



North Wales Borough
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BUILDING PERMIT PROCEDURES

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A Building Permit Application Packet is required for all major construction, alterations, and demolition within the Borough. For minor construction, such as a garden shed or a patio, a Zoning Permit may only be required. Please contact our office for confirmation. Prior to starting any work, the property owner must obtain the approved permits from the Borough for the proposed project. Please read all of the following information, as it will help you complete the Building Permit Application Packet. Completion and submittal of this application does not constitute approval.

BUILDING PERMIT APPLICATION PACKET

Part 1 – General Information: Provide the applicant information, the date, and type of permit. The application must be signed and dated by the property owner or authorized agent acting on behalf of the property owner. 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. Provide the names and complete contact information for all of the contractors expected to work on the job, and the estimated value of their work.

Part 2 – Construction: Fill out the parts of the application which apply to the type of construction you are seeking to complete.

Building: Indicate the past and present use groups, construction classes, physical characteristics of the building, and estimated cost of work. Indicate the type of work through checking the appropriate box.

Electrical: Indicate the past and present use groups, pole information, utility company, and estimated cost of electrical work. Provide an itemized list of the types and numbers of each fixture to be installed. Note: some fixtures also require a size to be provided. Add up the total fixtures to be installed.

Mechanical: Indicate the past and present use groups, type of heating system, type of fuel, and estimated cost of mechanical work. Provide an itemized list of the types and numbers of each fixture to be installed. Add up the total fixtures to be installed.

Plumbing: Indicate the past and present use groups, requested information on the sewer and water service, and the estimated cost of plumbing work. Provide an itemized list of the types and numbers of each fixture to be installed. Add up the total fixtures to be installed. Provide the total contract value.

After filling out the specified section, provide a sketch of the location of the requested fixture. Read the acknowledgement at the end of the application, and sign.

Part 5 – Zoning Conformity Information: Impervious Surface calculations are required for all exterior projects. If impervious surface is greater than 1000 sq. ft., a Stormwater Management Application must be completed and submitted with the Building permit.

Part 6 – Setback Information: Provide accurate measurements from the property line on the attached plot plan worksheet.

PLANS AND SPECIFICATIONS

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

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

- North Wales Borough reserves the right to request engineered plans (prepared by a design professional licensed in the Commonwealth of Pennsylvania) depending on the complexity of the project.
- A foundation plan indicating the dimensions of the proposed structure and foundation. The depth and width of the proposed footings, (concrete footings to be a minimum of 36" below finished grade, a minimum of 8" thick, a minimum of 2500 psi concrete). Indicate the size and thickness and identify all materials used for foundation walls and provide information regarding the concrete flooring including all sub-grade materials and preparations.
- A floor plan for each proposed level indicating all interior layout and dimensions, including all bearing and non-bearing partitions. Indicate all beams and supports which are being utilized including the materials, size, spacing and span. Include the size, spacing, span and bridging for all floor joists being provided. A separate detailed framing plan may be requested in association with the floor plan.
- 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 the size of the ridge, the size and spacing of all collar ties, and the 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 which are to be provided.
- A wall section indicating all wall plates, stud sizing and spacing, type and placement of all rack bracing, details on façade materials, the clear span for all cantilever sections and any 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 member, (Trusses, floor systems, etc.). Provide manufacturer cut sheets on all engineered lumber products.
- HVAC information: How will additional living space be heated? If using existing heat source, inquire about submittal information.

Plans for pools shall include:

- Location of pool on the property, materials and reinforcing to be utilized for the pool construction. (A plot plan indicating the location of pool and all related equipment on the property shall be provided with the Building and Zoning Permit Application).
- Documentation showing that all constructed in place and pre-fabricated pools meet the current standards/requirements.
- Temporary fencing (i.e. orange safety fence or snow fencing) shall be provided around excavation during construction operations.
- Details of permeant fencing indicating locations of openings, height and materials to be utilized and all other information needed to determine compliance with the applicable Zoning Ordinance requirements.
- Permanent fencing shall be complete and in place prior to water being placed in the pool.

Plans for a deck shall include:

- A plot plan indicating the location of the deck on the property shall be provided with the Building Permit Packet Application.
- A footing layout plan indicating each footing location, size, and type.
- A detailed framing plan indicating the size, spacing, and attachment method of all members.
- A railing and stair detail indicating the size, spacing, and attachment of all members.
- NOTE: depending on the type of existing construction and/or the complexity of the proposed deck, the applicant may be required to submit engineered plans.

INSPECTIONS

Inspections are necessary to ensure that all work being done conforms to the approved plans and specifications and the applicable codes. Inspections are to be scheduled at the Borough office at least 24 to 48 hours in advance by calling 215-699-4424. Notifications for inspections at the various stages of construction is the responsibility of the applicant and/or property owner. *All un-inspected work will not be approved by the Borough Code Enforcement Department.*

The required inspections include, but may not be limited to the following. NOTE: Please review your provided Building Inspection Checklist for confirmation.

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: scheduled after all structural and framing members, along with all water supply, 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/Rough Plumbing inspection being performed.
- 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.

Pools

- Pool steel: scheduled after steel reinforcing has been installed prior to concrete application and after rough electrical inspection and approval by the underwriting agency for all wiring and grounding of fixtures has been obtained.
- Equipotential Grid Binding (EGB): inspection by underwriting agency prior to placement of concrete walkway surrounding pool. Contact underwriter for more information.
- Final: scheduled after final electrical inspection and approval by the underwriting agency has been obtained and after permanent fencing, meeting the requirements of the Borough, has been installed.

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. May require access to the interior of the home.
- Final: scheduled after the installation of all floor decking, stairs, and railings.

Other Accessory Structures

- 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 the installation of all floor decking, stairs, and railings.

A rough and final electrical inspection for all electrical work is also required and shall be obtained by the applicant. These inspections shall be performed by an independent electrical underwriting firm licensed within the Commonwealth of Pennsylvania. For technical questions regarding electrical inspections, contact your underwriter.

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

The application will be reviewed by the Borough Code Enforcement Department for compliance with the Zoning Ordinance and any other applicable Ordinances of North Wales Borough, as well as the requirements of the Pennsylvania Uniform Construction Code (Act 45). 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 that 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 Borough Administration Offices located at 300 School Street. The 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, paid for, and picked up. All permitted projects shall begin construction within six (6) months from the date the permit is issued and shall be complete within one (1) year from the date the permit is issued. Applicants may receive, at the discretion of the Borough, an extension for up to one (1) additional year for the completion of their project if they provide a written request to the Borough with compelling evidence as to why the project has not been completed within the required one (1) year period.