

# LOWER OXFORD TOWNSHIP

220 Township Road • Oxford • PA • 19363  
Phone: 610-932-8150 ext. 14 • Fax: 610-932-2367

## BUILDING PERMIT & APPLICATION ALTERATIONS AND/OR RENOVATIONS

SINGLE FAMILY RESIDENCE

TPI # 56-_____-_____	Date of Application: ____/____/____	Permit # Issued: K-_____-_____
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Name of Property Owner: \_\_\_\_\_  
Last First MI Cell No.: (\_\_\_\_) \_\_\_\_\_  
Tel. No.: (\_\_\_\_) \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's Address (if different than property) \_\_\_\_\_

Contractor/Builder: \_\_\_\_\_ Tel. No.: (\_\_\_\_) \_\_\_\_\_

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

Subdivision Name: \_\_\_\_\_ Lot No. \_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District: R1, R2, R3, R4, I1, C1, C2, C3

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

To Type: Alter or Renovate SFR Use Group: Residential Foundation: \_\_\_\_\_

**Remarks:** Inspections: To be determined by Building Inspector on Plan Review. Please contact Building Inspector, Scott Moran, at 610-637-1003 at least 24 hours prior to each inspection.

I hereby certify that the work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. We also understand that all information contained in this building permit application is agreed to be essential, and any erroneous information contained herein shall render the Permit invalid ab initio, without regard to whether construction has commenced.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Contractor (if applicant) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Approval of BCO: \_\_\_\_\_ Date: \_\_\_\_\_  
Deborah J. Kinney, BCO (#002899)

Est. Cost of Project: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

**Remarks:** Please contact **Building Inspector, Scott Moran** at 610-637-1003, at least 24 hours prior to each inspection (Refer to plan review sheet). Two plans are required for plan review.

**Description of Renovation or Alteration:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Payment:  Check # \_\_\_\_\_ (Payable to Lower Oxford Township)  Cash  Money Order

Blue Weather Card to Building Inspector – Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment to Secretary/Treasurer – Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# PLOT PLAN

Outline the shape of the building lot show dimensions, and locate NORTH point. Outline building to be constructed, designate any other building on the same Plot, show dimensions, show set-back of front yard, rear yard, and side yards, also locate water and sanitary services.

THIS PERMIT CONVEYS NO RIGHT TO OCCUPY ANY STREET, ALLEY OR SIDEWALK OR ANY PART THEREOF, EITHER TEMPORARILY OR PERMANENTLY ENCROACHMENTS ON PUBLIC PROPERTY, NOT SPECIFICALLY PERMITTED UNDER THE BUILDING CODE, MUST BE APPROVED BY THE JURISDICTION, STREET OR ALLEY GRADES AS WELL AS DEPTH AND LOCATION OF PUBLIC SEWERS MAY BE OBTAINED FROM THE DEPARTMENT OF PUBLIC WORKS. THE ISSUANCE OF THIS PERMIT DOES NOT RELEASE THE APPLICANT FROM THE CONDITIONS OF ANY APPLICABLE SUBDIVISION RESTRICTIONS.

**MINIMUM OF THREE CALLED INSPECTIONS REQUIRED FOR ALL CONSTRUCTION WORK:**

- 1) FOUNDATIONS OR FOOTINGS.
- 2) PRIOR TO COVERING STRUCTURAL MEMBERS (READY FOR LATH OR FINISH COVERING).
- 3) FINAL INSPECTION BEFORE OCCUPANCY.

**APPROVED PLANS MUST BE RETAINED ON JOB AND THIS CARD KEPT POSTED UNTIL FINAL INSPECTION HAS BEEN MADE. WHERE A CERTIFICATE OF OCCUPANCY IS REQUIRED, SUCH BUILDING SHALL NOT BE OCCUPIED UNTIL FINAL INSPECTION HAS BEEN MADE.**

**POST THIS CARD SO IT IS VISIBLE FROM STREET**

BUILDING INSPECTION APPROVALS	ELECTRICAL INSPECTIONS	HEATING/PLUMBING INSPECTIONS
<b>OTHER:</b>		DATE CERTIFICATE OF OCCUPANCY ISSUED: _____  ISSUED BY: _____

WORK SHALL NOT PROCEED UNTIL THE INSPECTOR HAS APPROVED THE VARIOUS STAGES OF CONSTRUCTION.

**PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITHIN SIX MONTHS OF DATE THE PERMIT IS ISSUED:**

INSPECTIONS INDICATED ON THIS CARD CAN BE ARRANGED FOR BY TELEPHONE OR WRITTEN NOTIFICATION.

## Lower Oxford Township

### Permit Application for Minor Alterations or Renovations to One- and Two-Family Dwellings Checklist

**Application**

**One Copy of Plans for Building Inspector to review.**

- After plan is reviewed - need two more copies; keep original marked in red (goes to Building Inspector) and one for file Building inspector requires at least 24 hours prior notice before a scheduled inspection(s).

**Plot Plan of Property**

- Two Copies – show house, well, septic, driveway, any other buildings (if applicable)
- Check Distances from Well & Septic (10' from well and 20' from septic) – (if applicable)

**Chester County Health Department (CCHD) Information:**

- Sewer Permit (if applicable)\*
- Well Permit (if public water is not available) (if applicable)

**Liability Insurance Form** (From Contractor)

**Collection of Fees:**

- Permit Fee.....\$25.00
- Each Inspection (# of inspections determined by Bldg. Inspector).....\$50.00
- Plan Review Fee .....\$50.00
- Electrical Inspection (if needed).....\$50.00
- Certificate of Occupancy (C of O) .....\$25.00
- UCC Fee .....\$4.00

**Recommend to Applicant Attendance of BOS Meeting**

\*If addition is for bedroom(s), the owner must contact the CCHD first for approval (EDU's - equivalent dwelling units) for sewer and approved by CCHD before a permit can be issued by the Township Code Enforcement Officer.

**NOTE:** Additional Fees for permits issued after the Zoning Officer's issuance of a violation notice for commencement of work without a required permit will be \$50.00 or 50%, whichever is greater. In no event, however, shall the additional fee for any one permit exceed \$150.00. (Resolution 12-1998).

**Electrical Exemption** – Amish: An electrical exemption form must be filled out and notarized before a building permit will be issued.

- Permit becomes invalid if work is not commenced within 180 days of issuance
- ...or, work is suspended or abandoned for more than 180 days after work begins
- Permit holder may request an extension to begin construction...approval must be in writing
- No permit may be valid for more than 5 years from its issue date