

**CONCORD TOWNSHIP
DELAWARE COUNTY, PA
Building Permit Application Process**

NAME OF APPLICANT _____

******PRIOR TO SUBMITTAL OF PERMIT APPLICATION APPLICANT MUST INSURE THAT ALL THE FOLLOWING ITEMS ARE ADDRESSED**

	N/A	YES
Land Development/Subdivision Approval		
Historical Review Required (Yes or No)		
Chapter 148 Permit (E&S, Lot Grading, Storm water, Any impervious >1000SF)		
CTSD Compliance (capacity paid) or..		
On-Lot Sewage Disposal Permit (SEO) (PSMA Septic Certification – if required)		
Zoning Officer Review		
Accessibility Review & Approval (Non-residential)		
Homeowner Assn. Approval Letter-Signature Req'd		
Demolition Permit (Fire Marshal)		
PennDOT Highway Occupancy Permit (State Roads)		
Road Opening Permit (Township Roads)		
Contractor Registration (TWP or State License)		
Signed Contract Between Contractor/Owner		
Documentation of Smoke Detectors/Carbon Monoxide Alarms (new SFDs)		
SFD Sprinkler Acknowledgement/Basement Ceiling Floor Assemblies Fire Rating Verification		
Finished Basement Acknowledgement (New SFD)		
Energy Calculations (REScheck or COMcheck)		
Electrical Permit (Electrical Load Calculations – If Req'd)		
HVAC Permit		
Plumbing Permit		
3 Sets of Drawings/ PA Design Professional (PE or RA) Sealed Drawings (Each page must be Sealed, Dated & Signed)		
Manufacturer Seal on Pre Engineering Roof Truss or Floor Joist Specifications		

All building permit applicants are hereby advised that under Pennsylvania law, a 30-day appeal period follows the issuance of a building permit. A permit holder who builds during this 30-day period does so at his own risk.

Concord Township Building Inspector

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX.

I. LOCATION OF BUILDING	AT (LOCATION) _____	(No.)	(STREET)	ZONING DISTRICT _____
	BETWEEN _____	(CROSS STREET)	AND _____	(CROSS STREET)
	SUBDIVISION _____	LOT _____	BLOCK _____	LOT SIZE _____

II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D

<p>A. TYPE OF IMPROVEMENT</p> <p>1 <input type="checkbox"/> New building</p> <p>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p>	<p>D. PROPOSED USE - For "Wrecking" most recent use</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units -----></p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units -----></p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p> </td> </tr> </table>	<p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units -----></p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units -----></p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p>	<p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p>
<p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units -----></p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units -----></p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p>	<p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p>		
<p>B. OWNERSHIP</p> <p>8 <input type="checkbox"/> Private (Individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State, or local government)</p>			

<p>C. COST</p> <p>10. Cost of improvement \$</p> <p><i>To be installed but not included in the above cost</i></p> <p>a. Electrical, \$</p> <p>b. Plumbing \$</p> <p>c. Heating, air conditioning, \$</p> <p>d. Other (elevator, etc.), \$</p> <p>11. TOTAL COST OF IMPROVEMENT \$</p>	<p>(Omit cents)</p>	<p>Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for, department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.</p>
--	---------------------	--

III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.

