



**Hereford Township**  
*Berks County, Pennsylvania*  
3131 Seisholtzville Rd.  
Macungie, PA 18062  
Main: (610)-845-2929 – Fax: (610)-845-0616  
Website: [www.herefordtownship.org](http://www.herefordtownship.org)

## **Residential Building Permit Data Information Packet for One & Two Family Dwellings**

**EVERYTHING IN THIS PACKET IS IMPORTANT. READ EVERYTHING THAT IS IN THIS PACKET CAREFULLY AND COMPLETELY. READ IT BEFORE YOU FILL OUT THE PERMIT APPLICATION.**

**EVERYTHING THAT IS IN THIS PERMIT DATA INFORMATION PACKET MUST BE RETURNED TO HEREFORD TOWNSHIP WITH THE COMPLETED APPLICATION.**

**THIS IS AN ORIGINAL APPLICATION. ONCE YOU SUBMIT IT – AND ANYTHING ELSE REQUIRED TO BE SUBMITTED ALONG WITH IT – TO THE HEREFORD TOWNSHIP OFFICE, IT WILL NOT BE RETURNED TO YOU. THEREFORE, YOU ARE ADVISED TO MAKE A COPY OF THIS APPLICATION ONCE YOU HAVE COMPLETED IT AND KEEP A COPY FOR YOUR RECORDS.**



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## Requirements for Obtaining a Building Permit

**(A 15 business day review period is permitted by State Code)**

Listed below are the items that are required to be submitted to Technicon Enterprises, Inc., in order for you to obtain a building permit. Failure to submit the required items may result in a denial of the issuance of the permit. The required applications are attached.

1. The Building Permit Application must be made either by the Owner(s) or Lessee of the building or structure, or an agent of either, or by the Registered Design Professional employed in connection with the proposed work.
2. All application must be accompanied by two sets of site plans.
3. All Application shall be accompanied by not less than three (3) sets of construction documents. It is recommended but not required that a Registered Design Professional prepare the construction documents. The documentation shall include the name and address of the Registered Design Professional and shall be signed, dated and sealed.
4. If the application is for a new home requiring an on-lot septic system, a copy of the septic system permit must be submitted.
5. If an addition including bedrooms is to be constructed, the sewage enforcement officer must check the plans to verify that an adequate septic system is available. Verification must accompany the application.
6. If this application is for a new home and municipal water and/or sewer connection will be made, a copy of the issued permit or receipt is required prior to a building permit being issued.
7. If this application is for a new home a driveway permit is required.
8. A Soil Erosion & Sedimentation Control Plan must be submitted to and revised by, The County Conservation District. A copy of the approval letter or the letter of exemption must be submitted with the building permit application.
9. **NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.**

If you have any questions, please call (610) 286-1622.



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## **Four (4) of the Following Plans shall be submitted, Along with the Building Permit Application**

### **I. Site Plan**

All Applicants shall submit a Site Plan drawn to scale, and the Site Plan shall contain at minimum the following information:

- A. Lot dimensions, including all dimensions of all existing and proposed structures
- B. Building location on lot and setbacks
- C. Street or highway right-of-ways and any other easements or right-of-ways
- D. Existing or proposed septic & well locations
- E. Existing or proposed driveway location with percentage of slope (or grade) of lot, e.g. 3%, etc.

**Four (4) of the following plans shall also be submitted and shall be drawn on a scale of one quarter  $\frac{1}{4}$  inch = 1' foot.**

### **II. Elevation Plans**

Elevation Plans of the front, back, and both sides of the structure shall be submitted and shall, at minimum, show the following (from the finished grade):

- A. Floor lines with dimensions, and dimensions from grade to peak.
- B. Overhangs or porches (with dimensions and materials).
- C. Exterior coverings and materials.
- D. Roof materials and roof slope.
- E. Louvers and vents (with sizes).
- F. Chimney size, chimney material, and location of chimney above ridge line and from nearest wall.

### **III. Foundation Plan**

- A. Basement crawl spaces and slabs.
- B. Footings to include depth size and width.
- C. Foundation material and sizes with window and door sizes and locations.
- D. Structural members, and their sizes and types.
- E. Stairs and their sizes and types.
- F. Interior and exterior dimensions.
- G. Emergency escape and rescue window, outside entrance location or equivalent.

