



**AFFIDAVIT REGARDING  
USE AND OCCUPANCY REPAIRS**

**PROPERTY:** \_\_\_\_\_

**BUYERS:** \_\_\_\_\_

**SELLERS:** \_\_\_\_\_

**DATE OF SETTLEMENT:** \_\_\_\_\_

It is understood and agreed that \_\_\_\_\_,  
buyer(s) of the property at \_\_\_\_\_, will repair all  
items noted on the Field Inspection Report dated \_\_\_\_\_ within \_\_\_\_\_ days of  
settlement. The buyers will apply for appropriate permits and have the property re-inspected by the  
Newtown Township Code Enforcement Department to verify completion.

Buyers' telephone number is: \_\_\_\_\_

**BUYERS SIGNATURE(S):** \_\_\_\_\_

\_\_\_\_\_

**THIS DOCUMENT MUST BE NOTARIZED AND DATED**



# TOWNSHIP OF NEWTOWN

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## Newtown Township Construction Permitting Instructions

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

➤ **Residential Contractors:**

- 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 permit applications
- 2 sets of plans with design per 2009 IRC
- Copy of signed contract and HOA approvals
- Copy of specs required as necessary
- 2 copies of Site Plans

➤ **Commercial Contractors:**

- 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 per 2009 IBC & Chapter 11 of 2012 IBC for Architectural, 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.



**Township of Newtown**

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

**Building/Zoning Permit**

**Permit #**

**Date Issued:**

**By:**

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

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

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

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

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

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

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

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

**Site Characteristics:**

**Zoning District:** \_\_\_\_\_ **Lot size:** \_\_\_\_\_

**Existing Setbacks:** front \_\_\_\_\_ **Side 1** \_\_\_\_\_ **Side 2** \_\_\_\_\_ **Rear** \_\_\_\_\_

**Proposed Setbacks:** front \_\_\_\_\_ **Side 1** \_\_\_\_\_ **Side 2** \_\_\_\_\_ **Rear** \_\_\_\_\_

**Impervious Coverage (sqft):** Existing \_\_\_\_\_ **Proposed** \_\_\_\_\_

**Is this a corner lot?**  Yes  No **Plans Submitted:**  Yes  No

**Does the project involve grading or proposed changes in elevation?**  Yes  No

**Is the project in an area located within the 100yr floodplain as per FEMA?**  Yes  No

**Building Characteristics:**

**Use Group** \_\_\_\_\_ **Construction Type** \_\_\_\_\_

**No. Stories/Height** \_\_\_\_\_ **Area, Largest Floor** \_\_\_\_\_

**New Building Area, All floors** \_\_\_\_\_ **Total Area of Land Disturbed** \_\_\_\_\_

**Is the building currently equipped with Fire Alarm/Suppression?:**  Yes  No

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

Mechanical  Electrical  Plumbing  Fire Sprinkler & Alarm  Soil Erosion

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Cost of Work (completed by Contractor):** \$ \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

*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

**Building:** \_\_\_\_\_  
**Electrical:** \_\_\_\_\_  
**HVAC:** \_\_\_\_\_  
**Plumbing:** \_\_\_\_\_  
**Sprinkler:** \_\_\_\_\_  
**L&I Fee:** \_\_\_\_\_  
**Total all Permits: \$** \_\_\_\_\_

Property Address: