



**TINICUM TOWNSHIP**  
BUILDING & ZONING DEPARTMENT  
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## **BUILDING PERMIT PROCEDURES**

A **Building Permit** is required for all new construction, alterations, renovations and demolition within the Township, including, but not limited to porches, patios, decks, garages, swimming pools and sheds. Prior to starting any work the contractor must obtain the appropriate permits and forms from the Township for the proposed project. *Note: A detailed plot plan indicating the entire property and the location of the proposed construction must be provided with the **Zoning Permit Application**.*

## **BUILDING PERMIT APPLICATION FORM INSTRUCTIONS**

Provide the property location and Parcel ID number. (Parcel ID number is available from Bucks County Board of Assessment website: [www.buckscounty.boa.org](http://www.buckscounty.boa.org) or by calling Tinicum Township.)

**Part 1: General Information:** Provide the property owner information. Provide signature of applicant along with an address and a phone number where applicant can be reached during business hours. **If the applicant is not the property owner, a written statement indicating that the applicant may act as their agent/representative shall accompany the application. The application must be signed and dated by the property owner or authorized agent acting on behalf of the property owner on page 3. Be sure to submit all contact information for owner(s) and contractor(s). Failure to do so may result in delay of approval of your permit should the plan examiner have any questions.**

**Part 2: Contractors:** Please provide the names and complete the contact information for any contractors expected to work on the job and the cost estimate for their work. Residential Contractors must provide their Pennsylvania license number. If a contractor is doing work, please provide the name of the person responsible for performing the work and a phone number where that person can be reached during business hours. Contractors must submit a Certificate of Insurance verifying their Liability and Worker's Compensation coverage and naming Tinicum Township, as certificate holder should accompany each permit application.

**Part 3: General Construction:** Provide the type of improvement and construction. **Skip to Part 4 for new residential construction.** Information on electrical/alarm, HVAC/sprinklers, and plumbing are to be provided under Part 5, Part 6 and Part 7, as applicable.

**Part 4: New Residential Construction:** Provide signature of applicant along with an address, email, and a phone number where applicant can be reached during business hours. If a contractor is doing work, please provide the name of the person responsible for performing the work, and a phone number where that person can be reached during business hours. A Certificate of Insurance from contractors working on the project verifying their Worker's Compensation coverage shall accompany each permit application.

**Parts 5 through 7:** Provide information as applicable. Please note that all electrical plans must be reviewed and approved by a third-party underwriter licensed in Pennsylvania. The same underwriter will conduct electrical inspections as required by the code official. The applicant is responsible to contract with the third-party agency licensed in Pennsylvania for electrical plan review and inspection.

**PLEASE NOTE:** Individuals improving and/or developing a single lot after subdivision has taken place must execute a Professional Services Agreement with Tinicum Township to cover all miscellaneous costs incurred with their project. A Building Permit will not be issued without this agreement. For additional information and to acquire the appropriate forms, please contact Tinicum Township at (610) 294-9154.

## **PLANS AND SPECIFICATIONS**

The applicant must submit two (2) copies of all Plans and Specifications with each Building Permit Application for the Plan Reviewer to determine if the proposed construction complies with the existing Township building codes.

**The Plans for Additions and New Construction shall include, but may not be limited to the following:**

- A foundation plan showing the dimensions of the proposed structure and foundation. Include all specifications and details for footings and foundation walls.

- A floor plan for each proposed level indicating all interior layout and dimensions, including all bearing and all non-bearing partitions. Indicate all beams and supports, including the materials, size, spacing and span. Include the size spacing, span and bridging for all floor joists. Provide manufacturer's cut sheets for all engineered lumber products.
- A roof plan indicating the size, spacing and span for all ceiling joists and the size, spacing, span and slope for all roof rafters. Indicate size of the ridge, the size and spacing of collar ties, and type, thickness, and R-factor of ceiling insulation. Provide information on all materials being utilized within the roof including sheathing, flashing, felt, and shingles. Indicate all roof openings, including attic ventilation, valleys, and connections. Provide one copy of signed, sealed truss cut sheets if trusses are to be used.
- A wall section indicating all wall plates, stud sizing and spacing, type and placement of all rack bracing, details on facade materials, the clear span for all cantilever sections and all headers being provided above openings. Indicate the type, thickness, and R-factor of all wall insulation.
- A cross-section indicating foundation and all framing members, including all pre-engineered structural members (floor trusses or roof trusses). Each type of pre-engineered structural member must have a truss certification, stamped by a professional engineer licensed in the Commonwealth of Pennsylvania, provided at the time of application.
- Depending on the complexity of the project, the Building Inspector reserves the right to require plans prepared, signed and sealed by a design profession, architect, or engineer, licensed in the Commonwealth of PA.

