CHALFONT BOROUGH

40 North Main Street, Chalfont, PA 18914
Phone (215) 822-7295 Fax (215) 822-5528
www.chalfontborough.com
Email: info@chalfontborough.com

Permit No.: _____

BUILDING AND ZONING PERMIT APPLICATION

OFFICIAL USE ONLY

PERMIT #: _____ **PARCEL # (TMP):** _____ **DATE:** _____

FEE: $ _____ **PAYMENT TYPE:** _____ **CHECK # or TRANSACTION #:** _____

Application Date: _____	**PART 1 – GENERAL INFORMATION** **COMMERCIAL AND NEW RESIDENTIAL PROJECTS REQUIRE SUBMISSION OF TWO SETS OF PLANS & CONSTRUCTION DOCUMENTS INCLUDING SPRINKLER AND FIRE ALARM SYSTEM DESIGN**	Is Owner the Applicant? ☐ YES ☐ NO

PERMIT TYPE: ☐ Building ☐ Electrical/Alarm ☐ Plumbing ☐ HVAC/Mechanical/Sprinkler ☐ Other

PROPERTY INFORMATION

Street Number:	Street Name:

OWNER INFORMATION

First Name:	Last Name or Business Name:	Cell Phone:
Email Address:		Daytime Phone:

Street Number:	Street Name:	City/State/Zip:

PART 2 – CONTRACTORS

ALL CONTRACTORS MUST BE PROPERLY REGISTERED IN CHALFONT BOROUGH BEFORE PERMIT IS ISSUED

CONTRACTOR	BORO Reg. # NOT PA Reg #	Name & Address	Phone	Email	Contract Value $
GENERAL (OR OTHER)					
ELECTRICAL					
ALARM					
PLUMBING					
HVAC/MECH					
SPRINKLER					
ROOFING					

PART 3 – NEW RESIDENTIAL CONSTRUCTION

	Number of:			Square Footage of:
Stories			Basement Area	
Bedrooms			First Floor	
Full Baths			Second Floor	
Partial Baths			Third Floor	
Garage (bays)			Garage Area	
Height above grade			Attic	
Fireplaces (custom)			Deck/Patio	
Fireplace (factory)			Porch/Sunroom/Breakfast Nook	

Total Contract Value: $ _____ Fee: $ _____ Total Sq. Footage: _____

PART 4 – GENERAL CONSTRUCTION

☐ NEW CONSTRUCTION	☐ COMMERCIAL FIT-OUT	☐ OFFICE FIT-OUT	☐ RETAIL FIT-OUT
☐ ADDITION	☐ ALTERATION	☐ GARAGE	☐ ENCLOSED PORCH
☐ SUNROOM	☐ SUNROOM (with HEAT)	☐ DECK	☐ PATIO
☐ ROOF OVER (patio/Porch/Deck)	☐ INTERIOR DEMOLITION	☐ KITCHEN/BATHROOM RENO	☐ FINISHED ATTIC
☐ FINISHED BASEMENT	☐ FINISHED BASEMENT (BEDROOM 2nd means of egress)		☐ TOTAL BLDG DEMOLITION
☐ ROOFING (2nd Layer) if more than 25% ☐ REROOFING (Remove/Replace) if more than 25% - ice shield required			# of Roof Squares (1=100 Sq Ft) _____

FRAMING: ☐ STEEL ☐ MASONRY ☐ CONCRETE ☐ WOOD ☐ OTHER _____

Detailed description of work: _____

_____

Construction Type:	Contract Value for General Contractor:	Total Project Sq. Ft.
☐ COMMERCIAL ☐ RESIDENTIAL	$ _____	_____

ELECTRICAL/ALARM*

All electrical plans must be reviewed and approved by a third-party reviewing agency prior to issuance of permit.

Total Service _____ Amps	No. of Circuits: ____ 2-Wire ____ 3-Wire ____ 4-Wire	No. of Service Outlets:
New Service _____ Amps	Upgrade Service _____ Amps	_____110V _____ 220V

Description of work: _____

_____

NOTE: Applicant is responsible to contract with a third-party agency licensed in Pennsylvania for electrical plan review and services.
***Contact the Fire Marshal's office for information regarding Fire Alarm submittals by calling 215-822-7295.**

TOTAL CONTRACT VALUE: $ _____ **FEE: $** _____

HVAC / MECHANICAL WORK / SPRINKLER

Manual J heat load calculations are required for all new construction, and/or additions/finished basements using the existing heat system and for all HVAC system replacements. Also provide cut-sheets for all proposed new equipment.