### **IV. Floor Plans**

- A. First, second and third (if applicable) floors with all dimensions.
- B. Structural framing members, and their sizes, directions and spacing.
- C. Stairs, stairways and stairwells, including dimensions.
- D. A window and door schedule showing the manufacturer, insulation u-factor, model, sizes and locations for each. (Bedroom windows must meet egress requirements (attach manufacturers specifications)
- E. An Energy Conservation Code compliance certificate or equivalent must be submitted with all applications for new construction.
- F. Plumbing drawings:
  - 1. Provide a ladder diagram showing drainage and vent piping sizes.
  - 2. Show drainage fixture unit calculations for drainage system.
  - 3. Show water distribution system calculations.



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4. Provide a list of materials to be used.
5. If a residential fire sprinkler system is being installed:
  - a. Provide information on the system to be utilized NFPA 13R, 13D or 2009 IRC.
  - b. Provide cut sheets of materials to be used (sprinkler heads, piping, etc.)
  - c. Provide details of sizing calculations for the system.
  - d. Provide plans showing a layout of the piping, including sizes, sprinkler head locations.
- G. Mechanical drawings:
  1. Provide heating and cooling load calculations.
  2. Provide cut sheets of equipment to be installed.
  3. For gas and oil heating systems:
    - a. Provide details on combustion air and venting.
  4. If gas equipment is being utilized:
    - a. Provide BTU inputs of equipment and sizing calculations for the piping system.
  5. Provide a sketch of the HVAC system with run sizes and locations of outlets.
  6. If gas fire places and pellet/wood stoves will be installed:
    - a. Provide cuts sheets including venting requirements and information on clearance from combustibles.
- H. Electrical drawings:
  1. Provide the electrical service location, lateral or overhead, amperage size, grounding method & equipment cut sheets.
  2. Provide a panel schedule identifying branch circuits, overcurrent protection ratings, AFCI protection & GFCI protection.
  3. Provide smoke and carbon monoxide detector locations.

### **V. Cross Section**

- A. Building or wall cross sections.
- B. Footer and foundation type and details.
- C. Framing details with floor-to-floor height.
- D. Roof construction and all material used throughout.
- E. Section through chimneys and/or fireplaces showing damper(s), smoke chamber, throat, flue(s), clean out and mantle.

FOR RESIDENTIAL CONSTRUCTION, IT IS STRONGLY RECOMMENDED THAT ALL OF THE PLANS LISTED ON THESE PAGES BE PREPARED BY A REGISTERED DESIGN PROFESSIONAL.

### **Inspection REQUIRED during the stages of construction**

THE ISSUANCE OF THE BUILDING PERMIT FOR WHICH YOU HAVE APPLIED REQUIRES YOU TO COMPLY WITH ALL PROVISIONS OF ALL CODES APPLICABLE TO BOTH CONSTRUCTION AND CONSTRUCTION INSPECTIONS. FOLLOWING ARE THE STAGES OF CONSTRUCTION WHEN THE CODE ENFORCEMENT OFFICER MUST BE NOTIFIED. INSPECTIONS MUST BE SCHEDULED A MINIMUM OF TWENTY-FOUR (24) HOURS IN ADVANCE UNLESS OTHERWISE SPECIFIED IN THE INSPECTION INSTRUCTIONS. INSPECTIONS BY THE CODE ENFORCEMENT OFFICER MUST BE APPROVED BEFORE YOU PROCEED TO THE NEXT STAGE OF CONSTRUCTION. SHOULD THE BUILDING INSPECTOR/ZONING OFFICER BE REQUIRED TO MAKE ADDITIONAL INSPECTIONS, A RE-INSPECTION FEE WILL BE DUE TO DEFRAY THE COST OF THE INSPECTION. THE ENTIRE FEE MUST BE PAIDE PRIOR TO THE INSPECTION.



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### Electrical Inspection

#### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

PLEASE NOTE: As the appointed Third-Party Agency, Technicon Enterprises, Inc., II will perform all electrical inspections for all permitted work under the Uniform Construction Code. To schedule inspections, please call (610)-286-1622.

#### Inspection No. 1

##### FOOTINGS

#### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

This inspection is to be scheduled AFTER excavation is completed and forming for footings, reinforcement and grade stakes have been installed. Concrete **MAY NOT** be poured until this Inspection has been completed and approved by the Code Enforcement Officer. For pre-cast walls the stone placement must be inspected prior to the wall placement.