#### **Plans for pools shall include:**

- The location of pool on the property, materials, and reinforcing to be utilized for the pool construction. (A plot plan indicating location of pool and all the related equipment on the property must be provided with the Zoning Permit Application.)
- Temporary fencing (i.e. orange safety fence or snow fencing) must be provided around excavation during construction operations.
- The details of permanent fencing indicating locations of openings, height, materials, and all other information needed to determine compliance with the applicable Zoning Ordinance requirements must be provided at the time of application.
- Permanent fencing must be complete and in place prior to filling the pool.
- Cut sheets for all manufactured pools.
- Documents showing compliance with Act 45, the PA Uniform Construction Code.

#### **Plans for sheds shall include:**

- Information from manufacturer of prefabricated shed (available from the shed supplier) must be provided at the time of application.
- A plot plan indicating location of the shed on the property must be provided with the Zoning Permit Application.
- Size, height, and construction materials.
- Sheds shall be installed in accordance with the Manufacturer's instructions.

The application will be reviewed by the Township Building Inspector for compliance with the Zoning Ordinance and any other applicable Ordinances of Tincum Township, as well as the requirements of Act 45, the PA Uniform Construction Code. If the proposed project does not comply in any way with the applicable Ordinances and or Codes, the applicant will be notified by phone and /or mail regarding the specific item or items which need to be addressed. **The Plan Reviewer may amend, correct and/or change minor items within the plans or specifications. It is the applicant's responsibility to build to these amended plans and specifications.**

The applicant will be notified when their building permit has been granted and when the permit can be picked up at the Township Administration Offices located at 163 Municipal Road.

The yellow paper Building Permit is to be displayed by the applicant so as to be visible from the street. **Work may not be started until the permit has been granted.**

## **INSPECTIONS**

Inspections are necessary to ensure that the work conforms to the approved plans, specifications, and the applicable codes.

**Inspections are to be scheduled with the Township office at least 48 hours in advance by calling (610) 294-9154.** Notification for inspections at the various stages of construction is the responsibility of the applicant and/or contractor. **All uninspected work will not be granted approval by the Township Building Inspector.**

**The required inspections include, but may not be limited, to the following:**

### **New Construction (new Houses and additions):**

- **Footings:** Scheduled after excavation and prior to placement of concrete for footings.
- **Foundation:** Scheduled after wall forms are in place and prior to placement of concrete for walls.
- **Backfill:** Scheduled after foundation is waterproofed and prior to backfilling.
- **Slab:** Scheduled after sub-grade preparation and prior to placement of concrete for slab.
- **Rough Frame/Rough Plumbing/Rough Mechanicals:** Scheduled after all structural and framing members, along with all water supplies, waste lines and venting, are in place and prior to placement of any insulation or fixtures. Rough electrical inspection and approval by underwriting agency must be obtained prior to the Rough Frame when all trades have completed their rough-in work.
- **Insulation:** Scheduled after insulation is in place and prior to wall finish being installed.
- **Final/Use and Occupancy/Final Plumbing:** Scheduled after all finish work is complete and/or prior to settlement. Final electrical inspection and approval by underwriting agency must be obtained prior to the Final/Use and Occupancy inspection being performed.

### **Decks:**

- **Footings:** Scheduled after excavation and prior to placement of concrete for footings.
- **Rough Frame:** Scheduled after framing has been installed and prior to placement of floor deck.
- **Final:** Scheduled after the installation of all floor decking, stairs and railings.

### **Sheds and Pole Barns (larger than 1,000 square feet):**

- **Footings:** Scheduled after excavation and prior to placement of concrete for footings.
- **Rough Frame:** Scheduled after all structural and framing members are in place and prior to placement of any insulation. Rough electrical inspection and approval by underwriting agency must be obtained prior to the Rough Frame inspection being performed.
- **Final:** Scheduled after shed is in place and secured to footings.

### **Pools:**

- **Pool Steel:** Scheduled after steel reinforcing has been installed prior to concrete application after rough electrical inspection and approval by underwriting agency for all wiring and grounding of fixtures has been obtained.
- **Final:** Scheduled after final electrical inspection and approval by underwriting agency has been obtained and after permanent fencing meeting the requirements of the Zoning Ordinance has been installed.

A rough and final electrical inspection for all electrical work is also required and shall be obtained by the applicant. An independent electrical underwriting firm licensed within the Commonwealth of Pennsylvania must perform these inspections.

The Code Enforcement Department reserves the right to perform additional inspections which may be required as determined by the Building Inspector, in the field, on a case by case basis.