

Whitpain Township Code Enforcement Department

Applications for permits are now available in
electronic format.

(Please print ONE SIDED only)

You have the option to complete the application electronically or you may print it and fill out the forms by hand. Either way, a paper application must be submitted along with all required documents (building plans, site plans, CDs, etc...)

See the instructions below for more information on what must be submitted in order for your application to be reviewed.

If you have any questions,
please contact us by phone or email:

610-277-2400

buildingandzoning@whitpaintownship.org

NOTE TO APPLICANTS

**PLEASE INCLUDE AN ELECTRONIC VERSION
OF YOUR PLANS**

(ARCHITECTURAL & ENGINEERING)

ON A CD

NOTICE

UNIFORM CONSTRUCTION CODE

COMMERCIAL BUILDING PERMIT INSTRUCTIONS

- 1. The Code Enforcement Department has (30) thirty business days to issue or reject a Building Permit Application, however, we will continue to strive to get them processed as soon as possible.**
- 2. Inspection requests must be received by this office at least twenty-four (24) hours in advance. Inspections may not be scheduled by voice mail or fax.**
- 3. If you wish to start demolition work prior to obtaining a Building Permit, a Demolition Permit is required. If you wait to do demolition until after the Building Permit is issued, no Demolition Permit is required.**
- 4. All plans submitted for a Building Permit shall be submitted to the PA. Department of Labor & Industry for review under the Accessibility Chapter of the UCC. The Certificate of Use & Occupancy will not be issued until verification is received that Labor and Industry has conducted their final inspection.**

Michael E. McAndrew, B.C.O.

WHITPAIN TOWNSHIP APPLICATION FOR BUILDING PERMIT

1. Form of Application: The Application for a Building Permit shall be submitted using the documents provided by the township.
2. By Whom Application is Made: Application for a permit shall be made by the owner of the building or structure or agent/lessee with permission of the owner. If the application is made by a person other than the owner in fee, it shall be accompanied by written permission of the owner that the proposed work is authorized by the owner in fee and that the application is authorized to make such application. The full names and addresses of the owner, lessee, applicant, and of the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.
3. Description of Work: The application shall contain a general description of the proposed work, its location, the use and occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building or structure, and such additional information as may be required by the building official.
4. Plans and Specifications: The application for the permit shall be accompanied by not less than two (2) copies of plans drawn to scale on 24" x 36" sheets, with sufficient clarity and detail dimensions to show the nature and character of all of the work to be performed.
5. Suspension of Permit: Any permit issued shall be invalid if the permit is not paid for within thirty (30) days of issuance or if the authorized work is not commenced within six (6) months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work, or any required inspection.
6. Accessibility: All plans submitted for a building permit must be submitted for approval to the PA. Department of Labor & Industry.

NOTICE OF OBLIGATIONS TO DESIGN PROJECT WITH ACCESSIBILITY FEATURES UNDER THE FEDERAL FAIR HOUSING ACT

If you are involved in building or designing multi-family dwellings (four or more units in one building), you should be aware of your obligations under the Federal Fair Housing Act to include features for persons with disabilities. **Although you may have received a building permit from your local permitting office, this does not mean that you have met the requirements of the Federal Fair Housing Act or any applicable state fair housing law.** These obligations are in addition to local building code requirements.

The Federal Fair Housing Act requires that newly constructed multi-family dwellings with four or more units must include certain features to meet the needs of persons with disabilities.

These Standards set forth at 42 U.S.C. §3604(f)(3)© include the following:

- Public and common use areas must be readily accessible to and usable by individuals with disabilities.
- All doors for passage must be wide enough to accommodate individuals who use wheelchairs.
- An accessible route must be provided into and through the dwelling.
- Light switches, electrical outlets, thermostats, and other similar controls must be placed in accessible locations.
- Bathroom walls must be reinforced to permit the installation of grab bars.
- Bathrooms and kitchens must contain sufficient floor space to allow individuals in wheelchairs to operate within them.

Builders, developers, architects, and others involved in the construction or design of multi-family dwellings are required to follow these guidelines. Studies establish that following these guidelines or equivalent standards usually adds little to construction costs. In contrast, the cost of later retrofitting units and penalties for violating the law can be very expensive.

The Department of Housing and Urban Development (HUD) can assist you with information on these design requirements. Please contact Fair Housing Information Clearing House at 1-800-343-3442 (voice) for 1-800-483-2209 (TTY/TTD) for a copy of HUD's Fair Housing Accessibility Guidelines. For information on any applicable state law, contact your state's Attorney General's Office.

SIGNAGE

The signage for which you received permits is the only signage permitted.