<p>E. PRINCIPAL TYPE OF FRAME</p> <p>30 <input type="checkbox"/> Masonry (wall bearing)</p> <p>31 <input type="checkbox"/> Wood frame</p> <p>32 <input type="checkbox"/> Structural steel</p> <p>33 <input type="checkbox"/> Reinforced concrete</p> <p>34 <input type="checkbox"/> Other - Specify _____</p>	<p>G. TYPE OF SEWAGE DISPOSAL</p> <p>40 <input type="checkbox"/> Public or private company</p> <p>41 <input type="checkbox"/> Private (septic tank, etc.)</p>	<p>J. DIMENSIONS</p> <p>48. Number of stories</p> <p>49. Total square feet of floor area, all floors, based on exterior dimensions</p> <p>50. Total land area, sq. ft.</p>	
	<p>H. TYPE OF WATER SUPPLY</p> <p>42 <input type="checkbox"/> Public or private company</p> <p>43 <input type="checkbox"/> Private (well, cistern)</p>	<p>K. NUMBER OF OFF-STREET PARKING SPACES</p> <p>51. Enclosed</p> <p>52. Outdoors,</p>	
<p>F. PRINCIPAL TYPE OF HEATING FUEL</p> <p>35 <input type="checkbox"/> Gas</p> <p>36 <input type="checkbox"/> Oil</p> <p>37 <input type="checkbox"/> Electricity</p> <p>38 <input type="checkbox"/> Coal</p> <p>39 <input type="checkbox"/> Other - Specify _____</p>	<p>I. TYPE OF MECHANICAL</p> <p>Will there be central air conditioning?</p> <p>44 <input type="checkbox"/> Yes 45 <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>46 <input type="checkbox"/> Yes 47 <input type="checkbox"/> No</p>	<p>L. RESIDENTIAL BUILDINGS ONLY</p> <p>53. Number of bedrooms</p> <p>54. Number of bathrooms</p> <p style="margin-left: 20px;">} Full</p> <p style="margin-left: 20px;">} Partial</p>	

NO STREET

CONCORD TOWNSHIP
DEPARTMENT OF CODE ENFORCEMENT

NEW COMMERCIAL CONSTRUCTION & TENANT FIT OUT REQUIREMENTS

NOTE: ALL REQUIREMENTS PERTAINING TO ZONING AND OR LAND DEVELOPMENT & EARTH DISTURBANCE (ENGINEERING) MUST BE COMPLETED PRIOR TO REQUESTING ANY BUILDING PERMITS.

NEW CONSTRUCTION-PLAN SUBMISSIONS, (MUST BE SEALED, DATED AND SIGNED BY A LICENSED PA PROFESSIONAL)

1. ARCHITECTURAL PLANS, (FLOOR PLANS, ELEVATIONS & SECTIONS) – 3 SETS
 - i. ASSOCIATED MECHANICAL PLANS, NOTES & DETAILS – 3 SETS
 - ii. ASSOCIATED PLUMBING PLANS, NOTES & DETAILS – 3 SETS
 - iii. ASSOCIATED ELECTRICAL PLANS, NOTES & DETAILS – 3 SETS
 - iv. ASSOCIATED FIRE ALARM PLANS, CALCS & SPECIFICATIONS (IF APPLICABLE) – 3 SETS
 - v. ASSOCIATED SPRINKLER SYSTEM PLANS, SPECIFICATIONS (IF APPLICABLE) – 3 SETS
 - vi. ASSOCIATED ENERGY PLANS, NOTES & DETAILS, – 3 SETS

TENANT FIT OUT SUBMISSIONS, (MUST BE SEALED, DATED AND SIGNED BY A LICENSED PA PROFESSIONAL)

1. (3) SETS OF SIGNED, SEALED AND DATED ARCHITECTURAL PLANS, INCLUDING SECTION AND DETAILS.
SITE PLAN WITH WORK LOCATION HIGHLIGHTED IS ALSO REQUIRED.
2. ADDITIONAL ANCILLARY MPE & SPRINKLER PLANS (REFLECTIVE CEILING LAYOUT) MIGHT BE REQUIRED AS NEEDED.

ALL SUBMISSIONS: SUBMISSION FOR USE & OCCUPANCY CERTIFICATES INCLUDING BUSINESS PAGE

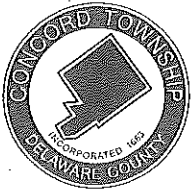
(TENANTS MUST PRESENT EITHER A COPY OF THEIR SIGNED LEASE OR LANDLORD APPROVAL LETTER).