**Note:** Footings are required to have smooth side and sharp corners, be continuous and of appropriate size. Property lines or setback lines MUST be staked accurately to identify those property lines.

#### Inspection No. 2

##### PREPOUR

#### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

Concrete walls and ICF walls: Forms set and pinned and rebar installed and supported prior to concrete.

#### Inspection No. 3

##### FOUNDATION BACKFILL

#### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

This inspection will be made upon your completion of foundation and foundation drains but PRIOR to any backfilling and setting of joists in a frame structure or upon completion of all walls before setting floor joists in a masonry structure (exception pre-cast walls). All parging and waterproofing must be completed prior to this inspection. Foundation drains will also be inspected at this time. UNDER NO CIRCUMSTANCES IS BACKFILLING TO BE STARTED UNTIL THIS INSPECTION #3 HAS BEEN COMPLETED AND APPROVED BY THE CODE ENFORCEMENT OFFICER.

#### Inspection No. 4

##### ROUGH FRAMING

#### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

This inspection will be made upon completion of all framing and completion of all rough-ins. All concealed plumbing and mechanical equipment should be installed prior to calling for this Inspection and must be tested at this time. An electrical rough wiring inspection sticker must be posted on-site at this time. The plumbing system pressure testing must be performed on all waste and drainage, water supply, and natural gas piping at the time of inspection as required by the International Residential Code.



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All fire stopping, fire blocking, and fire caulking must be in place prior to the rough framing inspection.

UNDER NO CIRCUMSTANCES SHOULD ANY INSULATION, DRYWALL OR PLASTERING BE STARTED BEFORE INSPECTION #4.

### Inspection No. 5

#### WALLBOARD OR LATHE INSPECTION

##### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

This inspection will be made after the installation and completion of all wallboard and/or lathe. However, under no circumstances should any plastering or taping and finishing of joints and fasteners be done prior to this Inspection. A certificate of compliance from the energy installer is required at this time.

### Inspection No. 6

#### FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY

##### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

The final inspection will be made upon completion of the structure. Prior to the final inspection the following items must be completed: grading, seeding, installation of any driveway and a final electrical inspection sticker must be placed on the main electrical panel. No Use and Occupancy Permit will be issued until the Code Enforcement Officer has determined that the structure is in full compliance with the approved Building Plans and provisions of all Codes.

Septic approval and potable water test (if well) is required to be submitted before a Use & Occupancy Certificate will be issued.

NOTE: NO DWELLING OR STRUCTURE MAY BE OCCUPIED IN ANY MANNER UNTIL THE ISSUANCE OF A FINAL USE AND OCCUPANCY PERMIT. ANY DEVIATION FROM THE APPROVED BUILDING PLANS SUBMITTED WITH YOUR ORIGINAL APPLICATION MUST BE APPROVED BY THE BUILDING CODE OFFICIAL, IN WRITING, BEFORE PROCEEDING WITH ANY CHANGE.



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### Official Use Only

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_  
 Permit Fee: **to be assessed by the inspector at the time application is approved.**  
 Payment Type: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Zoning Permit No.: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Tax Parcel No.: \_\_\_\_\_  
 Date sent to BC Assessment Office: \_\_\_\_\_ Sent by: \_\_\_\_\_

A NON-REFUNDABLE fee as per the fee schedule will be applied to this permit. A deposit against total permit fee is required at the time of application to partially cover the administrative expenses involved in application processing. This deposit is NON-REFUNDABLE. However, the deposit will be applied against the total permit fee at the time the balance of the permit is made by the applicant. Permits are not considered issued until all fees are paid. All pending permits will expire and new applications will be required if the permit is not paid for and issued within 180 days from the date approved and signed by the zoning enforcement officer.

