

5. TYPE OF CONSTRUCTION (Check all that apply)		
<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other
<input type="checkbox"/> Wood	<input type="checkbox"/> Masonry	

6. STRUCTURAL AND LOT CHARACTERISTICS		
PROPERTY SETBACKS	PROPOSED ALTERATIONS	DIMENSIONAL REQUIREMENTS
Street Frontage (Feet):	Stories (#):	Lot Area (Sq. Ft.):
Front Setback (Feet):	Other Rooms (#):	Building/Structure Area (Sq. Ft.):
Rear Setback (Feet):	Kitchen (#):	Living Area (Sq. Ft.):
Left Setback (Feet):	Bedrooms (#):	Parking Area (Sq. Ft.):
Right Setback (Feet):	Bathrooms (#):	Total Impervious Coverage:
Height Above Grade (Feet):	Windows (#):	Dimension of Structure (Length X Width):
	Fireplaces (#):	Total of Work Area (Sq. Ft.):
	Type of Heating:	

7. PROJECT DOCUMENTS – DRAWINGS AND CALCULATIONS (Submitted with Application)						
Type of Drawings	Submitted		Signed and Sealed		Date	Revision Date
Site Plan (2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Structured Floor Drawings (2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Mechanical Drawings (2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Electrical Drawings (2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Plumbing Drawings (2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

