



\*\*\*\*LOWER CHANCEFORD TOWNSHIP\*\*\*\*

4120 Delta Road  
Airville, PA 17302

Phone 717-862-3589

Fax 717-862-3227

**BUILDING PERMIT INSTRUCTION SHEET**

The following should be completed for all construction:

1. Complete application and description of materials.
2. Responsibility for representing property boundaries is with the landowner. If survey stakes are not in place, the owner shall place stakes representing corners and road right-of-way locations and be willing to accept the responsibility for error.
3. Submit a site plan drawn to scale (1"=20' preferred) showing the following:  
Proposed building, approved driveway location, existing building, existing wells, springs or streams, swales or ditches, existing or proposed seepage pits, method and location of erosion and sediment control, and existing and proposed septic systems.  
Stake and label all above listed locations.
4. Submit a check for the required amount, payable to Lower Chanceford Township for building permit fees.
5. After receiving your permit from the Township for zoning purposed, the permit must be posted and maintained at the site at all times.
6. Upon completion of the project, you must send your postcard (filled out) back to the township office.
7. A final inspection by the Zoning Officer will be required to obtain a "Use and Occupancy".

**\*\*REMINDER-You must obtain a "Use and Occupancy" from the Zoning Officer prior to use, to avoid a late charge.**

**\*\*ALL APPLICATIONS MUST SHOW STORMWATER CONTROL**

**\*\*\*\*\* INCOMPLETE APPLICATIONS WILL BE RETURNED \*\*\*\*\***



- 13) Basement: ( ) full ( ) partial ( ) crawlspace ( ) concrete slab  
 ( ) finished
- 14) Exterior wall material \_\_\_\_\_ 15) roof material \_\_\_\_\_
- 16) # of baths \_\_\_\_\_ 17) # of bedrooms \_\_\_\_\_ 18) # of other rooms \_\_\_\_\_
- 19) Fireplace \_\_\_\_\_ 20) Air Conditioner \_\_\_\_\_
- 21) Garage: ( ) attached ( ) detached ( ) integral ( ) carport ( ) none
- 22) Decking/Patio: where \_\_\_\_\_ size \_\_\_\_\_ ( ) none
- 23) Heating: ( ) natural gas ( ) fuel oil ( ) electric ( ) heat pump  
 ( ) other \_\_\_\_\_
- 24) Water Supply: ( ) public ( ) on-site well ( ) other \_\_\_\_\_
- 25) Sewage Disposal: ( ) public ( ) on-site septic ( ) other \_\_\_\_\_

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*I/ We the undersigned, hereby apply for a permit for the purposes described in this application and the attached plans. I/We assume responsibility for the establishment of official property lines before construction. I/We understand that permit issued subsequent to this application in no way constitutes approval as to the location or grade of any building or structure by the Township unless permitte secured lines, grades, and instructions from Township Engineer.*

*In signing this application the applicant verifies that the facts and estimated value set forth herein have been examined and to the best of his/her knowledge are true, correct and complete. Furthermore, the applicant understands that this permit is granted on the express conditions that the stated construction is in compliance with the Municipal Ordinances and may be revoked at any time upon violation of any provisions of the said Ordinances. Falsifications of information may result in a criminal prosecution.*

\*\*\*\*\*

27) Signature of Applicant: \_\_\_\_\_ date: \_\_\_\_\_

Signature of Zoning Officer: \_\_\_\_\_

Granted Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Denied Date: \_\_\_\_\_ Reason: \_\_\_\_\_

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

# DESCRIPTION OF MATERIALS

NAME OF APPLICANT \_\_\_\_\_ MAP \_\_\_\_\_ PARCEL \_\_\_\_\_

**FOUNDATIONS:**

Footing: Concrete mix \_\_\_\_\_ Reinforcing \_\_\_\_\_  
 Foundation wall: Material, width & height \_\_\_\_\_ Reinforcing \_\_\_\_\_  
 Interior foundation wall: Material \_\_\_\_\_ Party foundation wall \_\_\_\_\_  
 Columns: Material and size \_\_\_\_\_ Piers: Material and reinforcing \_\_\_\_\_  
 Girder: Material and sizes \_\_\_\_\_ Sills: Materials \_\_\_\_\_  
 Basement entrance areaway \_\_\_\_\_ Window areaways \_\_\_\_\_  
 Waterproofing \_\_\_\_\_ Footing drains \_\_\_\_\_  
 Termite protection \_\_\_\_\_  
 Basementless space: ground cover \_\_\_\_\_ Insulation \_\_\_\_\_ Foundation vents \_\_\_\_\_  
 Special foundations \_\_\_\_\_  
 Size of footers \_\_\_\_\_  
 Depth of footers below grade \_\_\_\_\_

