHIP RESIDENT
50 people & under	\$50	\$100
51 to 100 people	\$100	\$150
100+ people needs Special Events Permit		

Security Deposit (refundable after permit ends) \$100

School Group Pavilion Rental Fees: *(Rental Time 4 hrs. Monday through Friday 10 am – 2 pm during April, May, June, September & October)*

Upper Perkiomen School District and Private Schools based in Upper Hanover Township: \$30
 Non-Upper Perkiomen School District Schools & Non-Township Schools: \$70

Security Deposit (refundable after permit ends) \$100

Special Event Rental Fees: Rental Period April 1st through October 31st

- 1. Tournament Field Use (8 hrs. for 2 consecutive days) \$225 per one field
 \$50 non-resident permit fee –
 non Upper Hanover Township
 organizations
 \$50 per second field per day

- | | |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 2. Special Event Park Rental Fee <i>(includes use of Pavilion & appropriate field area for 8 hrs.)</i> | |
| 100 – 200 participants | \$150 (UHT)/\$190 (NR) |
| 201 – 300 participants | \$200 (UHT)/\$250 (NR) |
| 3. Security Deposit (refundable after permit ends) | \$250 & copy of insurance certificate |
| 4. Special Event Rental Application Fee | \$25 (must be submitted with application–
nonrefundable) |

Other

- | | |
|-------------------------------------------------|-------------------------------------|
| 1. Single Use of Field (rental time 4 hrs.) | \$30 UHT resident/\$70 non-resident |
| Security Deposit (refundable after permit ends) | \$100 |

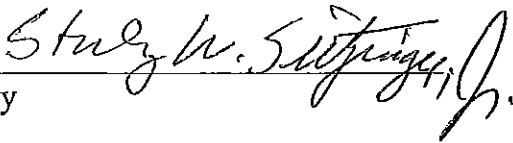
RENTAL POLICY: Facilities are not available for events that are larger than 300+ participants.

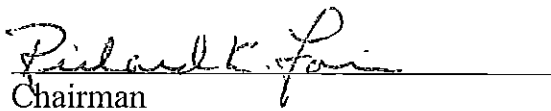
CANCELLATION POLICY: There is a \$10.00 administration fee on any cancellations processed by the Parks & Recreation Department.

RESOLVED AND ADOPTED THIS 3rd DAY OF JANUARY 2012.

ATTEST:

BY:


Secretary


Chairman