Residential system (check one): ☐ NEW ☐ REPLACE | Commercial System (check one): ☐ NEW ☐ REPLACE

PROPOSED WORK

☐ Above Ground Tank _____ gallons	☐ Electric Furnace	☐ Roof-Top Unit
☐ AC Compressor	☐ Exhaust Hood	☐ Sprinkler System - NEW
☐ Air Cleaner	☐ Gas Furnace	☐ Sprinkler System - Alteration
☐ Air Handling	☐ Exhaust Hood	☐ Stand Pipe
☐ Alarm System - Alteration	☐ Fuel Tank _____ gallons	☐ Stove – Wood/Coal/Pellet
☐ Alarm System - New	☐ Fireplace/Fireplace Insert	☐ Underground Tank _____ gallons
☐ Boiler	☐ Forced Air Unit	☐ Extension of existing supply/return ducts only
☐ Coil Unit	☐ Gas/Oil Conversion Unit	☐ Other _____

NOTE: Any addition to natural gas load requires approval from PECO. Call Borough for more information 215-822-7295.

DESCRIPTION OF WORK: _____

_____

TOTAL CONTRACT VALUE: $ _____ **FEE: $** _____

PLUMBING WORK

ENTER THE NUMBER OF FIXTURES BEING INSTALLED OR REPLACED

FIXTURES:	QUANTITIES:				
	Basement	1st Floor	2nd Floor	3rd Floor	4th or above
Bath / Tub / Showers					
Dishwashers					
Drinking Fountains					
Ejector Pumps					
Floor Drains / Floor Sinks					
Garbage Disposal / Grease Trap / Interceptor(s)					
Hose Bibs					
Water Heaters (expansion tank required)					
Sewer Vent Replacement					
Sinks / Mop Sinks					
Urinals / Water Closets					
Water or Sewer Line					
Water Softener					
Other:					
TOTAL NUMBER OF FIXTURES					

TOTAL CONTRACT VALUE: $ _____ **FEE: $ _____**

PART 5 – ZONING CONFORMITY INFORMATION

Impervious Surface Calculations are Required for all Exterior Projects

"IMPERVIOUS" = INCAPABLE OF BEING PENETRATED BY WATER (HOUSE, DRIVEWAY, WALKWAY, PATIO, SHED, etc.)

Existing Housing Size, including Garage footprint (sq. ft.):	Existing Detached Garage (sq. ft.):
Existing Driveway (sq. ft.):	Existing Shed(s) (sq. ft.):
Existing Walkways (sq. ft.):	Existing Other describe _____ (sq. ft.):
Existing Concrete / Stone / Pavers Patio Area (sq. ft.):	Proposed Work (sq. ft.):

A. Total Impervious Area square footage from everything above combined = _____ (repeat this answer in "A" below)

A. Total Impervious Area (sq. ft.):	**B.** Lot Size (sq. ft.):	**C.** (**A** divided by **B**) % of Impervious Surface = _____ %

MAXIMUM IMPERVIOUS SURFACE ALLOWED BY EACH ZONING DISTRICT (INDICATE YOUR ZONING DISTRICT)

Zoning Map found at this link: Chalfont Borough Zoning Map; or go to www.chalfontborough.com click on "Maps" then choose "Zoning Map"

☐ R-1 Low-Density Suburban Residential	40%	☐ B12 Planned Village Development	40%
☐ R-2 Village Residential	45%	☐ BC Borough Commercial	90%
☐ R-3 Planned Residential	40%	☐ LI Light Industrial	90%
☐ R-4 Small-Lot Single Family Residential	40%	☐ VOC Village Office Commercial	Refer To Ordinance
☐ CC Corridor Commercial	75%	☐ OS/P Open Space Parkland	5%

FENCING

Indicate fence location on property in "PART 7" found on page 4. Fence requirements are listed on page 8.