**CHIMNEYS:**

Material \_\_\_\_\_ Prefabricated (make & size) \_\_\_\_\_  
 Flue lining: Material \_\_\_\_\_ Heater flue size \_\_\_\_\_ Fireplace flue size \_\_\_\_\_  
 Vents (material & size): Gas or oil heater \_\_\_\_\_ Water heater \_\_\_\_\_

**FIREPLACES:**

Type: ( ) Solid fuel ( ) gas-burning ( ) circulator (make & size) \_\_\_\_\_ Ash bump & clean-out \_\_\_\_\_  
 Fireplaces: Facing \_\_\_\_\_ Lining \_\_\_\_\_ hearth \_\_\_\_\_ mantel \_\_\_\_\_

**EXTERIOR WALLS:**

Wood frame: grade & species \_\_\_\_\_ ( ) Corner bracing. Building paper or felt \_\_\_\_\_  
 Sheathing \_\_\_\_\_ thickness \_\_\_\_\_ width \_\_\_\_\_ ( ) solid ( ) spaced \_\_\_\_\_ "o.c. ( ) diagonal \_\_\_\_\_  
 Siding \_\_\_\_\_ grade \_\_\_\_\_ type \_\_\_\_\_ size \_\_\_\_\_ exposure \_\_\_\_\_ fastening \_\_\_\_\_  
 Shingles \_\_\_\_\_ grade \_\_\_\_\_ type \_\_\_\_\_ size \_\_\_\_\_ exposure \_\_\_\_\_ fastening \_\_\_\_\_  
 Stucco \_\_\_\_\_ thickness \_\_\_\_\_ Lath \_\_\_\_\_ weight \_\_\_\_\_ lb. \_\_\_\_\_  
 Masonry veneer \_\_\_\_\_ Sills \_\_\_\_\_ Lintels \_\_\_\_\_  
 Masonary: Facing \_\_\_\_\_ backup \_\_\_\_\_ thickness \_\_\_\_\_ bonding \_\_\_\_\_  
 Door sills \_\_\_\_\_ window sills \_\_\_\_\_ Lintels \_\_\_\_\_  
 Interior surfaces: Dampproofing \_\_\_\_\_ coats of \_\_\_\_\_ furring \_\_\_\_\_  
 Exterior painting: Material \_\_\_\_\_ number of coats \_\_\_\_\_  
 Gable wall construction ( ) same as main walls ( ) other \_\_\_\_\_

**FLOOR FRAMING:**

Joists: Wood, grade & species \_\_\_\_\_ other \_\_\_\_\_ bridging \_\_\_\_\_ anchors \_\_\_\_\_  
 Size \_\_\_\_\_ span \_\_\_\_\_ spacing \_\_\_\_\_  
 Concrete slab: ( ) Basement floor ( ) first floor ( ) ground support ( ) self-supporting, mix \_\_\_\_\_ thickness \_\_\_\_\_  
 reinforcing \_\_\_\_\_ insulation \_\_\_\_\_ membrane \_\_\_\_\_  
 Fill under slab: Material \_\_\_\_\_ thickness \_\_\_\_\_

**SUBFLOORING:**

Material: Grade and Species \_\_\_\_\_ size \_\_\_\_\_ type \_\_\_\_\_  
 Laid: ( ) First Floor ( ) Second Floor ( ) Attic \_\_\_\_\_ sq. ft. ( ) diagonal ( ) right angles \_\_\_\_\_

**PARTITION FRAMING:**

Stds: Wood, grade & species \_\_\_\_\_ size & spacing \_\_\_\_\_ other \_\_\_\_\_

**CEILING FRAMING:**

Joists: Wood, grade & species \_\_\_\_\_ other \_\_\_\_\_ Bridging \_\_\_\_\_  
 Size \_\_\_\_\_ span \_\_\_\_\_ spacing \_\_\_\_\_