1. SIGNED CONTRACT BETWEEN GENERAL CONTRACTOR AND THE OWNER/TENANT MUST INCLUDE BREAKDOWN FOR PLUMBING, MECHANICAL, ELECTRICAL, SPRINKLER & FIRE ALARM FEES.
2. BE ADVISED THAT ALL NEW TOILET INSTALLATIONS MUST BE “WALL HUNG” TYPE, (BY ORD. NO. 301).
3. SEPARATE PLUMBING, ELECTRICAL AND HVAC PERMITS REQUIRED
 - i. MASTER LICENSED PLUMBER MUST BE REGISTERED – SIGNED CONTRACT BETWEEN THE PLUMBER AND OWNER/TENANT. FEE WILL BE BASED ON CONTRACT COST OF JOB. (MAY BE PART OF GC’S CONTRACT)
 - ii. MASTER LICENSED ELECTRICIAN MUST BE REGISTERED. THE TOWNSHIP CONSULTANTS WILL PERFORM ELECTRICAL INSPECTIONS.
 - iii. GENERAL CONTRACTOR TO PROVIDE TOWNSHIP WITH A LIST OF ALL SUB-CONTRACTORS AT TIME OF PERMIT SUBMITTAL. **ALL MEP CONTRACTORS MUST BE REGISTERED WITH TOWNSHIP PRIOR TO OR AT TIME OF PERMIT SUBMITTAL.**
4. SIGN PERMITS ARE REQUIRED - OWNER OF PROPERTY MUST APPROVE ALL SIGNAGE.
 - a. SIGN COMPANY MUST BE REGISTERED WITH TOWNSHIP.
5. MUST CONTACT CONCORD TOWNSHIP SEWER DEPARTMENT, TERRI GRANT AT 610-459-8911 EXT. #108 OR VIA EMAIL **TGRANT@CONCORDTOWNSHIP.ORG** FOR ANY ADDITIONAL REQUIREMENTS.
6. PRE CONSTRUCTION MEETING FOR ALL NEW COMMERCIAL PROJECTS AND ANY EXTENSIVE TENANT FIT OUT (I.E. >1000 SQ FT) MAY BE REQUIRED.
7. ALL HISTORIC PROPERTIES REQUIRE MANDATORY MEETING WITH BOTH HISTORIC COMMISSION AND BCO PRIOR TO SUBMITTAL OF PLANS. (HISTORICAL COMMISSION-MARK GENNARO EMAIL: **MARK.GENNARO@GMAIL.COM**)

IN ADDITION: RESTAURANT TYPE FIT OUTS NEED THE ADDITIONAL INFORMATION:

- CONTACT CONCORD TOWNSHIP SEWER DEPARTMENT FOR GREASE TRAP REGULATIONS, TERRI GRANT 610-459-8911, EXT 108 **TGRANT@CONCORDTOWNSHIP.ORG**
- COPY OF NOTIFICATION TO DEPARTMENT OF AGRICULTURE (ANTHONY C. SELLERS – TEL. # 610-489-1003)
- FIRE MARSHAL REQUIRES “HOOD SPECIFICATIONS”. A SEPARATE PERMIT & INSPECTION IS REQUIRED.
- MUST PROVIDE COPY OF DEPARTMENT OF AGRICULTURE FINAL INSPECTION REPORT PRIOR TO REQUEST FOR FINAL C/O INSPECTION.
- FIRE MARSHAL AND CODE ENFORCEMENT OFFICER WILL PERFORM A FINAL INSPECTION
- SIGN INSTALLATION AS WELL AS PROPERTY ADDRESS IDENTIFICATION MUST BE POSTED PRIOR TO RELEASE OF C/O.
- ONCE ALL THE ABOVE HAS BEEN COMPLETED AND CONCORD TOWNSHIP HAS CLOSED THE TENANT FIT OUT PERMIT...THEN AND ONLY THEN WILL THE TOWNSHIP BE IN A POSITION TO RELEASE THE CERTIFICATE OF OCCUPANCY.

