



North Wales Borough  
 300 School Street  
 North Wales, PA 19454  
 Phone: 215-699-4424  
 Fax: 215-699-3991  
[www.northwalesborough.org](http://www.northwalesborough.org)

# BUILDING PERMIT APPLICATION PACKET

App. Date: ____/____/____	<b><u>Part I – General Information</u></b>	Is Owner Applicant? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Permit Type (check all that apply)</b>		
<input type="checkbox"/> <b>Building</b> <input type="checkbox"/> <b>Electrical/Alarm</b> <input type="checkbox"/> <b>Mechanical</b> <input type="checkbox"/> <b>Plumbing/Sprinkler</b> <input type="checkbox"/> <b>Zoning</b> <input type="checkbox"/> <b>Grading</b>		

Property Information		
Address		
Block/Unit #:	Tax ID #:	Zoning District:

Owner Information	
First Name	Last Name
Email Address	Phone #
Address	

## **Part II – Contractors**

**NOTE:** All contractors must be properly insured before permit is used.

<b><u>Contractor</u></b>	<b><u>Contact Information</u></b>			<b><u>Est. Contract Value \$</u></b>
<b>General</b>	Name	Phone #	Email	
	Address			
<b>Electrical</b>	Name	Phone #	Email	
	Address			
<b>Alarm</b>	Name	Phone #	Email	
	Address			
<b>Mechanical</b>	Name	Phone #	Email	
	Address			
<b>Plumbing</b>	Name	Phone #	Email	
	Address			
<b>Sprinkler</b>	Name	Phone #	Email	
	Address			

<b>Excavator</b>	Name	Phone #	Email	
	Address			
<b>Other</b>	Name	Phone #	Email	
	Address			

### **Part III – New Residential Construction**

	NO.	SQ. FT.
<b>Stories</b>		<b>Basement Area</b>
<b>Bedrooms</b>		<b>1<sup>st</sup> Floor</b>
<b>Full Baths</b>		<b>2<sup>nd</sup> Floor</b>
<b>Partial Baths</b>		<b>3<sup>rd</sup> Floor</b>
<b>Garage (bays)</b>		<b>Garage Area</b>
<b>Height above Grade</b>		<b>Attic</b>
<b>Fireplaces (Custom)</b>		<b>Deck/Patio</b>
<b>Fireplace (Factory)</b>		<b>Porch/Sunroom/Breakfast Nook</b>
<b>TOTAL CONTRACT VALUE \$</b>		<b>TOTAL SQ. FT.</b>

### **Part IV – General Construction**

<input type="checkbox"/> New Construction	<input type="checkbox"/> Commercial Fit-Out	<input type="checkbox"/> Office Fit-Out	<input type="checkbox"/> Retail Fit-Out
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Garage	<input type="checkbox"/> Enclosed Porch
<input type="checkbox"/> Sunroom	<input type="checkbox"/> Sunroom (with heat)	<input type="checkbox"/> Deck	<input type="checkbox"/> Patio
<input type="checkbox"/> Roof Over	<input type="checkbox"/> Interior Demolition	<input type="checkbox"/> Kitchen/Bathroom Reno	<input type="checkbox"/> Finished Attic
<input type="checkbox"/> Finished Basement	<input type="checkbox"/> Finished Basement (Bedroom 2 <sup>nd</sup> means of egress)		<input type="checkbox"/> Total Bldg. Demolition
<input type="checkbox"/> Roofing (2 <sup>nd</sup> Layer) if more than 25%		<b>Construction Type:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Residential	
<input type="checkbox"/> Reroofing (Remove/Replace) if more than 25% - ice shield required			
<input type="checkbox"/> Other			
Framing: _____ Steel _____ Masonry _____ Concrete _____ Wood _____ Other _____			
Description of Work:			
<b>TOTAL CONTRACT VALUE \$</b>		<b>TOTAL SQ. FT.</b>	

### **ELECTRICAL/ALARM WORK**

<b>NOTE:</b> Applicant is responsible to contract with a third-party agency licensed in Pennsylvania for electrical plan review and inspection services. A list of acceptable agencies is available at Borough Hall and on the Borough website.			
<b>Total Service _____ Amps</b>	<b>No. of Circuits _____ 2-Wire _____ 3-Wire _____ 4-Wire</b>	<b>No. of Service Outlets _____ 110V _____ 220V</b>	
<input type="checkbox"/> Alarm System – Alteration		<input type="checkbox"/> Alarm System – New	
Description of Work:			
<b>TOTAL CONTRACT VALUE \$</b>			

## MECHANICAL WORK

**NOTE:** Manual J heat load calculations are required for all new construction, additions/finished basements using the existing heat system and for all HVAC system replacements. Also provide cut sheets for all proposed new equipment.