**ROOF FRAMING:**

Rafters: Wood, grade & species \_\_\_\_\_ Roof Trusses: grade & species \_\_\_\_\_  
 Size \_\_\_\_\_ Span \_\_\_\_\_ Slope \_\_\_\_\_

**ROOFING:**

Sheathing: grade & species \_\_\_\_\_ size \_\_\_\_\_ type \_\_\_\_\_ ( ) solid ( ) spaced \_\_\_\_\_ "o.c.  
 Roofing \_\_\_\_\_ grade \_\_\_\_\_ weight or thickness \_\_\_\_\_ size \_\_\_\_\_ fastening \_\_\_\_\_  
 Stain or Paint \_\_\_\_\_ Underlay \_\_\_\_\_  
 Built-up Roofing \_\_\_\_\_ number of plies \_\_\_\_\_ surfacing material \_\_\_\_\_  
 Flashing material \_\_\_\_\_

**GUTTERS & DOWNSPOUTS:**

Gutters: material \_\_\_\_\_ gage or weight \_\_\_\_\_ size \_\_\_\_\_ shape \_\_\_\_\_  
 Downspouts: material \_\_\_\_\_ gage or weight \_\_\_\_\_ size \_\_\_\_\_ shape \_\_\_\_\_  
 Downspouts connected to: ( ) Storm sewer ( ) sanitary sewer ( ) dry-well . ( ) Splash backs: material & size \_\_\_\_\_

**LATH & PLASTER:**

Lath ( ) walls ( ) ceilings: material \_\_\_\_\_ weight & thickness \_\_\_\_\_ plaster: coats \_\_\_\_\_ finish \_\_\_\_\_  
 Drywall ( ) walls ( ) ceilings: material \_\_\_\_\_ thickness \_\_\_\_\_ finish \_\_\_\_\_ joint treatment \_\_\_\_\_

	STAIRS		THREAD		RISERS		STRINGS		HANDRAIL		BALUSTERS	
	Material	Thickness	Material	Thickness	Material	Thickness	Material	Thickness	Material	Thickness	Material	Thickness
Basement												
Main												
Attic												

Disappearing: make & model number \_\_\_\_\_

**HEATING:**

( ) Hot water ( ) Steam ( ) Vapor ( ) One-pipe system ( ) Two-pipe system  
 ( ) Radiators ( ) Convector ( ) Baseboard radiation make & model \_\_\_\_\_  
 Radiant panel ( ) Floor ( ) wall ( ) ceiling Panel coil material \_\_\_\_\_  
 ( ) Circulator ( ) Return pump make & model \_\_\_\_\_ capacity \_\_\_\_\_ gpm  
 Boiler Make & model \_\_\_\_\_ output \_\_\_\_\_ Btuh net rating \_\_\_\_\_ Btuh

Warm air ( ) Gravity ( ) Forced Type of system \_\_\_\_\_  
 Duct material supply \_\_\_\_\_ return \_\_\_\_\_ insulation \_\_\_\_\_ thickness \_\_\_\_\_ ( ) outside air intake  
 Furnace Make & model \_\_\_\_\_ input \_\_\_\_\_ Btuh. output \_\_\_\_\_ Btuh

( ) Space heater ( ) floor furnace ( ) wall heater Input \_\_\_\_\_ Btuh output \_\_\_\_\_ Btuh. number units \_\_\_\_\_  
 Make & model \_\_\_\_\_

Controls Make & types \_\_\_\_\_

Fuel ( ) Coal ( ) Oil ( ) Liq. Pet. Gas ( ) electric ( ) other \_\_\_\_\_ storage capacity \_\_\_\_\_

Firing equipment furnished separately: ( ) Gas burner, conversion type Stoker: ( ) Hopper feed ( ) bin feed.  
 Oil burner: ( ) Pressure atomizing; ( ) vaporizing \_\_\_\_\_  
 Make & Model \_\_\_\_\_ Control \_\_\_\_\_

Electric heating system: Type \_\_\_\_\_ Input \_\_\_\_\_ watts; @ \_\_\_\_\_ volts; output \_\_\_\_\_ Btuh

Ventilating equipment: Attic fan, make & model \_\_\_\_\_  
 Kitchen exhaust fan, make & model \_\_\_\_\_