Proposed new fencing (linear feet): _____ ft	Replacement fencing: ☐ YES ☐ NO	Fence Type: _____
Any pre-existing fencing (linear feet): _____ ft	Proposed Fence Height: _____ ft	_____

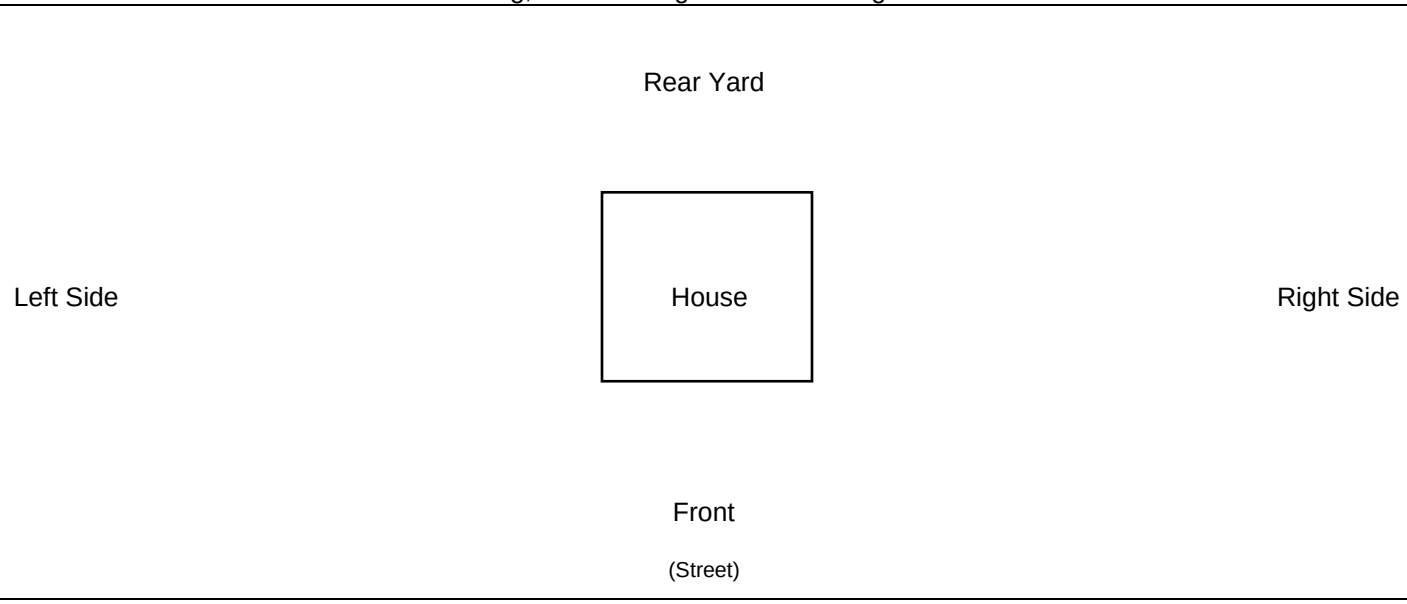
PART 6 – SETBACK INFORMATION

Perspective: Looking at property from street.

Front Yard Setback:_____ ft	Rear Yard Setback:_____ ft	Side Yard Setback (L):_____ ft	Side Yard Setback (R):_____ft
Building Height: _____ ft. _____ in.		Crossing Over An Easement? ☐ YES ☐ NO	

PART 7 – LOCATION SKETCH OF PROPOSED PROJECT

Provide sketch for new construction, addition, deck, patio, sunroom, garage, shed, driveway, or fence.
Chalfont Borough reserves the right to request a Plot Plan prepared by a licensed surveyor.
Indicate where your project is located in relation to property lines, your house, the street, etc.
For fencing, indicate length of fence along each side.



NOTE: PERMIT SUBMISSION DOES NOT GRANT APPROVAL TO START WORK.

I agree to comply with all applicable codes, statutes and ordinances, and with the conditions of this permit; I understand that the issuance of the permit creates no legal liability, express or implied, on Chalfont Borough; and certify that all the above information is accurate. Permit expires if work is not started in six (6) months, not completed in twelve (12) months, or if work is discontinued for six (6) months in the judgment of the Borough. The Building Inspector, or the Inspector's Authorized Agent, is authorized to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the proposed work. Failure to comply with the above will result in a "**STOP WORK**" order.