INITIAL/DATE



Township of Concord

DELAWARE COUNTY

COUNCIL: Dominic A. Pileggi, John J. Gillespie, Elizabeth A. Salvucci,
Thomas J. Mahoney, Margaret S. Franke, Joshua Twersky, John L. Crossan

COMMERCIAL PROJECTS

TO: ALL CONTRACTORS / ALL APPLICANTS
FROM: Manos Kavadias, Director of Code Enforcement
SUBJECT: ORDER OF INSPECTIONS
DATE: CURRENT

NOTE: All inspections require a **48/ hour notice**. **Inspections are conducted Mondays, Wednesdays & Fridays. Emailing all inspection requests is preferred. Contractors must e-mail their requests (to both); mkelly@concordtownship.org & sfox@concordtownship.org. Calls can be made to Maureen Kelly's attention at 610-459-8911, ext. #104.**

1. **PRE-FOOTING FORM & SOIL INSPECTION.** Depending on soil conditions contractor would be required to provide a Geotechnical Soil Evaluation Report, (sealed by a PA P.E.).
2. **WALL PREP & POUR, (CMU or CAST CONCRETE).** Cast concrete must be placed in strict adherence to ACI requirements and guidelines.
 - A. **CONTRACTOR/DEVELOPER SHALL SUBMIT AN INCLEMENT WEATHER CONDITIONS CRITERIA BASED ON ACI STANDARDS, PRIOR TO ANY CONCRETING.**
3. **EXTERIOR WATER PROOFING/DAMP PROOFING.** Contractor would be required to submit letter from the Project's Design Professional if WATERPROOFING is **not** provided.
 - A. **FOUNDATION AND SUPPORTING WALL BACKFILL: Compaction @ 10"-14" lifts of approved fill or per design professional's specifications.**
 - B. **BASEMENT SLAB: PER APPROVED PLANS. – Under slab plumbing must take place prior to any concreting, (see item #4B).**

4. **ROUGH FRAMING INSPECTION**

All framing elements must be present, depending on the project's scope additional inspections and certification may be required from the project design professional. Rough, Electrical and Plumbing as well Mechanical work must also be present. Concord Township Fire Marshal also requires inspection of all sprinkler systems work.

- A. **ELECTRICAL** - Pre-approval of all electrical work by a third party agency will be required. It is the responsibility of each permit applicant to select one of the two (2) Underwriter Inspection Agencies listed on the Electrical Permit Application form. Applicants are required to contact the agency directly and make all the necessary inspection arrangements, (including monetary compensation) prior to scheduling for a **ROUGH FRAMING INSPECTION**.
- B. **PLUMBING** - Drain & Supply lines must be installed and be tested per applicable IPC & manufacturer's guidelines and regulations. All gas line systems shall be tested as follows: 30psi for 24 hrs.
- A. **MECHANICAL/HVAC** - All systems (specified equipment, supporting piping conduits & associated connections) shall be inspected for plan compliance, including location of condensate drainage (NOTE: draining into sanitary system is prohibited).

- B. **FIRE ALARM SYSTEM:** All systems (specified equipment, supporting wiring, associated connections and specified locations) shall be inspected for full compliance with approved plans. (NOTE: Location of Strobe &/or Horn fixtures along walls and Pull Stations must be in compliance with applicable ANSI A117.1 regulations).
 - C. **SPRINKLER SYSTEM:** Associated design package must have been submitted and approved by Township prior to actual commencement of any field work, (see item #4[above]).
 - i. SUPPLY LINE CHECK
 - ii. ROUGH INSPECTION – Above Ceiling & Hydro
5. **INTERIOR INSULATION** – Must be compliant to the most current PA UCC Energy conservation regulations. The contractor is required to provide energy compliance forms, (COMcheck calculations based current and applicable IECC), as part of the permit application. Copies of these forms must be presented to the inspector at the time of inspection, upon request.
6. **DRYWALL INSPECTION** - Per compliance with approved plan specifications and applicable IBC regulations.
7. **FINAL INSPECTIONS**
- A. **FINAL ENGINEERING (SITE) INSPECTION**, (when applicable) is required prior to scheduling for **FINAL CERTIFICATE OF OCCUPANCY INSPECTION**, when applicable. E-mail request for inspection to Engineering Secretary, Christina Mahoney: cmahoney@concordtownship.org or 610-459-8911, #105.
 - B. **CTSD FINAL APPROVAL**, if applicable – Must contact Terri Grant at CTSD: tgrant@concordtownship.org or 610-459-8911, ext. #108.
 - C. **FINAL ELECTRICAL INSPECTION** Contact chosen third party underwriter. Must have taken place prior to scheduling the township for a final inspection.
 - D. **ALL FIRE FINAL INSPECTIONS** (Emergency Power, Sprinkler & Fire Alarms)
 - E. **FINAL C/O INSPECTION INCLUDING ACCESSIBILITY (48 hour notice)**

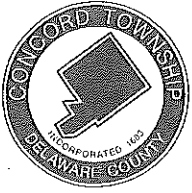
All aspects of occupancy, (i.e., Building, Plumbing, Mechanical, Fire Marshal's approval & ACCESSIBILITY) require a final inspection in order to release the certificate of occupancy.

A Certificate of Occupancy shall be released within 48hrs. after completion of all of the above requirements. Note: All assembly occupancies (restaurants, halls, indoor sports stadiums, etc.) regardless of having occupancies less than 50 persons are required to display the occupancy placard issued by the Township of Concord.

A written request for all pre-Certificate of Occupancy Inspections is required. Such requests may be emailed to the attention of Maureen Kelly: mkelly@concordtownship.org.

The Township must be informed when revisions to the permitted project scope are made. Such revisions shall be addressed as Permit Adjustments.

If for any reason a contractor leaves a job prior to completion the Township MUST be called to conduct a clear-out inspection. A Permit Adjustment may be necessary at this time.



Township of Concord

DELAWARE COUNTY

COUNCIL: Dominic A. Pileggi, John J. Gillespie, Elizabeth A. Salvucci,
Thomas J. Mahoney, Margaret S. Franke, Joshua Twersky, John L. Crossan

RESIDENTIAL PROJECTS

TO: ALL CONTRACTORS / ALL APPLICANTS
FROM: Manos Kavadias, BCO, Director of Code Enforcement
SUBJECT: ORDER OF INSPECTIONS
DATE: CURRENT

NOTE: All inspections require a 48/ hour notice. Inspections are conducted Mondays, Wednesdays & Fridays. Emailing all inspection requests is preferred. Developers & Builders must e-mail their requests (to both); mkelly@concordtownship.org & sfox@concordtownship.org. Calls can be made to Maureen Kelly's attention at 610-459-8911, ext. #104.

1. **PRE-FOOTING FORM AND SOIL INSPECTION.** Depending on soil conditions contractor would be required to provide a Geotechnical Soil Evaluation Report.
2. **WALL PREP AND POUR, (CMU OR CAST CONCRETE).** Cast concrete must be placed in strict adherence to ACI requirements and guidelines.
 - A. **CONTRACTOR/DEVELOPER SHALL SUBMIT AN INCLEMENT WEATHER CONDITIONS CRITERIA BASED ON ACI STANDARDS, PRIOR TO ANY CONCRETING.**

All Single Family Dwellings require a "Foundation As-Built" plan to be submitted and approved by Township Engineer before backfill inspection.

3. **(PRE-BACKFILL) FOUNDATION WALL WATER PROOFING/DAMP PROOFING.** In the absence of WATER PROOFING/DAMP PROOFING the contractor would be required to submit letter from a Geotechnical consultant supporting this action.
 - A. Foundation and supporting wall backfill: Compaction @ 12"-18" lifts of approved fill.
 - B. Basement slab: 4" stone with 6 mill vapor barrier over. – Under slab plumbing as needed.
4. **FRAMING:**
 - A. **WALL BRACING-EXTERIOR SHEATHING,** (per approved Project DWG's or per prescriptive 2006-IRC regulations).
 - i. **Exterior sheathing must be inspected prior to being covered BY ANY MATERIAL.**
 - B. **ROUGH FRAMING** – (Rough Electrical; Rough Plumbing, HVAC- Mechanical and ductwork must be in place; Roof inspection for all Single Family Dwellings and Additions, including installation of a continuous mtl. drip edge along total perimeter and a 24" wide, (min.) layer of ice protection, to be installed along all eave lines.
 - i. **NOTE: Utility** (sewer, water,) connections require inspections. Prior to sewer connection contractor must contact Terri Grant at CTSD via email: tgrant@concordtownship.org or 610-459-8911, Ext #108 as well as Maureen Kelly at Code Department: mkelly@concordtownship.org or 610-459-8911, Ext. #104.

