



Township of Newtown

209 Bishop Hollow Rd, Newtown Square, PA 19073
tel: 610-356-0200 \* fax: 610-356-8722
www.newtowntownship.org

Mechanical/Electrical/Plumbing Permit
Instructions on the reverse side

Permit # \_\_\_\_\_
Date Issued: \_\_\_\_\_
By: \_\_\_\_\_

Check all that apply: [ ] Mechanical [ ] Electrical [ ] Plumbing

Work Site Location: \_\_\_\_\_

Tax Parcel #: 30-00- \_\_\_\_\_

Legal Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contractor: \_\_\_\_\_

PA AG#: \_\_\_\_\_ Exp: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Work: [ ] Mechanical [ ] Electrical [ ] Plumbing

Construction Characteristics:

Use Group: Present \_\_\_\_\_ Proposed \_\_\_\_\_

Construction Class: Present \_\_\_\_\_ Proposed \_\_\_\_\_

Is the Building Equipment to be located outside of the REQUIRED building setbacks? [ ] Yes [ ] No

Mechanical (check all that apply): [ ] New [ ] Conversion [ ] Replacement [ ] Gas [ ] Oil
[ ] Solar [ ] Electric [ ] Hydronic [ ] Forced Air [ ] Other \_\_\_\_\_

Plumbing (check all that apply): Building Sewer Size \_\_\_\_\_ Water Service Size \_\_\_\_\_
[ ] Public Sewer [ ] Private Septic [ ] HOA Septic [ ] Public Water [ ] Private Well

Plans Submitted: [ ] Yes [ ] No Specs Submitted: [ ] Yes [ ] No

Other Permits submitted associated with the project (check all that apply):

[ ] Mechanical [ ] Electrical [ ] Plumbing [ ] Soil Erosion [ ] Building

Description of Work: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Total Cost of Work for each subtype (completed by Contractor):

Electrical: \$ \_\_\_\_\_

Mechanical: \$ \_\_\_\_\_

Plumbing: \$ \_\_\_\_\_

Comments from Code Dept: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

A copy of the contractor insurance certificate or waiver and a copy of the PA AG license must be included with the permit application. No applications will be reviewed without this information included with the permit application.

Insurance Certificate included? [ ] Yes [ ] No

Copy of PA AG license included? [ ] Yes [ ] No

If your project requires multiple contractors, please include the "Permit Contractor List Form" with your permit application, along with insurance certificates or waivers and a copy of PA AG licenses for all contractors included in the project.

Add Contractor sheet included? [ ] Yes [ ] No

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this Application. Also, I acknowledge I am responsible for scheduling all required inspections of work.
Signature: \_\_\_\_\_
Applicant/Contractor Date

Completed by Township
Electrical: \_\_\_\_\_
Mechanical: \_\_\_\_\_
Plumbing: \_\_\_\_\_
L&I Fee: \_\_\_\_\_
Total all Permits: \$ \_\_\_\_\_

Property Address:



# TOWNSHIP OF NEWTOWN

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## Newtown Township Construction Permitting Instructions

***\*\*\*Items Listed Must be Included with Every Permit\*\*\****

➤ **Residential Projects (allow for 15 business days for processing):**

- A copy of PA AG registration/license #
- A copy of certificate of liability, naming Newtown Twp as the certificate holder or a notarized affidavit of exemption
- Completed and signed permit applications
- 2 sets of plans and details proposed in accordance with the currently adopted UCC codes specific to the project (mechanical, electrical, plumbing, building, fire suppression)
- Copy of signed contract, HOA approvals, and cost of work (construction values)
- Specs for any engineered lumber products, appliance equipment, insulation & HVAC load calculations
- 2 copies of Site Plans (showing layout of property with dimensions of all impervious surfaces included (ex: building, pools, patios, driveways, sheds))

➤ **Commercial Projects (allow 30 Business days for processing):**

- Copy of liability insurance, naming Newtown Twp as the certificate holder
- Completed form or Copy of Newtown Twp Contractor Registration
- 2 sets of sealed plans with design in accordance with current ICC adopted codes for Architectural, Structural, Mechanical, Plumbing and Energy Efficiency Compliance
- 2 SEPARATE copies of all electrical and low voltage wiring plans for review by Township approved 3<sup>rd</sup> party agency, including a completed Electrical Permit application.
- 2 SEPARATE copies of all Fire Suppression & Fire Alarms plans for review by the Township Fire Marshal, including a completed Fire Suppression Permit application.
- Copy of signed contract
- Copy of specs required as necessary
- 2 copies of Site Plans

If you have any further questions regarding submitting permit applications to Newtown Township, please call 610-356-0200.