Owner/Authorized Agent Signature:	**Date:**

FOR OFFICE USE ONLY:

TYPE	Number	PERMIT FEE	TYPE	Number	PERMIT FEE	
BUILDING			SPRINKLER			
ELECTRICAL			ALARM			
PLUMBING			USE & OCCUPANCY			
MECHANICAL			ZONING			
ROOF			CURB ESCROW			
DEMOLITION			**PA STATE ACT 13**		**$4.50**	
OTHER			**ADMIN FEE**		**$1.00**	
SUBTOTAL			**SUBTOTAL**		**TOTAL FEE**	

_____ _____ _____ _____
Zoning Official Date Building Inspector Date

A SITE PLAN SHOWING LOT LINES, EXISTING AND PROPOSED STRUCTURES WITH DIMENSIONS, EASEMENTS, AND PROPOSED SETBACKS FROM LOT LINES, MUST BE SUBMITTED. ITS IS RECOMMENDED THAT AN "AS BUILT" SITE PLAN BE USED IF POSSIBLE.

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BUILDING PERMIT PROCEDURES

A Building Permit is required for all new construction, alterations, and demolition within the borough, including but not limited to porches, patios, decks, swimming pools, and sheds. Prior to starting any work, the property owner must obtain the approved permits from the borough for the proposed project. Please read all of the following information. It will help you to properly complete the building permit application. Completion and submittal of this application does not constitute approval.

BUILDING PERMIT APPLICATION FORM

Part 1 – General Information

Provide the applicant information, the date, and type of permit. If the applicant is not the property owner, a written statement indicating that the applicant shall act as their agent/representative shall accompany the application. The application must be signed and dated by the property owner or authorized agent acting on behalf of the property owner. (Signature line is on page 4.) Be sure to submit all contact information for owner(s) and contractor(s). Failure to do so may result in delay of approval of your permit should the plan examiner have any questions.

Part 2 – Contractors

Provide the names and complete contact information for all of the contractors expected to work on the job, and the estimated value of their work. A Contractor/Subcontractor Registration Application (enclosed) must be submitted by each contractor working on the project, including a certificate of insurance verifying their liability insurance and worker's compensation coverage and naming Chalfont Borough as additional insured. Residential Contractors must provide their Pennsylvania license number.

Part 3 – New Residential Construction

Complete for new residential construction only.

Part 4 – General Construction

Provide type of improvement, type of construction, principal type of heating fuel, type of mechanical, sewage disposal and water supply. Include dimensions of proposed structures, number of bedrooms proposed and number of parking spaces.

Part 5 – Zoning Conformity Information

Impervious Surface calculations are required for all exterior projects. If impervious surface is greater than 1000 sq. ft. a Stormwater Management Application must be completed and submitted with the Building permit. Further information will be provided by the Zoning Office.

Part 6 – Setback Information

Provide accurate measurements from property line. A detailed plot plan indicating the entire property and the location of the proposed construction must be provided with the Zoning Permit Application. PLEASE NOTE: Individuals improving and/or developing a single lot, after subdivision has taken place, must execute a Professional Services Agreement with the municipality to cover all miscellaneous costs incurred with their project. A Building Permit will not be issued without this agreement. For additional information regarding this and to acquire the appropriate forms, please contact Chalfont Borough Zoning Office at 215-822-7295.

PLANS AND SPECIFICATIONS

The applicant must submit two (2) copies of all Plans and Specifications with each Building and Zoning Permit Application in order for the Plan Reviewer to determine if the proposed construction complies with the existing borough building codes. *(continued)*

The Plans for Additions and New Construction shall include, but may not be limited to the following:

- Chalfont Borough reserves the right to request engineered plans (prepared by a design professional licensed in the Commonwealth of Pennsylvania) depending on the complexity of the project.
- A foundation plan indicating the dimensions of the proposed structure and foundation. The depth and width of the proposed footings, (concrete footings to be a minimum of 36" below finished grade, a minimum of 8" thick, a minimum of 2500 psi concrete). Indicate the size and thickness and identify all materials used for foundation walls and provide information regarding the concrete flooring including all sub-grade materials and preparations.
- A floor plan for each proposed level indicating all interior layout and dimensions, including all bearing and non-bearing partitions. Indicate all beams and supports which are being utilized including the materials, size, spacing and span. Include the size, spacing, span and bridging for all floor joists being provided. A separate detailed framing plan may be requested in association with the floor plan.
- A roof plan indicating the size, spacing and span for all ceiling joists and the size, spacing, span and slope for all roof rafters. Indicate size of the ridge, the size and spacing of collar ties, and the type, thickness and R-factor of ceiling insulation. Provide information on all materials being utilized within the roof including sheathing, flashing, felt and shingles. Indicate all roof openings, including attic ventilation, valleys and connections which are to be provided.
- A wall section indicating all wall plates, stud sizing and spacing, type and placement of all rack bracing, details on façade materials, the clear span for all cantilever sections and any and all headers being provided above openings. Indicate the type, thickness and R-factor of all wall insulation.
- A cross section indicating foundation and all framing members, including all pre-engineered structural member, (trusses, floor systems, etc.) Provide manufacturer cut sheets on all engineered lumber products.
- HVAC information: How will the additional living space be heated? If using existing heat source, inquire about submittal information.

