

BUILDING PERMIT



Code Enforcement/Building/Zoning
 401 S. Main Street, Hatfield, PA 19440
 O: (215) 855-0781x108 F: (215) 855-2075
 Code@HatfieldBorough.com
 www.HatfieldBorough.com

CONSTRUCTION WORK APPLICATION

Applicant shall submit two (2) legible copies of all drawings/plans and construction documents. Commercial plans shall be signed/sealed by a design professional. Residential plans may have to be signed and sealed, depending on the complexity of the project. Permit applications involving the construction of a permanent structure must include a copy of the current property survey showing all existing and proposed improvements.	Date __ / __ / __
	Is owner applicant?
	YES / NO
PERMIT # _____ TMP # _____ FEE \$ _____ DATE _____	
PERMIT TYPE: <input type="checkbox"/> Building <input type="checkbox"/> Electrical/Alarm <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC/Mechanical <input type="checkbox"/> Other _____	

PROPERTY INFORMATION

Number	Street
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Property in an HOA? Issuance of permit does not wave any HOA requirements or HOA approvals.

OWNER INFORMATION

First Name	Last Name	Daytime Phone
Email Address		Cell Phone
Number	Street	City/Zip

CONTRACTOR INFORMATION

Contractor	License #	Name	Address	Phone/Email	Contract Value
General					
Electrical					
Alarm					
Plumbing					
HVAC/Mech					
Sprinkler					
Roofing					
Other					

COMPLETE FOR NEW CONSTRUCTION

	Number		Square Feet
Stories		Basement	
Bedrooms		First Floor	
Full Baths		Second Floor	
Partial Baths		Third Floor	
Garages (Bays)		Attic	
Fireplaces (Custom)		Garage	
Fireplaces (Factory)		Deck/Patio	

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Height Above Grade		Porch/Sunroom	
PROPOSED GENERAL CONSTRUCTION WORK			
Description of work (If disturbing more than an acre, you will also need to apply for a grading permit)			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Commercial Fit-out
<input type="checkbox"/> Kitchen/Bath Reno	<input type="checkbox"/> Garage	<input type="checkbox"/> Deck	<input type="checkbox"/> Office Fit-out
<input type="checkbox"/> Finished Attic	<input type="checkbox"/> Roof Over <small>Patio Porch Deck</small>	<input type="checkbox"/> Patio	<input type="checkbox"/> Retail Fit-out
<input type="checkbox"/> Sunroom	<input type="checkbox"/> Sunroom with Heat	<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Interior Demo
<input type="checkbox"/> Finished Basement	<input type="checkbox"/> Finished Basement with Bedroom 2nd Means of Egress		<input type="checkbox"/> Total Demo
<input type="checkbox"/> Other			
<input type="checkbox"/> Commerical	<input type="checkbox"/> Residential		
Total Electrical Contractor Value		Fee	

ELECTRICAL / ALARM

All electrical permit applications shall be submitted with two (2) copies of a wiring diagram which has been reviewed and approved by a third-party electrical underwriter licensed in the Commonwealth of Pennsylvania. See
Electrical Plan Review/Inspection Policy for more information.
 Applications submitted without approved wiring diagrams will not be approved.

Description of work

Service Amps		# of Curcuits		Spa/Hot Tub		110V Service Outlets
Switches		Smoke Detectors		A/C Unit		
Receptacles		Dishwasher		Heater		220V Service Outlets
Circuit Panel		Washer		Water Heater		
Lights		Dryer		Other		

This is a partial list of third-party electrical underwriters/inspectors. Hatfield Borough neither endorses these agencies nor recommends them. This list is provided as a convenience to the applicant. Applicants may use any electrical underwriter/inspector that is licensed in the Commonwealth of Pennsylvania.

Bureau Veritas North America - (877) 392-9445	Middle Department Inspections Agency - (800) 992-6342
Code Inspections Inc. - (215) 672-9400	Municipal Inspection Corp - (215) 673-4434
Middle Atlantic Electrical Inspections - (215) 322-2626	United Inspection Agency - (215) 542-9977

Total Electrical Contractor Value	Fee
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HVAC / MECHANICAL / SPRINKLER

Description of work

Residential System: <input type="checkbox"/> New <input type="checkbox"/> Replace	Commercial System: <input type="checkbox"/> New <input type="checkbox"/> Replace
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Heat load calculations prepared by a qualified HVAC professional are required to be submitted for all HVAC system replacements and for any construction work using existing HVAC systems to heat the increased space.
 These heat load calculations shall be submitted in a format compliant with the ACCA *Manual J*.
 Applications submitted without load calculations will not be approved.

Forced Air Furnace		Space Heater		A/C Compressor		Fuel Type
Solid Fuel Applcan.		Unit Heater		Split A/C Unit		
Heat Pump		Boiler		Gas/Oil Conversion		Other Fuel Type
Air Handling Unit		Gravity Furnace		Air Cleaner		
Electric Furnace		Incinerator		Mechanical Other		
Sprinkler New		Sprinkler Alteration		Sprinkler Other		

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Total Mechanical Contractor Value	Fee
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PLUMBING

Description of work				
Enter the number of fixtures being installed or replaced Provide a riser diagram on the back or separate sheet				
Fixture	Quantities			
	Basement	First Floor	Second Floor	Third and Above
Tubs / Showers				
Shower Stalls				
Lavatories				
Toilets				
Urinals				
Sinks				
Laundry Tubs				
Dishwashers				
Water Heaters				
Water Softners				
Sewage Ejectors				
Back Flow Preventer				
Water Pumps				
Other				
Total Fixtures				
Total Plumbing Contractor Value		Fee		

APPLICATION SUBMISSION DOES NOT GRANT APPROVAL TO START WORK

<p>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 Hatfield Borough; and certify that all the above information is accurate. Permit expires if work is not started in six (6) months, not completed in twelve (12) months, or if work is discontinued for six (6) months in the judgement 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.</p>		
_____ Owner/Authorized Name	_____ Owner/Authorized Signature	_____ Date

FOR HATFIELD BOROUGH USE ONLY

Building Permit Fee	\$	Fire Permit Fee	\$
Electrical Permit Fee	\$	Demolition Permit Fee	\$
Plumbing Permit Fee	\$	Zoning Permit Fee	\$
Mechanical Permit Fee	\$	Other Fees	\$
Roofing Permit Fee	\$	PA State Act 13 Fee	\$4.50
		TOTAL OF ALL FEES	\$

Building Code Official

Date

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SITE PLAN

A site plan must be provided for all applications. If you already have a site or plot plan, you may submit that plan instead of using the site plan below as long as all required information is included. Please be sure to include the following information on the plan.

- Property dimensions
- All existing buildings, decks/patios, sheds, pools, fences and driveways with dimensions
- All proposed construction with dimensions
- Distances from all property lines to proposed construction
- Distances between existing buildings and proposed construction



<input type="checkbox"/> Site Plan or Plot Plan used in place of this page	<input type="checkbox"/> Additional pages included with Application
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