<b>Residential System (check one):</b> <input type="checkbox"/> New <input type="checkbox"/> Replace		<b>Commercial System (check one):</b> <input type="checkbox"/> New <input type="checkbox"/> Replace	
<input type="checkbox"/> Above Ground Tank _____ gallons	<input type="checkbox"/> Exhaust Hood	<input type="checkbox"/> Gas/Oil Conversion Unit	
<input type="checkbox"/> Air Cleaner	<input type="checkbox"/> Extension of supply/return ducts	<input type="checkbox"/> Roof Top Unit	
<input type="checkbox"/> Air Handling	<input type="checkbox"/> Fireplace/Fireplace Insert	<input type="checkbox"/> Standpipe	
<input type="checkbox"/> Boiler	<input type="checkbox"/> Forced Air Unit	<input type="checkbox"/> Underground Tank _____ gallons	
<input type="checkbox"/> Coil Unit	<input type="checkbox"/> Fuel Tank _____ gallons	<input type="checkbox"/> Other _____	

**Description of Work:**

**TOTAL CONTRACT VALUE \$**

## PLUMBING WORK

**Enter the number of fixtures being installed or replaced.**

	Basement	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup> or Above
<b>Bath / Tubs / Showers</b>					
<b>Dishwashers</b>					
<b>Drinking Fountains</b>					
<b>Ejector Pumps</b>					
<b>Floor Drains / Floor Sinks</b>					
<b>Garbage Disposal / Grease Trap / Interceptors</b>					
<b>Hose Bibs</b>					
<b>Water Heaters (expansion tank required)</b>					
<b>Sewer Vent Replacement</b>					
<b>Sinks / Mop Sinks</b>					
<b>Sprinkler System – Alteration</b>					
<b>Sprinkler System – New</b>					
<b>Urinals / Water Closets</b>					
<b>Water Line</b>					
<b>Sewer Line</b>					
<b>Water Softener</b>					
<b>Other:</b>					
<b>TOTAL FIXTURES</b>					

**Description of Work:**

**TOTAL CONTRACT VALUE \$**



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# BUILDING AND IMPERVIOUS COVERAGE FORM

Impervious surfaces (anything covered by impenetrable materials such as asphalt, concrete, brick, stone, rooftops, etc.) are an environmental concern because, with their construction, they eliminate rainwater infiltration and natural groundwater recharge. Therefore, in order to calculate the Total Impervious Area (TIA) of your property, please use the information below to complete the chart on the following page.

## FOR INFORMATION ON YOUR BUILDING COVERAGE

- **Property search:** Go to [northwalesborough.org](http://northwalesborough.org) -> Permits, Forms, & Fees -> *Montgomery County Property Records* link at the bottom of the page (this brings you to Montgomery County’s website’s Disclaimer page) -> Agree. At this point, you should be at the address search page. You can search for your property by Address or Parcel Number.
- **Lot size:** Once you are at your property location, under the Profile section, you can find your Lot Size.
- **Accessory structures:** Check for any accessory structures which may have been reported.
- **Plot plan:** Under the Map section, you can print a copy of your Plot Plan.
- **Building Coverage:** Under the Sketch section there is information regarding dimensions of your house which can be added together. Garage information (FrGar) should be added under the “Garage” section. If information is provided for “CONCRETE PATIO” please include under Part B – Impervious Surface. *(Please add or adjust information as necessary).*

## FOR INFORMATION ON YOUR ZONING DISTRICT

- Go to [northwalesborough.org](http://northwalesborough.org) -> Codes, Plans, & Maps -> Zoning Map