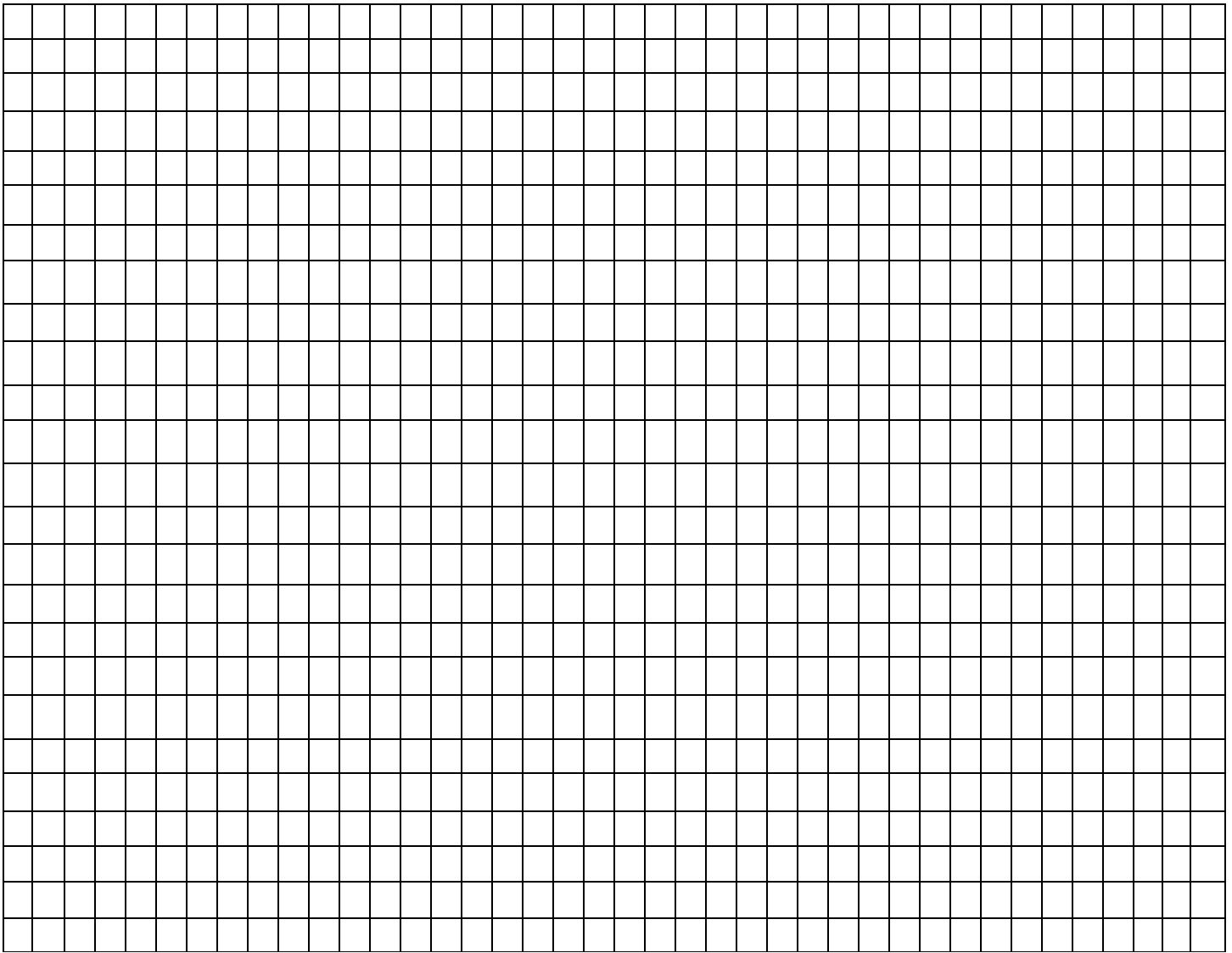
IMPERVIOUS COVERAGE

Lot Size (sq. ft.)	
Driveway (sq. ft.)	
Walkway (sq. ft.)	
Buildings (sq. ft.)	
Patio, Misc. (sq. ft.)	
Total Existing Impervious:	
Proposed Construction (sq. ft.)	
Total:	

NOTE: Impervious surfaces are surfaces which do not absorb water, including all buildings or paved or hard surfaces.

8. SITE INFORMATION (Show lot lines, easements, work layout, dimensions)					
Water Service:	<input type="checkbox"/> Public	<input type="checkbox"/> Private	Sewer Service	<input type="checkbox"/> Public	<input type="checkbox"/> Private
Fuel Source:	<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Other (List)	

PLOT PLAN



**Include two (2) copies of site plan and two (2) sets of structural plans
Scale = 1" _____ ft.**

PLEASE NOTE:

Deposit of check representing the fee for this application does not constitute approval of or granting of same by Collegeville Borough. Property owner(s) must sign this application to verify the contractor or tenant has permission from the property owner(s) to do all construction work authorized by the issuance of the permit.

Signature of Applicant(s): _____ Date: _____

Signature of Property Owner(s): _____ Date: _____
(required)

Validation (Borough Use Only)			
Permit No.	Permit Issued:	Permit Fee:	Check No.

Permit Application Instructions

- **A Building Permit is required for all new construction including renovations, alterations, and interior and exterior structural renovations. Also for accessory buildings and sheds greater than 1000 sq. ft., decks, pools, garages, roof or patio cover enclosures or alterations and demolition of any structure.** Please complete **ALL** sections of the permit application. This permit application will not be accepted until all sections are completed properly. If the section is not applicable, please indicate that on the application.
- When sub-contractors are being used, please coordinate with them and submit permit applications at the same time. Contractor's registrations are required for all HVAC, Plumbing, and Electrical Contractors. **ALL** contractors must submit a certificate of insurance listing Collegeville Borough as an additional insured. Also, proof of Workmen's Compensation must be submitted.
- All applications must be accompanied with a site plan drawn to scale indicating the placement and dimension of the proposed structure, setbacks to all property lines and the placement of all existing structures on the property. The permit application will not be accepted without the required plans at the time of the application.
- All applications must be accompanied with two (2) sets of plans and specifications. Cross section information must be completed on the attached cross section sheet.
- All permit fees must be submitted with the Permit applications.
- Call the Borough Office at 610.489.9208 at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If the appropriate inspections are not requested, un-inspected work will not be granted final approval.**