- C. **DAMP PROOFING OF EXTERIOR WALL SURFACES: SIDING/PRE-STUCCO/CULTURED-STONE-PREP & BRICK FACADE.** NOTE: All transition lines between vinyl siding or fascia capping and wall areas to receive stucco or brick must be damp proofed. Stucco or cultured stone installation must be in full compliance with applicable IRC regulations and industry standards.
 - D. **ELECTRICAL** - Pre-approval of all electrical work by a third party agency will be required. It is the responsibility of each permit applicant to select one of the two (2) Underwriter Inspection Agencies listed on the Electrical Permit Application form. Applicants are required to contact the agency directly and make all the necessary inspection arrangements, (including monetary compensation) prior to scheduling for a ROUGH FRAMING INSPECTION.
 - E. **PLUMBING** – Drain & Supply lines must be installed and be tested per applicable IRC, IPC & manufacturer’s guidelines and regulations.
 - F. **MECHANICAL** - All ducts (supply & return) must be insulated when located within unconditioned areas.
 - G. **FIRE BLOCKING:** All basement ceiling penetrations and utility chases must be fire-blocked. (NOTE: Perimeter walls for proposed basement finishing require fire-blocking).
5. **INSULATION** – (Must follow either the most current of: PA Energy Guidelines or REZcheck approved submittal) NOTE: an Energy Compliance Schedule must be posted on the Electrical Panel.
6. **DRYWALL** – Per applicable IRC guidelines.
7. **FINAL INSPECTION**
 Final electrical inspection must have taken place prior to scheduling the township for a final inspection. 3RD Party’s Approval sticker shall be placed in the interior of the panel’s door.
- i. **NOTE: Engineering and Utility, (CTSD) prior closure is also required.**
 - ii. **PROPERTY ADDRESS (in compliance to Township regulations)**
 - A. All permits, (Electrical, Mechanical & Plumbing) require a final inspection in order to release the certificate of occupancy.
 - B. Verification of CARBON MONOXIDE & SMOKE DETECTOR INSTALLATIONS as required.
 - C. DETACHED SFD: Approval and verification of specific basement ceiling/floor assemblies fire rating when non-sprinkler option is chosen.
 - D. Upon receipt of a written request a Certificate of Occupancy shall be released within 48hrs. after a satisfactory FINAL inspection.

Written request for all pre-Certificates of Occupancy Inspections is required. Such requests may be E-MAILED to the attention of Maureen Kelly: mkelly@concordtownship.org

The Township must be informed when revisions to the permitted project scope are made. Such revisions shall be addressed as Permit Adjustments.

If for any reason a contractor leaves a job prior to completion the Township MUST be called To conduct a clear-out inspection. A Permit Adjustment may be necessary at this time.



Township of Concord

DELAWARE COUNTY

COUNCIL: Dominic A. Pileggi, John J. Gillespie, Elizabeth A. Salvucci,
Thomas J. Mahoney, Margaret S. Franke, Joshua Twersky, John L. Crossan

To All Builders and Contractors:

Concord Township will not accept any building permit application unless accompanied by:

- 1) Signed contract
- 2) General contractor must provide township with a list of all sub-contractors at time of permit submittal. For residential projects all MEP contractors must provide a copy of PA State license (HIC license and insurance certificate of liability naming Township as Certificate Holder prior to or at time of permit submittal. For all commercial projects, all MEP contractors must be registered with township prior to or at time of permit submittal.