A written request for permission from the Code Enforcement Officer is required for:

- Grand Opening Banners
- Special Events
- Window Advertising, etc.

DEMOLITION

YOU CANNOT DEMOLISH ANY BUILDING OR
COMMERCIAL DEVELOPMENT
WITHOUT NOTIFYING DEP.

GET NOTIFICATION FORM AT:

www.dep.state.pa.us

SEARCH: ASBESTOS

QUESTIONS:

(484) 250-5920



pennsylvania

DEPARTMENT OF ENVIRONMENTAL
PROTECTION

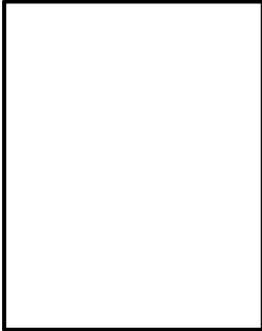
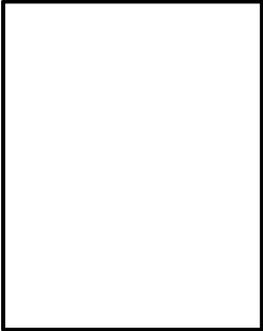
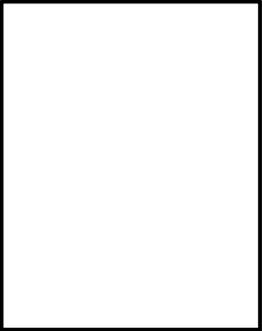
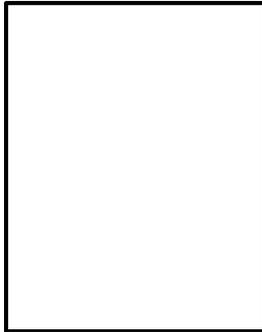
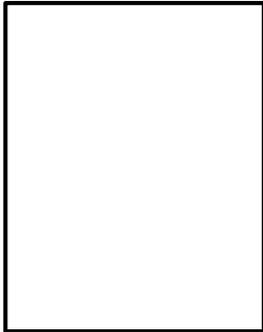
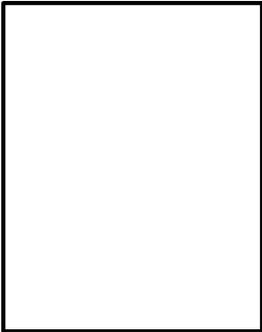
ACCESSIBILITY CERTIFICATION DISCLOSURE STATEMENT

The PA L&I Disclosure Statement must be signed and submitted to PA Labor & Industry along with your application for Accessibility Plan Review.

**[CLICK HERE TO DOWNLOAD
DISCLOSURE STATEMENT FORM
UCC-30](#)**

How to Prepare Plans for a Building Permit Application

Code Compliant 24" x 36" size Plan

			Notes:
Plumbing	Mechanical	Floor Plan	
			Title Block
Site Plan	Electrical	Foundation Plan	

UCC

SUPERVISORS OF WHITPAIN TOWNSHIP

MONTGOMERY COUNTY
960 WENTZ ROAD, BLUE BELL, PA 19422
PHONE: (610) 277-2400 - FAX: (610) 277-2209
www.whitpaintownship.org
EMAIL: buildingandzoning@whitpaintownship.org

**APPLICATION FOR PLAN
EXAMINATION AND
BUILDING PERMIT**

COMMERCIAL APPLICATION

**(INTERNAL USE ONLY)
JOB ADDRESS:** _____

ADDRESS: _____
(Address number, Street Name, & Suite)

USE: Commercial
Institutional
Office
Industrial
Multi-family
Other _____

WORK DESCRIPTION: New
Addition
Tenant Alteration
Minor Structural Alteration
Demolition
Sign
Other _____

COST: _____

DO NOT WRITE BELOW THIS LINE

Zoning District: _____

ZHB Decision No: _____

IDENTIFICATION - To be completed by all applicants					
Name		Mailing Address - Street, City, State, & Zip		Tel. No.	Fax. No.
Owner or Lessee			H		
			W		
Contractor			W		
			C		
Architect			W		
			C		
Engineer			W		
			C		
Design Prof. in Responsible Charge			W		
			C		
Signature of Applicant:		Address:		Application Date:	
Print Applicant's Name:			Cell Phone No:		
			Email Address:		

STATE OF PENNSYLVANIA
COUNTY OF MONTGOMERY

The owner of this property and/or the undersigned agree to conform to and are knowledgeable of all applicable laws, codes, and ordinances of this jurisdiction, and any other authority having jurisdiction pertaining to the activity for which this permit is requested.