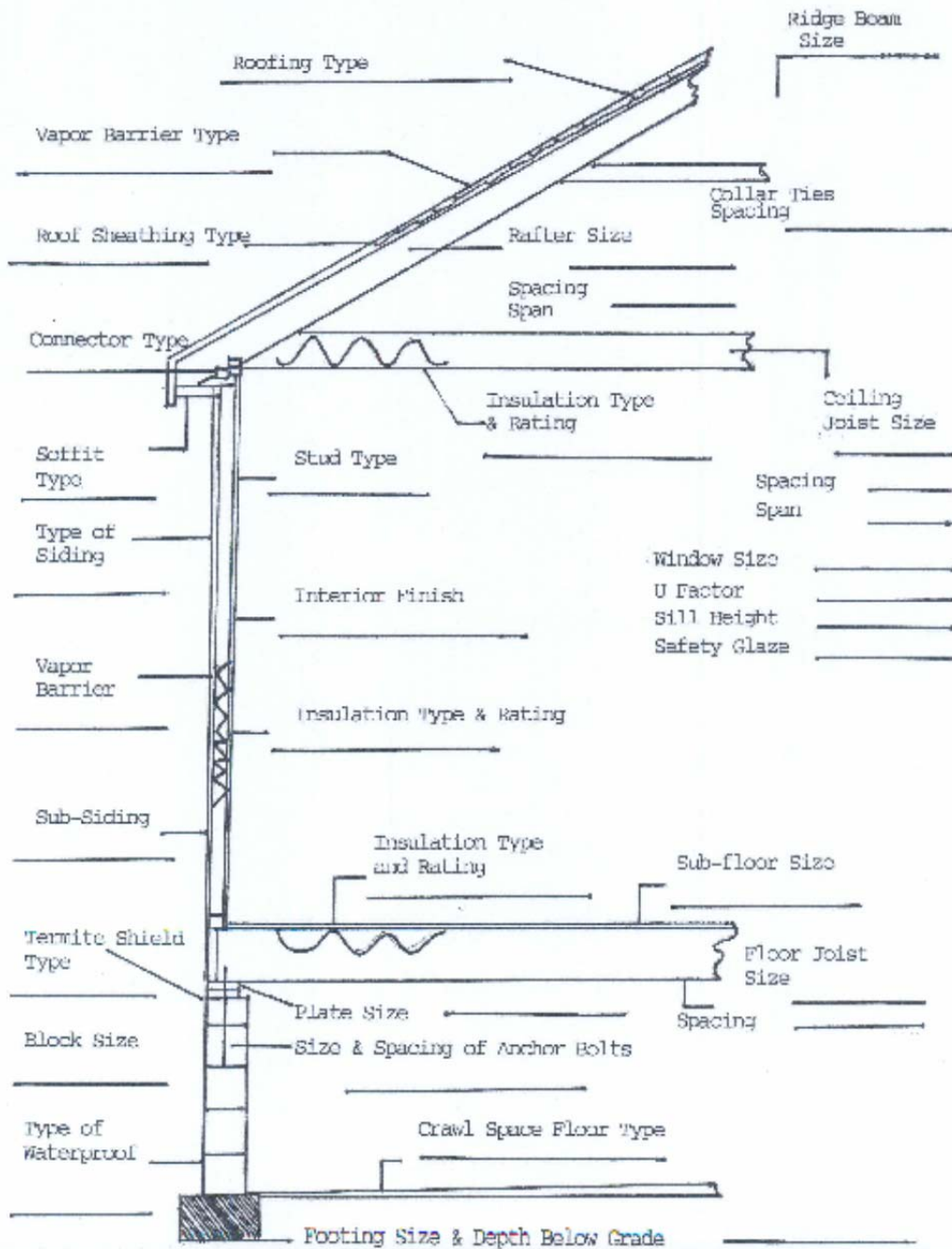
PLEASE NOTE:

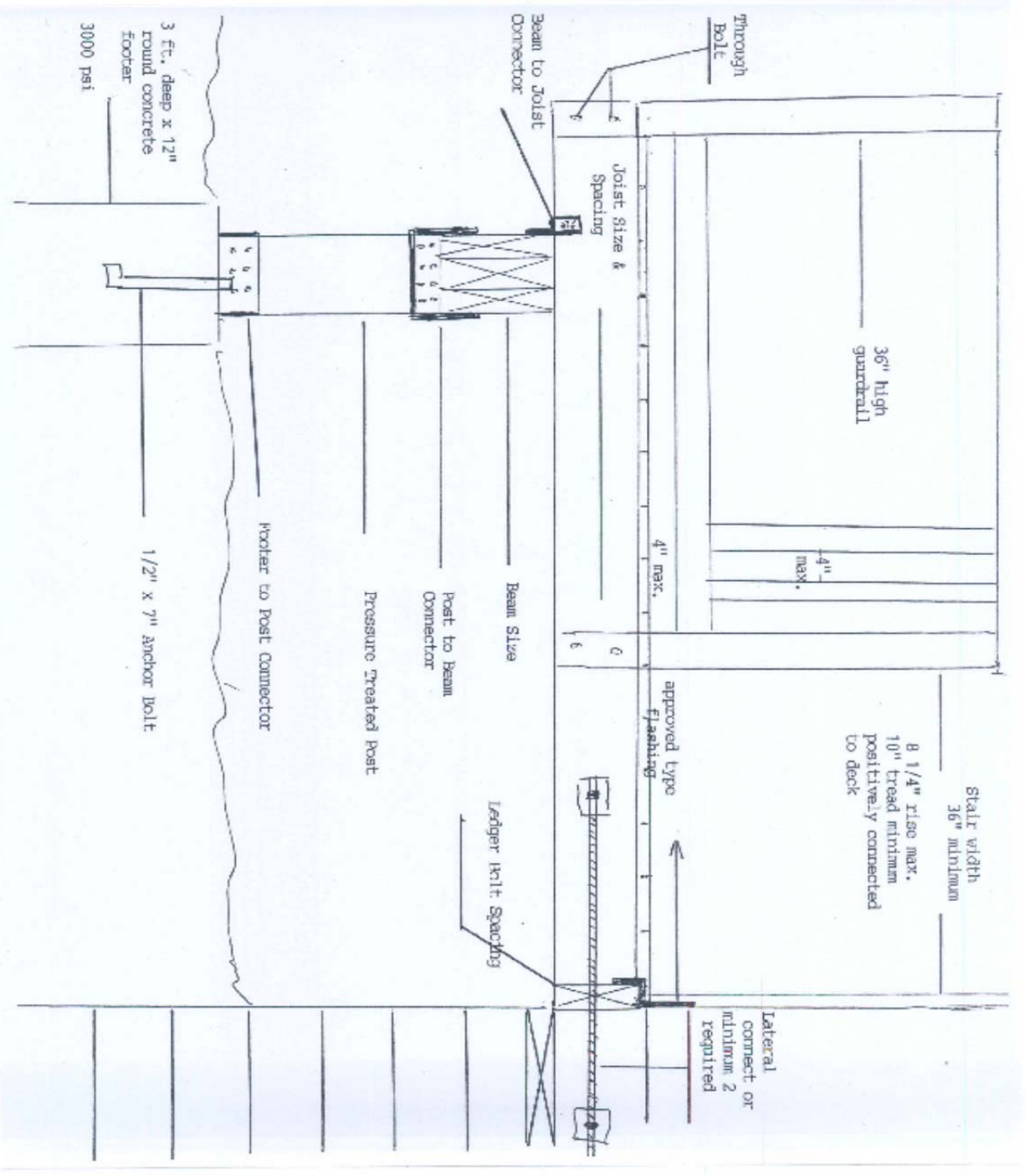
HVAC Contractors: All residential permits involving HVAC work which will affect the HVAC system (replacements, additions, finished basements, etc.) will require **HVAC LOAD CALCULATIONS** to be submitted as part of the permit submittal package, in order to show compliance with either ASTM 193 or Manual J Calculations, Energy Compliance; IECC 2009. An HVAC Certification letter, by itself, is no longer acceptable. **Please note that any HVAC permit applications received that do not have load calculations included will be rejected.**

Thank you in advance for your cooperation!

TYPICAL CROSS SECTION

FILL IN THE BLANKS





INSPECTIONS CHECKLIST

Construction work must be completed and inspected in accordance with these instructions.