Other heating, ventilating, or cooling equipment \_\_\_\_\_

**ELECTRIC WIRING:**

Service: ( ) Overhead ( ) underground. Panel: ( ) Fuse box; ( ) circuit-breaker \_\_\_\_\_ number circuits \_\_\_\_\_

Wiring: ( ) Conduit ( ) armored cable ( ) nonmetallic cable ( ) knob & tube ( ) other \_\_\_\_\_

Special outlets: ( ) Range ( ) water heater ( ) other \_\_\_\_\_  
 ( ) doorbell ( ) chimes Push-button locations \_\_\_\_\_

**LIGHTING FIXTURES**

Total number of fixtures \_\_\_\_\_ Total allowance for fixtures, typical installation, \$ \_\_\_\_\_  
 Nontypical installation \_\_\_\_\_

**PLUMBING:**

FIXTURE	NUMBER	LOCATION					
Sink							
Lavatory							
Water Closet							
Bath tub							
Shower over tub*							
Stall shower**							
Laundry trays							

House drain (inside): ( ) Cast iron ( ) tile ( ) other \_\_\_\_\_ House sewer (outside): ( ) cast iron ( ) tile ( ) other \_\_\_\_\_  
 Water piping: ( ) Galvanized steel ( ) cooper tubing ( ) other \_\_\_\_\_ sill cocks, # \_\_\_\_\_  
 Domestic water heater: Type \_\_\_\_\_ make & model \_\_\_\_\_  
 Recovery \_\_\_\_\_ gph, 100' rise. Storage tank: material \_\_\_\_\_ capacity \_\_\_\_\_ gallons  
 Gas service: ( ) Utility Co. ( ) liq. pet. Gas ( ) other \_\_\_\_\_ gas piping ( ) cooking ( ) house heating  
 Footing drains connected to: ( ) Storm sewer ( ) Sanitary sewer ( ) dry well. Sump Pump \_\_\_\_\_

**MISCELLANEOUS**

Describe any main dwelling materials, equipment, or construction items not shown elsewhere: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PORCHES:** (show size & describe materials of construction)

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

**TERRACES:**

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

**GARAGES:** (describe materials of exterior & interior construction & size of garage)

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

**OTHER ONSITE IMPROVEMENTS:**

(Specify all exterior onsite improvements not described elsewhere, including items such as unusual grading, drainage structures, retaining walls fence, railings & accessory structures.)

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

EXITWAYS:

First Floor: Number of doors \_\_\_\_\_ width of doors \_\_\_\_\_ Maximum Distance to Exit \_\_\_\_\_  
 Basement: Number of doors \_\_\_\_\_ width of doors \_\_\_\_\_ Maximum Distance to Exit \_\_\_\_\_  
 Number of Basement Bedrooms \_\_\_\_\_ Number of windows in each such bedroom \_\_\_\_\_  
 Size of Basement bedroom windows \_\_\_\_\_ Height of Basement bedroom windows above floor \_\_\_\_\_

REMARKS & EXPLANATION OF DETAILS OR CONTINUATION OF PRECEEDING ITEMS:

( if more space is required, continue on separate sheet of paper and attach hereto )

I understand that any deviation from the material as listed herein, or in the approved plans must be authorized by the approval of revised list of materials and/or plans

Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Building Inspector's Notes

Date of Approval: \_\_\_\_\_ Signature \_\_\_\_\_  
Building Inspector

Date of Approval: \_\_\_\_\_ Signature \_\_\_\_\_  
Code Enforcement Officer

**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

If the answer is "yes" complete Sections B and C Below as appropriate.

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**B. Insurance Information**

Name of Applicant \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

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

Certificate Attached

Name of Workers' Compensation Insurer \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

Certificate attached

Policy Expiration Date \_\_\_\_\_

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**C Exemption**

Complete Section C if the applicant is a contractor claiming exemption for proving 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 the law from employing any individual to perform work pursuant to this building permit unless the contractor provides proof of insurance to the Township.

Religious exemption under the Workers Compensation Law.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

(signature of Notary Public) \_\_\_\_\_

My commission expires: \_\_\_\_\_

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Signature of applicant \_\_\_\_\_

Address \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_ Municipality of \_\_\_\_\_