



New Hanover Township
 2943 N Charlotte Street Gilbertsville, PA 19525
 610-323-1008 | permits@newhanoverpa.gov

Township Use Only	
ZHB required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SWM required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reg. Imp. Cover	_____ SF
Staff Initials	_____

Building & Zoning Permit Application

Complete this application legibly and submit it along with the required application fee and information detailed below. Applicant for a permit may be the owner or the owner's agent (contractor, architect, etc.). Please note that application fees are nonrefundable, but they will be applied toward the total cost of your permit(s), with balance due at pickup.

Part 1 – Owner Information

Property Owner: _____ Parcel #: _____
 Project Street Address: _____
 Subdivision Name: _____ Lot #: _____ Lot Size (SF or acres): _____
 Mailing Address (if different from project site): _____

 Daytime Phone: _____ Email: _____

Part 2 – Contractor Information

Check Here for Homeowner as Contractor

Business Name: _____ Contact Name: _____
 Address: _____ HIC License # _____ Exp. Date: _____
 Daytime Phone: _____ Email: _____

Part 3 – Architect/Engineer Information

Business Name: _____ Contact Name: _____
 Address: _____
 Daytime Phone: _____ Email: _____

Part 4 – Current Use of Structure and/or Land

Owner-Occupied Rental Unit

Residential Nonresidential Agricultural Other _____

Describe property use if nonresidential or agricultural: _____

Is the proposed location of the structure/use in the FEMA designated floodplain or floodway? Yes No

Part 5 – Type of Improvement (check one or more)

New Principal Building Addition Renovation Demolition Repair Swimming Pool
 Detached Accessory Structure (e.g., shed, garage) Deck or Porch Other (specify): _____
 Estimated Project Cost: \$ _____ Project Footprint/Area (SF): _____
 Additional Description: _____

Part 6 – Documentation Enclosed: Mechanical Electrical Plumbing Wood Frame Stormwater/Grading

Part 7 – Plan Requirements: Attach a plot plan for all exterior work and additions to existing building footprints.

At a minimum, the following features must be included (see Part 8 for additional site features, as applicable):

- Show all property boundary lines with dimensions.
- Show locations of existing structures labeled with structure type and area of structure footprint.
- Height (from finished grade to highest point of structure or top of floor for decks), length, and width dimensions as well as location of proposed new structure with setback measurements from rear/side lot lines drawn on the plan.
- Tabulation of all areas of regulated impervious cover, including description of improvements and total area in square feet. ****Regulated impervious cover includes any improvements added after July 23, 2007, except for decks, which have been subject to these requirements since December 1, 2022.****



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Part 8 – Required Documents – Checklist

Along with this completed Permit Application, the following information should be included (as applicable):

- Application Fee:** Applications received without the required application fee will be considered incomplete and will not be processed until the applicable fee is submitted. Please see Permit Review Information page for more details.
- Proof of contractor workers' compensation insurance or notarized exemption form.
- Two (2) sets of drawings including the following:
 - Plot plans detailing (as applicable):
 - All lot lines and dimensions from the proposed project to front, side & rear property lines
 - All existing improvements (buildings, fences, sheds, patio, pools, etc.) on the property and the separation distances between them and the proposed project
 - The height of existing improvements and the proposed project
 - Area dimensions (in square feet) of all existing buildings and impervious areas (patios, driveways, etc.) as well as dimensions for the proposed project at the property
 - Streets (public/private)
 - Location of any well and/or septic system (tank, drain field, etc.)
 - Location of any clear sight triangle, easement, and/or right-of-way
 - Other information as required by the Zoning Officer to confirm code compliance
 - Building plans detailing (as applicable):
 - Footer details
 - Foundation details
 - Framing details
 - Mechanical specs for proposed appliances and systems
 - Electrical details (branch circuit layout, service and feeder sizes, one-line diagram, etc.)
 - Plumbing riser diagram and fixture locations
 - Insulation specifications
 - Other information as required by the Building Code Official to confirm code compliance
- Additional approvals may be required for your project including but not limited to:
 - Addressing
 - County Conservation District approval (Erosion and Sediment Control)
 - PennDOT approval (Highway Occupancy Permit)
 - Sewage Enforcement Officer approval (sewer permit, septic approval, etc.)
 - Stormwater Management/Grading
 - Subdivision and/or Land Development approval



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Part 9 – Permit Review Information

Please check the appropriate answer to the following questions to determine what reviews and documentation the Code Official will require as part of your permit application.

If the property in question is primarily used as a residential property, the application fee is \$125.00. If the property in question is used primarily as a nonresidential property, the application fee \$300.00.

Building Review:

Should you answer yes to the following criteria, building approval will be required for this project. The proposed project will include:

1. YES NO: the construction, enlargement, alteration, structural repair, relocation, or demolition of a building
2. YES NO: the change of use of an existing building

Electrical Review:

Should you answer yes to the following criteria, electric approval will be required for this project. The proposed project will include:

1. YES NO: the erection, installation, enlargement, alteration, repair, removal, conversion or replacement of any electrical system
2. YES NO: installation, repairs or upgrades for an electric service

Utility Job #: _____

Mechanical Review:

Should you answer yes to the following criteria, mechanical approval will be required for this project. The proposed project will include:

1. YES NO: the erection, installation, enlargement, alteration, repair, removal, conversion or replacement of any mechanical system

Plumbing Review:

Should you answer yes to any of the following criteria, plumbing approval will be required for this project. The proposed project will include:

1. YES NO: the erection, installation, enlargement, alteration, repair, removal, conversion or replacement of any plumbing system

Energy Review:

Should you answer yes to the following criteria, building approval will be required for this project. The proposed project will include:

1. YES NO: insulation installation in required locations per the International Energy Conservation Code



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Part 10 – Application Notes

1. If you have any questions concerning your application while it is being processed, please contact Kraft Municipal Group at (610) 777-1311. If no one is available when you call, please leave a message stating your name, municipality, address, contact information, and details pertaining to your permit application.
2. Permits will be reviewed upon submission of a completed application. Reviews will take place in accordance with state, municipal and zoning requirements. (Note: unreadable applications will be deemed incomplete and denied).
3. PLEASE NOTE: **No construction may begin without paying for and receiving your approved permit.** Performing work without a permit will result in a penalty of \$150 and the doubling of permit fees.

Part 11 – Agreement and Acknowledgment

By applying for this permit, I acknowledge that all information provided in this application is accurate and that the work performed will comply with the approved permit as well as local and state laws. I understand that by submitting this application, I am not permitted to begin work until approval has been granted and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in fines, imprisonment, the improvement being removed at my expense or any other legal remedy appropriate under the circumstances. I certify that the code administrator or the code administrators' authorized representative 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.

I assume 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 any municipal ordinances or any other governing agency. I hereby certify that I understand the applicable codes, ordinances, and regulations.

I certify that I am fully aware of and acknowledge that construction on or use of any property may be significantly restricted or totally prohibited by Federal Law. Lands that are identified as "wetlands" by the United States Army Corps of Engineers cannot be used unless and until a permit is issued by the Corps. Before commencing subdivision, construction or any other improvement of any land, the owner or their agent should contact either the Corps of Engineers or a qualified professional to determine whether or not said land could be considered either in whole or in part a "wetland." The Corps has the authority to require the removal of any improvement placed within a "wetland" by the owner of such land regardless of the cost of the removal or other effect upon the landowner. No agent or employee of the municipality in which this work will be performed has made any effort to determine whether or not all or a portion of said land constitutes a "wetland". The granting of a building permit, occupancy permit, onsite sewage disposal permit, or subdivision approval by the municipality does not in any way imply that the land does not constitute a "wetland," or that a permit has been issued by the corps to place an improvement upon the land, or that it is not necessary to determine if any portion of the land constitutes a "wetland." Any person who proceeds with subdivision, construction, or the placing of any building or structure upon land without prior Corps review and/or approval does so at their own risk without any responsibility on the part of this municipality, its agents, or employees.

I further certify that I have not buried any solid waste on the property of this application. I acknowledge that the Commonwealth of Pennsylvania Solid Waste Management Act specifically prohibits the disposal of solid waste except at legally permitted landfills. I understand that violation of this act may result in prosecution by appropriate agencies of the Commonwealth.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____



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Part 12 - Workers' Compensation Insurance Coverage

A. Is the applicant a contractor within the meaning of the Pennsylvania Worker's Compensation Law?

- Yes** If the answer is "yes," complete **Sections B, C, D, and E** below, as appropriate.
- No** If the answer is "no," complete **Section E** (including homeowner as contractor).

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification Number _____

Applicant is a qualified self-insurer for workers' compensation

- Certificate of Insurance is attached listing NHT as certificate holder
- Certificate to be provided

Name of Workers' Compensation Insurer _____

Policy Number _____ Policy Expiration Date _____

- Certificate of Insurance is attached listing NHT as certificate holder
- Certificate to be provided

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

If the answer is "yes", all subcontractors must present proof to the Township of insurance (or sign affidavit of exemption in Section D, below) pursuant to the PA Workers' Compensation Act.

D. Affidavit of Exemption: Complete this section if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that they are 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, a Notary Public, this _____ day of _____, 20_____.

 Signature of Notary Public

E. Signature Required

Applicant/Agent: _____ Date: _____

Printed Name: _____ Daytime Phone: _____



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Part 13 – Additional Project/Site Details

Cost of Improvement *

Building \$ _____
 Electrical \$ _____
 Plumbing \$ _____
 Heating/Air \$ _____
 Other \$ _____
 TOTAL COST: \$ _____

(*reasonable market value)

Type of Sewage Disposal

Public Sewer Private (On-Lot System)

Type of Water Supply

Public Water Private (Well)

Principal Type of Heating

Gas Oil Electric
 Other (Describe) _____

Central Air Conditioning Yes No

Facilities

of Proposed Bedrooms _____
 # of Existing Bedrooms _____
 # of Proposed Bathrooms _____
 # of Existing Bathrooms _____

Principal Type of Construction

Masonry (Wall Bearing) _____
 Wood Frame _____
 Steel Structure _____
 Reinforced Concrete _____

Project Floor Area (current project only)

Building Footprint (SF) _____
 Living Space (interior SF) _____
(newly created space only)
 Unfinished Basement (SF) _____
(not including living space)
 Attached Garage (SF) _____
 Porch or Deck(s) (SF) _____
 Detached Accessory Bldgs. including sheds, garages,
 and similar structures (SF) _____
 Pool (SF) _____

Size of Building

Number of Stories _____ Height (ft) _____
(height measured from lowest finished grade to high point of structure)
 Width (ft) _____ Length (ft) _____
 Commercial Bldg. (interior SF) _____
(all floors including basement)

Number of Off-Street Parking Spaces

Enclosed _____ Outdoor _____

Part 14 – Building Code Use Group

Residential (circle one): Hotel (R1) Multi-Family (R2) Single-Family Dwelling (R3)
 Residential Care/Assisted Living (R4)

Nonresidential: Use Group _____ Change in Use? Yes No

If change in use, indicate former use: _____

Maximum Occupancy Load (if known): _____

Does the property have a sprinkler system? Yes No

Does the building have any other special features? (fireplace, elevator, refrigeration systems, etc.): _____