The Building Construction Official will carry out inspections during the progress or work as necessary to insure the work conforms to the approved construction plans and all applicable codes and ordinances. The property owner and/or an authorized agent who is in charge of the construction work shall notify the Borough office when each segment of work is completed and ready for inspection. These inspections shall be scheduled at least twenty-four (24) hours in advance and will be handled on a first come, first serve basis. It is strongly recommended that inspections are scheduled at least a few days in advance in order to minimize any possible disruption of construction schedules. **NOTE: No work is permitted to proceed until the applicable inspections are conducted and approved.**

- Stake Out Inspection** – Before starting work, stake out the construction location for an inspection by Zoning Officer.
- Footings** - To be performed when sub-soil excavation is complete, all forms and reinforcement are in place and depth markings are defined. **All footings must be trenched or formed.**
- Foundation Walls** – Hollow block or formed concrete walls to be inspected prior to pouring concrete or grout. All forms and reinforcement shall be in place, all footing keyways and/or dowels are to be clean and visible.
- Foundation Backfill & Waterproofing or Damp Proofing** – Prior to soil placement, all exterior foundation drains and stone encasement are in place, all foundation anchor straps/bolts are installed, and walls are sealed in accordance with specific products manufacturer specifications and instructions.
- Under-Slab Pipe** – To be performed when all DWV, water lines, HVAC piping, perimeter drains and all appropriate tests and pipe protections are in place.
- Concrete Slab Base** – To be performed when the clean stone base, insulation boards, 6 mil vapor barrier, reinforcement and depth markings are in place.
- Water/Sewer Service** – To be performed when the stone bed, piping and line tests are in place. Foundation penetrations are to be mortared and waterproofing/damp-proofing re-applied. **Testing of lines as required by the Water/Sewer Authority.**
- Masonry Fireplace** – Four (4) inspections required: footing, hearth (before concrete), smoke chamber and final.
- Sheathing** - Prior to house wrap or exterior façade, all exterior wall panels to be inspected for structural fastener spacing.
- Prior to insulation, when all framing is complete and secured in accordance with appropriate fastening schedule and **ALL FLOORS** are accessible by way of code approved steps. Any and all utility or mechanical work shall be completed to ensure framing integrity is restored prior to close-up. Fire blocking and caulking complete per code.
 - Rough Plumbing** – To be performed at time of framing inspection and when all water supply and DWV lines are in.
 - Rough Electric** – A rough electric inspection certification sticker shall be in place at time of the framing.
 - Rough Mechanical** – Leakage test shall be done at the time of the framing inspection, with all duct work installed and secured.
 - Rough Sprinkler** – To be performed when all piping is installed and line test pressure is in place.
- Insulation** – To be performed when all insulation batts, vapor barriers and baffles are in place.
- Drywall** – Prior to taping and spackling to view nail/screw patterns and joint conditions, verify all wet area board types.
- Fire Code Drywall** – To be performed on **ALL** fire-rated assemblies. Each successive layer to be inspected. Clips, anchors, screws, fire blocking, fire stopping, fire caulk, etc. are installed in accordance with manufacturer’s specifications.
- Above Ceiling** – Prior to placing finished ceiling (tiles or drywall) verification of all grid ties, pipe and duct hangars in place, proper materials in any rated plenums, and last check for fire-safing of any rated wall or floor penetrations.
- Swimming Pools**
 - Pool Steel** – To be performed when all in-ground pool steel reinforcement work is complete and an electric bonding inspection sticker is in place.
 - Final Pool** – To be performed when construction and final grading is complete and all required safety features are in place, including any door alarms, and self-closing and self-latching gates; final electrical certification is also required.
- Final Occupancy** – To be performed when all construction activity is complete **and prior to any type of occupancy or use of the structure occurring**. All applicable work to be completed and inspected at final occupancy inspection, including smoke detection or alarm systems. Commercial sites may require other agency approvals.
 - Final Plumbing** – All fixtures to be completely installed and operational.
 - Final Electric** - A final electric inspection sticker shall be in place at the time of the final occupancy inspection.
 - Final Mechanical** – All mechanical units to be in place and properly functioning.
 - Final Sprinkler** - Prior to final occupancy, a flow test and any other tests/inspections as required.

THE APPROVED PLANS AND THIS CHECKLIST MUST BE AVAILABLE ON THE JOB-SITE AT ALL TIMES.