

# 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](mailto:buildingandzoning@whitpaintownship.org)

## 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. 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 24" x 36" plans drawn to scale with sufficient clarity and detail dimensions to show the nature and character of the work to be performed.
5. Plot Diagram: See individual lot grading and layout plan.
6. \$100 Plan Review Fee to be applied to the following residential projects:
  - New Single Family Dwellings
  - Residential Additions
  - Residential Conversions
  - Residential In-Ground Swimming Pools
  - Residential Decks over 30" in height
  - Residential Detached Garages over 1,000 square feet.
7. Suspension of Permit: Any permit issued shall be invalid if 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.

**NOTE:** The following requirements pertain to new single family dwellings, or single two family dwellings only.

## **INDIVIDUAL LOT GRADING & LAYOUT PLAN FOR BUILDING PERMITS**

1. A plan drawn to a scale by a licensed engineer, surveyor, or architect of not smaller than 1" = 40' shall be submitted in triplicate. Two 11" x 17" copies for the Township Engineering Department, and one copy for the Township Code Enforcement Officer, and one for the Applicant.
  
2. The plan as a minimum shall indicate the following:
  - A. Actual building envelope of the structure.
  - B. Pertinent zoning requirements and dimensions of actual yards/setbacks proposed from lot line or between buildings.
  - C. Front and rear entry; accessory structures; porches and or decks; driveway location and width.
  - D. Finish floor elevation of the ground floor.
  - E. Proposed grades – spot elevations – at the outside corners of each building as well as a grading plan at one-foot contour intervals including existing and proposed contour lines.
  - F. Direction and percent of slope and centerline of existing and proposed drainage channels or diversion terraces; top of grate and invert elevations of existing and proposed storm water facilities.
  - G. Location of any existing or proposed retaining walls, tree wells, wing walls or berms required to implement the grading and drainage plan within area being disturbed.
  - H. Location, within affected areas, of individual trees or woodland masses, and other natural or man-made features such as streams, road, or walkways, and a clear indication of which features are to be saved and which are to be removed or eliminated.
  - I. Amount of green space calculated for each lot. (See the Zoning Ordinance for calculation criteria).
  
3. No building permit shall be granted until and unless the above submission(s) has been reviewed and approved by the Township. Such approval, with or without additional comments, shall be affixed to and become a part of the approved permit.

# NOTICE

## UNIFORM CONSTRUCTION CODE

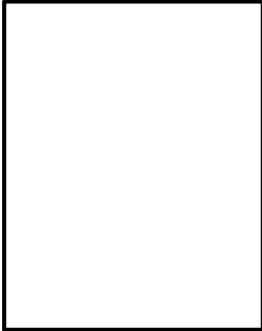
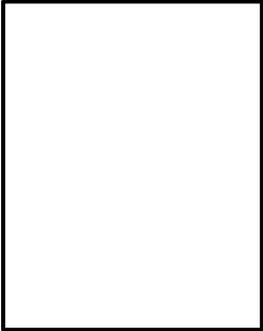
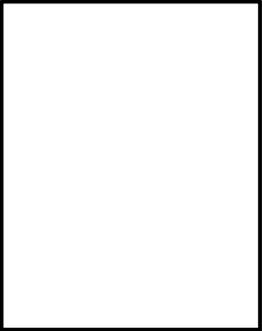
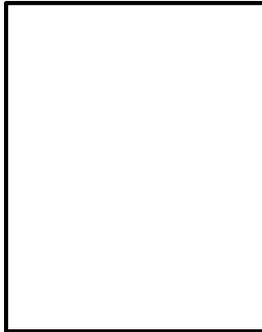
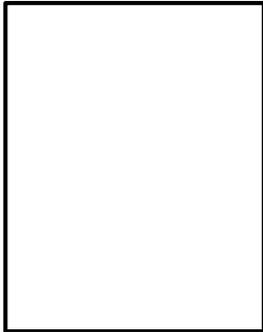
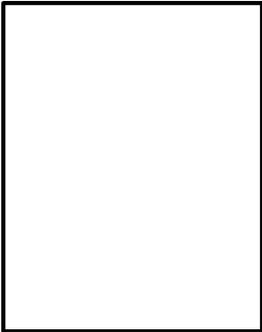
### RESIDENTIAL BUILDING PERMIT INSTRUCTIONS

1. The Code Enforcement Department has fifteen (15) business days to issue or reject building permits, however, we will continue to strive to get them processed as soon as possible.
2. You may extend the 15 business days by giving us a written extension of time.
3. Only complete applications will be accepted.
4. Time delays should be expected for sparse or illegible applications or those applications lacking complete detail.
5. Two sets of 24" x 36" plans are required for all new construction, additions, conversions, detached garages, and decks.
6. \$100 Plan Review Fee to be applied to the following residential projects:
  - New Single Family Dwellings
  - Residential Additions
  - Residential Conversions
  - Residential In-Ground Swimming Pools
  - Residential Decks over 30" in height
  - Residential Detached Garages over 1,000 square feet.
7. 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.

Michael E. McAndrew, B.C.O.

**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**

### RESIDENTIAL APPLICATION

ADDRESS: \_\_\_\_\_

(No. & Street Name)

#### WORK

#### DESCRIPTION:

- New Single Family Dwelling
- New Two Family Dwelling
  - Twin
  - Duplex
- Addition
- Deck over 30" in height
- Swimming Pool
- Retaining walls over 4' in height
- Arbor/ Pergola
- Cabana
- Porch Roof
- Minor Structural Alteration
- Conversion of Garage, Basement, Attic, or Porch
- Demolition
- Fence over 6' in height
- Other: \_\_\_\_\_

COST: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Zoning District: \_\_\_\_\_

ZHB Decision No: \_\_\_\_\_

(INTERNAL USE ONLY)  
JOB ADDRESS: \_\_\_\_\_

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 or Engineer				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__	_____
Building Permit Fee: _____	Certificate of Occupancy Issued: _____
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 RESIDENTIAL ZONING PERMIT**

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

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

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

**Building (i.e. Shed, Detached Garage or Carport, Swimming Pool, Flag Pole, Gazebo, Cabana, etc.):**

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Distance From:

Rear Lot Line: \_\_\_\_\_ Side Lot Line: \_\_\_\_\_ House (Including Porch or Deck): \_\_\_\_\_

**Structure (i.e. Attached Deck, Porch, Pergola, etc.):**

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Distance From:

Rear Lot Line: \_\_\_\_\_ Side Lot Line: \_\_\_\_\_ House (Including Porch or Deck): \_\_\_\_\_

Addition(s) To House:

Side Attached: \_\_\_\_\_ Extending How Far Off House: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
*Printed Name of Applicant*

\_\_\_\_\_  
*Printed Name of Owner or Agent*

<p><b>OWNER (OR AGENT FOR OWNER) MUST SIGN THIS APPLICATION TWO (2) COPIES OF SITE PLANS MUST ACCOMPANY THIS APPLICATION! INCOMPLETE OR INCORRECT APPLICATIONS WILL BE RETURNED DO NOT BEGIN WORK UNTIL PERMIT IS ISSUED</b></p>
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FOR OFFICE USE ONLY

Date Issued: \_\_\_\_\_

Permit #: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

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.*