- A. Plumber
- B. Electrician
- C. HVAC
- D. All Others

In order to expedite the processing of your building permit we ask your cooperation in seeing that this information is provided at the time of submission. If you have questions, please contact the Concord Township Code Department at 610-459-8911 ext. #104.

Sincerely,

A handwritten signature in black ink, appearing to read "Manos Kavadias", with a stylized flourish at the end.

Manos Kavadias
Code Enforcement Officer

cc: Amanda Serock, Township Manager



Township of Concord

DELAWARE COUNTY

*COUNCIL: Dominic A. Pileggi, John J. Gillespie, Elizabeth A. Salvucci,
Thomas J. Mahoney, Margaret S. Franke, Joshua Twersky, John L. Crossan*

TO: All Contractors

**RE: NO CONSTRUCTION ACTIVITY
CHAPTER 124 (NOISE DISTURBANCE) OF THE
CODE OF THE TOWNSHIP OF CONCORD**

**No construction activity should be conducted during the hours of
9:00 p.m. & 7:00 a.m. Monday through Saturday.**

Engaging in or permitting others to engage in building and construction activities in a residential zoning district, or in areas adjacent to any residential zoning district, or within 1,000 feet of any residential zoning district between the hours of 9:00 p.m. prevailing time and 7:00 a.m. prevailing time the following day, on weekdays and Saturdays or at any time on Sundays or legal holidays, such that the sound and/or vibration therefrom causes a noise disturbance across a residential property boundary line. As used herein "building and construction activities" shall include the erection, repair, renovation, demolition or removal of any building or structure, and the excavation, filling, grading and site work of lots in connection therewith.

No work is permitted on Sundays and on the following holidays:

NEW YEAR'S DAY

MEMORIAL DAY

4TH OF JULY

LABOR DAY

THANKSGIVING DAY

CHRISTMAS DAY

Any person who shall violate any provision of this chapter or who permits the violation of any provision of this chapter shall pay a fine of \$600.

TOWNSHIP OF CONCORD

BUILDING PERMITS ALL APPLICANTS READ AND SIGN

1. **SEALED-SIGNED-DATED PLANS, (DESIGN QUALITY) REQUIRED FOR RESIDENTIAL CONSTRUCTION OF:**
 - NEW CONSTRUCTION, (SFD, PER IRC STANDARDS)
 - TWO STORY ADDITION
 - SECOND FLOOR ADDITION (OVER EXISTING FOUNDATION)
 - INSTALLATION OF ROOFS AND ENCLOSURES ASSOCIATED WITH EXISTING OR PROPOSED DECK STRUCTURES
 - ALL PRE-ENGINEERED SYSTEMS, (SUCH AS ROOF TRUSSES OR NON-NOMINAL FLOOR JOIST LAYOUTS) MUST BE PRESENTED ON PLANS/DWGS SEALED/SIGNED BY THE MANUFACTURER'S DESIGN PROFESSIONAL
 - ENERGY CALCULATIONS, BUILDER/APPLICANT MUST PROVIDE PROOF OF COMPLIANCE WITH THE ENERGY CONSERVATION CODE REQUIREMENTS AT THE TIME OF SUBMISSION. THESE MAY TAKE THE FORM OF EITHER THE PA - ENERGY EXEMPTION, RESERVED ONLY FOR RESIDENTIAL CONSTRUCTION WITH A 15% MAX. GLAZING TO WALL AREA, (GROSS) RATIO OR BY USING THE REZCHECK SOFTWARE. (WEBSITE: WWW.ENERGYCODES.GOV).
2. **NON-RESIDENTIAL NEW CONSTRUCTION AND TENANT FIT-UP REQUIRE THE FOLLOWING INFORMATION TO BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION:**
 - (3) COMPLETE SETS OF SEALED, SIGNED AND DATED PLANS (ARCHITECTURAL, STRUCTURAL & MEPS)
 - ENERGY CALCULATIONS, PER IECC. SEALED SIGNED AND DATED
 - SPRINKLER SYSTEM DESIGN. SEALED SIGNED AND DATED
 - FIRE ALARM SYSTEM DESIGN. SEALED SIGNED AND DATED
3. TILE FIELD AREA MUST BE STAKED OUT IN ADVANCE AND EARTH CANNOT BE DISTURBED OR COVERED WITH FILL.
4. PLEASE SEE ATTACHED LIST OF ALL INSPECTIONS, READ & KEEP.
5. ALL PERMIT APPLICANTS ARE HEREBY ADVISED THAT UNDER PENNSYLVANIA LAW, A 30-DAY APPEAL PERIOD FOLLOWS THE ISSUANCE OF A BUILDING PERMIT. A PERMIT HOLDER WHO BUILDS DURING THIS 30-DAY PERIOD DOES SO AT HIS OWN RISK.
6. OPEN BURNING AT ANY CONSTRUCTION SITE IS PROHIBITED! IT IS THE APPLICANT'S RESPONSIBILITY TO ENFORCE THIS WITH ALL SUBCONTRACTORS.
7. ALL DRIVEWAYS SHALL BE PAVED WITH A HARD SURFACE MATERIAL, APPROVED BY THE TOWNSHIP ENGINEER, FROM THE EDGE OF THE STREET CARTWAY TO A POINT IN THE LOT 30 FEET FROM THE EDGE OF THE CARTWAY.
8. HOUSE NUMBER/LOT NUMBER (4" HIGH MIN.) MUST BE POSTED ON PROPERTY AT START OF CONSTRUCTION.