Signature of applicant: _____

DO NOT WRITE BELOW THIS LINE

VALIDATION (FOR DEPARTMENT USE ONLY)	
Building Permit Number: _____	U&O Application Number: _____
Date Permit Issued: _____ 20__	Certificate of Occupancy Issued: _____
Building Permit Fee: _____	
U & O Fee: _____	
Notary Fee: _____	
Energy Fee: _____	
PA Surcharge Fee: _____	Approved by: _____
TOTAL DUE: \$ _____	_____
	(TITLE)

CODE ENFORCEMENT OFFICE

WHITPAIN TOWNSHIP
960 Wentz Road
Blue Bell, PA 19422-0800
buildingandzoning@whitpaintownship.org

Phone: (610) 277-2400
Fax: (610) 277-2209
Office Hour: Mon-Fri 1-2 p.m.
& By Appointment

APPLICATION FOR COMMERCIAL ZONING PERMIT

APPLICANT
Name: _____
Address: _____
Cty/St/Zip _____
Phone: _____
Fax: _____
Email: _____

PROPERTY OWNER
Name: _____
Address: _____
Cty/St/Zip _____
Phone: _____
Fax: _____
Email: _____

Business Name: _____

Hours of Operation: _____ Number of Employees: _____

Job Address: _____

Bldg: _____ Suite: _____

Proposed Use: _____

1. Has a land development plan been submitted to the Township Engineer for approval? Y N
2. Are you requesting a waiver of the requirement to obtain land development plan approval from the Township Engineer? Y N
3. If answer to #2 above is yes, then answer the following:

Building Height _____, Length _____, Width _____, Distance Off Lot Line _____

Applicant Signature

Printed Name of Applicant

Owner/Agent Signature

Printed Name of Owner or Agent

<p>OWNER (OR AGENT FOR OWNER) MUST SIGN THIS APPLICATION</p> <p>TWO (2) COPIES OF SITE PLANS MUST ACCOMPANY THIS APPLICATION</p> <p>A COMPLETED EMERGENCY CONTACT LISTING MUST BE SUBMITTED WITH THIS APPLICATION</p> <p>INCOMPLETE OR INCORRECT APPLICATIONS WILL BE RETURNED</p> <p>DO NOT BEGIN WORK UNTIL PERMIT IS ISSUED</p>

FOR OFFICE USE ONLY

Date Issued: _____

Fee Paid: _____

Permit #: _____

Approved By: _____

WHITPAIN TOWNSHIP

960 Wentz Road
Blue Bell, Pennsylvania 19422
Telephone (610) 277-2400 | Fax (610) 277-2209
Office Hours: Mon-Fri 1-2 p.m. & By Appointment

CODE ENFORCEMENT OFFICE

WORKERS COMPENSATION INSURANCE COVERAGE AFFIDAVIT

(REQUIRED FOR ALL BUILDING PERMITS)

The Applicant Is (please check one only):

A Contractor. An insurance certificate indicating workers compensation insurance coverage and Whitpain Township as the certificate holder is required before your permit can be issued. Your insurance provider may fax the certificate to 610-277-2209, then forward the original by mail to expedite the permitting process. It is the contractor's obligation to obtain insurance certificates and affidavit documentation from all subcontractors.

The Property Owner – Not a Contractor. Your permit will be issued indicating that you may not hire others to perform work associated with the building permit unless the workers compensation insurance certificate and/or affidavit documents are obtained.

A Contractor with No Employees. Your permit will be issued indicating that you may not hire others to perform work associated with the permit unless the workers compensation insurance certificate and/or affidavit documents are obtained.

Claiming a Religious Exemption to the Insurance Requirement. Your permit will be issued indicating that you may not hire others to perform work associated with the permit unless the workers compensation insurance certificate and/or affidavit documents are obtained.

Insurance Information:

Name of Applicant (*Please Print*): _____
Federal Employer Tax ID Number: _____
Workers Compensation Insurance Provider: _____
Insurance Policy #: _____
Policy Expiration Date: _____

Subscribed and sworn before me this
_____ Day of _____ 20____

Signature of Notary Public
My commission expires _____

I understand that compliance with Act 44, The Pennsylvania Workers Compensation Insurance Reform Law, is a condition of my permit. I understand I have the obligation to provide written notification to the township of any changes in my insurance status. I understand that state law requires the Code Enforcement Office to issue a stop work order if the insurance documentation requirements of Act 44 are not maintained, or if uninsured and/or undocumented workers are at work on any project associated with a building permit.

Signature: _____
(APPLICANT SIGNATURE REQUIRED)

*Un-notarized affidavits will be notarized by the township and signed in the presence of the notary when dropped off.
A \$2.00 notary fee will be added to the permit fee and collected at the time the permit is issued.*