## REQUIREMENTS FOR NEW BUILDINGS AND IMPERVIOUS SURFACES

Zoning District	Building Coverage	Impervious Coverage
<input type="checkbox"/> R-1 Residential	25%	40%
<input type="checkbox"/> R-2 Residential	35%	50%
<input type="checkbox"/> R-3 Residential	45%	60%
<input type="checkbox"/> INO Institutional Overlay	25%	50%
Permitted Use	25%	30%
Conditional Use	30%	60%
<input type="checkbox"/> CBD Commercial Business District	-	85%
<input type="checkbox"/> OR Office Residential	25%	50%
<input type="checkbox"/> TOD Transit-Oriented Development		
<input type="checkbox"/> Single-Use Buildings		80%
<input type="checkbox"/> Mixed-Use Buildings		90%
<input type="checkbox"/> LI Limited Industrial	50%	80%

# BUILDING AND IMPERVIOUS COVERAGE FORM

Property Location:		Date:
Zoning District:	Owner Name:	Lot Size:

## Part A – Building Coverage

EXISTING	LENGTH		WIDTH		SQUARE FT.	NOTES/REMOVALS/REDUCTIONS
House		x		=		
Garage		x		=		
Shed		x		=		
Gazebo		x		=		
		x		=		
		x		=		
<b>NEW / ADDITIONS</b>						
		x		=		
		x		=		
		x		=		
<b>TOTAL – PART A</b>						

Total – Part A:	÷	Lot Size:	=	Building Coverage %
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## Part B – Impervious Surface

EXISTING	LENGTH		WIDTH		SQUARE FT.	NOTES/REMOVALS/REDUCTIONS
Driveway		x		=		
Walkways		x		=		
Patio		x		=		
Deck		x		=		
Sports Court		x		=		
Swimming Pool		x		=		
		x		=		
		x		=		
		x		=		
<b>NEW / ADDITIONS</b>						
		x		=		
		x		=		
		x		=		
		x		=		
<b>TOTAL – PART B</b>						

Total – Part B:	÷	Lot Size:	=	Impervious Surface Coverage %
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Building Coverage %	+	Impervious Surface Coverage %	=	Total Impervious %
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The above information has been completed to the best of my knowledge.