**\*\*Notice to Applicants:** Information on this form is public information and may be accessed by third parties in accordance with and subject to the requirements of the "Open Records Law"

Is there a legal reason your information should not be shared with a third party agency or available for public inspection:  Yes  No — If yes, please explain: \_\_\_\_\_

## UCC Building Permit for Residential Use

### Location of Proposed work or Improvement

County: Berks Municipality: Hereford

Site Address: \_\_\_\_\_ Lot Size (Dimensions): \_\_\_\_\_

Lot No.: \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_

Owner: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Principal Contractor: \_\_\_\_\_ Official Registration # of Contractor: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Architect: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

### Type of Work or Improvement: (Check All That Apply)

New Building  Addition  Alteration  Repair  Demolition  Renovation

Change of Use  Plumbing  Mechanical  Electrical

Describe the proposed work: \_\_\_\_\_

**Estimated Cost of Construction** (reasonable fair market value) \$ \_\_\_\_\_



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**NOTE:** To verify a contractor's registration number, visit the Pennsylvania Office of Attorney General's website at [www.attorneygeneral.gov](http://www.attorneygeneral.gov) or call toll free 1-888-520-6680

## Building/Site Characteristics

**Number of Residential Dwellings:** \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Mechanical:** Indicate type of Heating/Ventilating/Air Condition (i.e., electric, gas, oil, etc.)

**Water Service:** (Check)  Public  Private (Well Permit No.: \_\_\_\_\_)

**Sewer Service:** (Check)  Public  Private (Sewage Permit No.: \_\_\_\_\_)

## FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One)  YES  NO  
Will any portion of the flood hazard area be developed? (Check One)  YES  NO  N/A

**Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3**

Lowest Floor Level: \_\_\_\_\_

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

**Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the registered design professional employed in connection with the proposed work.**

**I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.**

**I/WE HAVE RECEIVED A COPY OF THE REQUIRED INSPECTIONS AND ARE FULLY AWARE OF THESE REQUIREMENTS.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner or Authorized Agent (if other than Applicant)

\_\_\_\_\_  
Signature of Owner or Authorized Agent (if other than Applicant)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Directions to Site: \_\_\_\_\_

**When scheduling inspections, the contractor must ensure he has completed all items necessary for the inspection. Should the Building Inspector/Zoning Officer be required to make additional inspections, a fee of \$80.00 will be due to defray the cost of the inspection. The entire fee must be paid prior to the inspection. The fee is paid to the Municipality.**





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### For Code Administrator Use Only

#### Additional Permits/Approvals required

<input type="checkbox"/> Street Cut/Driveway	Approved	_____
<input type="checkbox"/> PennDot Highway Occupancy	Approved	_____
<input type="checkbox"/> DEP Floodway or Floodplain	Approved	_____
<input type="checkbox"/> Erosion and Sediment Control Plan	Approved	_____
<input type="checkbox"/> Sewer Connection	Approved	_____
<input type="checkbox"/> On-Lot Septic	Approved	_____
<input type="checkbox"/> Zoning	Approved	_____
<input type="checkbox"/> Public water Connection	Approved	_____
<input type="checkbox"/> Stormwater	Approved	_____
<input type="checkbox"/> Other: _____	Approved	_____

#### Approvals

Building Permit Denied:	Date: _____	Date Returned: _____
Building Permit Approved:	Date: _____	Permit No.: _____
Code Administrator: _____		
Date Issued: _____	Date Expires: _____	Permit No.: _____
Building Permit Fee	\$ _____	Receipt No.: _____
Zoning Permit Fee	\$ _____	Receipt No.: _____
Plumbing Permit ( <i>if appl.</i> )	_____	Receipt No.: _____
Mechanical Permit ( <i>if appl.</i> )	_____	Receipt No.: _____
Electrical Permit ( <i>if appl.</i> )	_____	Receipt No.: _____
Driveway Permit ( <i>if appl.</i> )	_____	Receipt No.: _____
Curb and Sidewalk ( <i>if appl.</i> )	_____	Receipt No.: _____

#### Project Documents (Drawings & Calculations)

Type of documents:	Submitted	Signed & Sealed	Date:	Revision Date:
Foundation Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Workers Comp. Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

#### BUILDING DIMENSIONS

Existing Building Area: _____ sq.ft.	Number of Stories: _____
Proposed Building Area: _____ sq.ft.	Height of Structure Above Grade: _____ ft.
Total Building Area: _____ sq.ft. Area of the Largest Floor: _____ sq.ft.	



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### MUST SUBMIT FOUR (4) SETS OF PLANS

**Technicon Enterprises, Inc., II – Final Inspection Required – Call (610) 286-1622**

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Zoning Enforcement Officer: \_\_\_\_\_ Date Permit Approved: \_\_\_\_\_

Inspection Approved       Inspection Disapproved      Inspection Date: \_\_\_\_\_

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***(Technicon Enterprises, Inc., II – Please return Inspection information upon completion)***

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