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD, AND I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT.

SIGNATURE OF APPLICANT:

STREET ADDRESS:

CITY, STATE, ZIP

TELEPHONE NUMBER:

Workers' Compensation Insurance Coverage Information
(ATTACH TO BUILDING PERMIT APPLICATION)

A. The applicant is a contractor within the meaning of the Pennsylvania Workers' Compensation Law: Yes No
Complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for workers' compensation.

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy No. _____

Policy Expiration Date _____ *Certificate must be attached.*

C. Exemption (*Complete this section if the applicant is the homeowner or a contractor claiming exemption from providing workers' compensation insurance.*)

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- _____ Contractor with no employees. Contractor prohibited by law from employing
initials 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
 Homeowner

SIGNATURE OF APPLICANT _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

STATE OF _____

COUNTY OF _____

This record was acknowledged before me on _____, 20_____

By _____

(NOTARY SEAL)

NOTARY PUBLIC

IF THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION IS SITUATED IN ANY COMMUNITY REGULATED BY A HOMEOWNER'S ASSOCIATION (HOA) THE FOLLOWING MUST BE COMPLETED.

Applicants Name: _____

Address (Subject Property) _____

Community Name: _____

HOA Name: _____

HOA Contact Person: _____

HOA Contact Person Address: _____

Homeowners Acknowledgement: _____

Issuance of permit by the Township in no way intimates or suggests that the project has been approved by the HOA and/or that the issuance supersedes the requirements of the HOA. If you build without HOA approval you are proceeding at your own risk.

IV. IDENTIFICATION - To be completed by all applicants

Name	Mailing address - Number, street, city, and State	ZIP code	Tel. No.
1. Owner or Lessee			
2. Contractor			
3. Architect or Engineer			

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
------------------------	---------	------------------

DO NOT WRITE BELOW THIS LINE

V. PLAN REVIEW RECORD - For office use

Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER _____					OTHER _____				

VII. VALIDATION

Building Permit number _____ Building Permit issued _____ 19____ Building Permit Fee \$ _____ Certificate of Occupancy \$ _____ Drain Tile \$ _____ Plan Review Fee \$ _____	<p align="center">FOR DEPARTMENT USE ONLY</p> Use Group _____ Fire Grading _____ Live Loading _____ Occupancy Load _____
Approved by: _____ _____ _____	<p align="center">TITLE</p>

VIII. ZONING PLAN EXAMINERS NOTES

DISTRICT

USE

FRONT YARD

SIDE YARD

SIDE YARD

REAR YARD

NOTES

IX. SITE OR PLOT PLAN - *For Applicant Use*