**Completed by (Printed Name)**

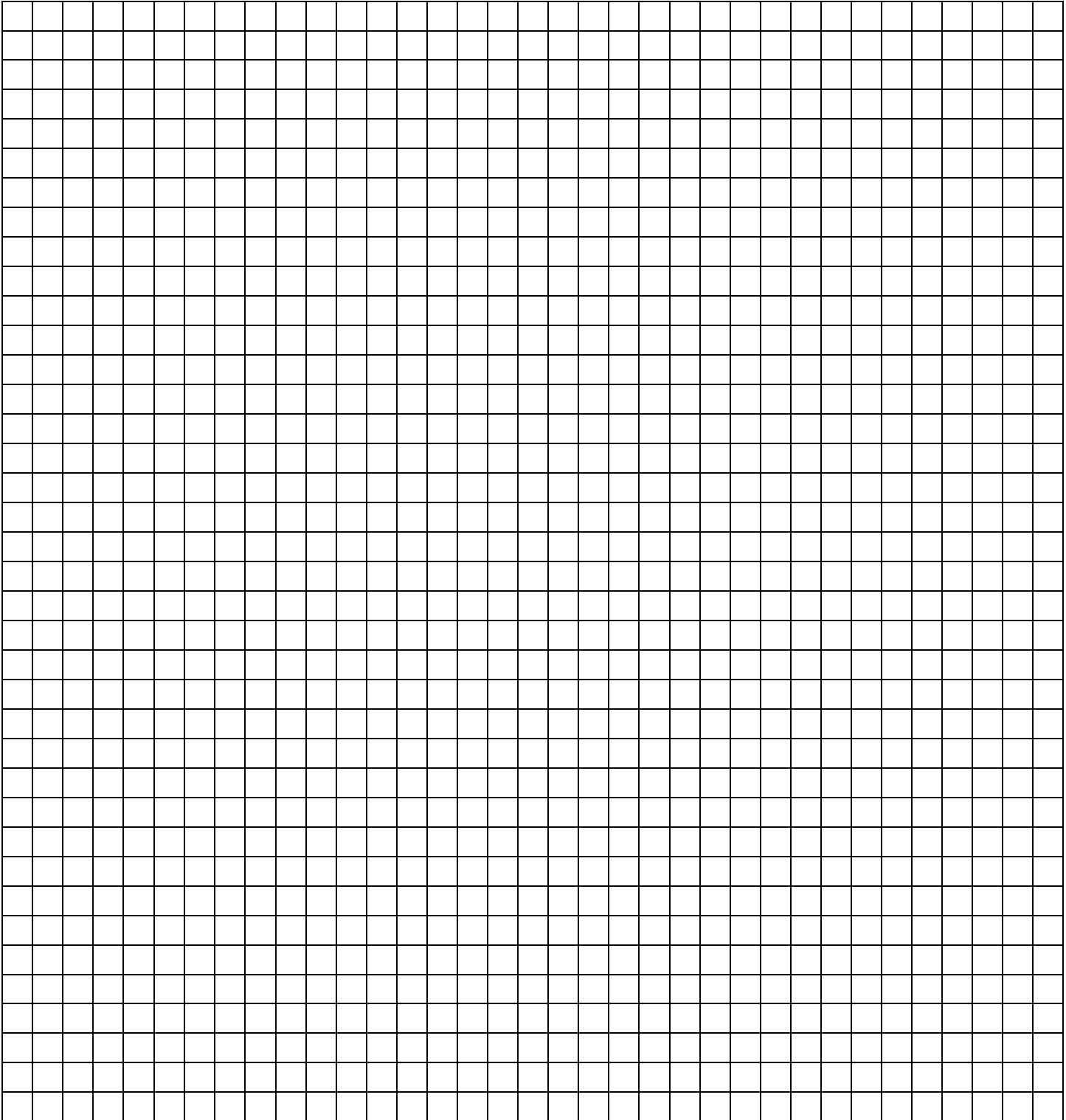
**Signature**

**Date**

# PLOT PLAN WORKSHEET

## INFORMATION

Property Address	
Zoning District	Plan Scale



## **Part VI – Grading**

A stormwater management plan is required for the following projects:

- Adding 1,000 sq. ft. or greater of impervious coverage.
- Installing stormwater management BMPs.
- Altering the natural hydrological regime.
- Installing diversion piping or encroachments in any natural or manmade channel.
- Creating an earth disturbance of 5,000 sq. ft. or greater.

### **Project Information**

Description of Proposed Project
Description of Existing Use

Each application shall include a copy of the project site plan, unless the plan is larger than 11" x 17" in which case three (3) copies shall be provided. Please refer to Chapter 180, Wissahickon Creek Watershed Stormwater Management of the North Wales Borough Code for the site plan requirements (Note that certain permit requirements may be waived by the Borough at the discretion of the Borough Engineer depending on the purpose and complexity of the application).

## **Part VII - Authorization**

I agree to comply with all applicable codes, statutes, and ordinances and with the conditions of this permit; I understand that the issuance of the permit creates no legal liability, express or implied, on North Wales Borough; and certify that all the above information is accurate. Furthermore, it is clearly understood and agreed to by the applicant and property owner that the Borough office is not responsible for any property dimensions shown on the site plan and establishment of property lines is the sole responsibility of the property owner and applicant. The applicant and property owner also agree that they are responsible for the replacement and repair of any Borough road to Borough standards which is damaged during the permitted construction. Permit expires if work is not started within (6) months, not completed within (12) months, or if work is discontinued for (6) months in the judgment of the Borough. The Building Inspector, or the Inspector's authorized agent, is authorized to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the proposed work. Failure to comply with the above will result in a STOP WORK order.

Signature of Applicant(s)	Date
Print Name of Applicant(s)	
Signature of Property Owner(s)	Date
Print Name of Property Owner(s)	

## Part VIII – For Borough Use Only

TYPE	PERMIT FEE \$	TYPE	PERMIT FEE \$
BUILDING		SPRINKLER	
ELECTRICAL		ALARM	
PLUMBING		CO	
MECHANICAL		ZONING	
ROOF		PA STATE ACT 13	
DEMOLITION		PA UCC	
GRADING		OTHER	
<b>TOTAL FEE \$</b>			

Zoning Official: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b><u>Permit #</u></b>	<b><u>Date Issued</u></b>