Plans for Pools shall include:

- Plans should indicate location of pool on the property, materials and reinforcing to be utilized for the pool construction. (A plot plan indicating the location of pool and all related equipment on the property shall be provided with the Building and Zoning Permit Application.)
- Applicants shall provide documentation showing that all constructed in place and prefabricated pools meet current standards/requirements.
- Temporary fencing (i.e. Orange safety fence or snow fencing) shall be provided around excavation during construction operations.
- Details of permanent fencing indicating locations of openings, height and materials to be utilized and all other information needed to determine compliance with the applicable Zoning Ordinance requirements must be provided at the time of application.
- Permanent fencing shall be complete and in place prior to water being placed in the pool.

Plans for Sheds shall include:

- Information from manufacturer of prefabricated shed shall be provided at the time of application. (This should be available from the shed supplier.)
- A plot plan indicating location of the shed on the property shall be provided with the Building and Zoning Permit Application.
- Plans should indicate size, height, and materials being utilized for construction of shed.
- All sheds in excess of 100 square feet of floor area require footings and/or anchors

Plans for a Deck shall include:

- A plot plan indicating location of the deck on the property shall be submitted along with the Building and Zoning Permit Application.
- A footing layout plan indicating each footing location, size, and type.
- A detailed framing plan indicating the size, spacing, and attachment method of all members.
- A railing and stair detail indicating the size, spacing, and attachment method of all members.
- NOTE: depending on the type of existing construction and/or the complexity of the proposed deck, the applicant may be required to submit engineered plans.

INSPECTIONS

Inspections are necessary to insure that all work being done conforms to the approved plans and specifications and the applicable codes. Inspections are to be scheduled with the Borough office at least 24 to 48 hours in advance by calling 215-822-7295. Notification for inspections at the various stages of construction is the responsibility of the applicant and/or property owner. **All un-inspected work will not be approved by the Borough Code Enforcement Department.**

The required inspections include, but may not be limited to the following:

New Construction (New Houses and additions):

- Footings Inspection – Scheduled after excavation and prior to placement of concrete for footings.
- Foundation Inspection – Scheduled after wall forms are in place and prior to placement of concrete for walls.
- Backfill Inspection – Scheduled after foundation is waterproofed and prior to backfilling.
- Slab Inspection – Scheduled after sub-grade preparation and prior to placement of concrete for slab.
- Rough Frame/rough Plumbing Inspection – (Scheduled after all structural and framing members, along with all water supply, waste lines and venting, are in place and prior to placement of any insulation or fixtures. Rough electrical inspection and approval by underwriting agency must be obtained prior to the Rough Frame/Rough Plumbing inspection being performed).
- Insulation Inspection – Scheduled after insulation is in place and prior to wall finish being installed.
- Final/Use and Occupancy/Final Plumbing Inspection – Scheduled after all finish work is complete and/or prior to settlement. **NOTE:** Final electrical inspection and approval by underwriting agency must be obtained prior to the Final/Use and Occupancy inspection being performed.

Pools

- Pool Steel Inspection – Scheduled after steel reinforcing has been installed prior to concrete application and after rough electrical inspection and approval by the underwriting agency for all wiring and grounding of fixtures has been obtained.
- Equipotential Grid Binding (EGB) Inspection by underwriting agency prior to placement of concrete walkway surrounding pool. Contact underwriter for more information.
- Final Inspection – Scheduled after final electrical inspection and approval by the underwriting agency has been obtained and after permanent fencing, meeting the requirements of the borough, has been installed.

Sheds and other Accessory Structures

- Footings Inspection – Scheduled after excavation and prior to placement of concrete for footings.
- Rough Frame Inspection – Scheduled after all structural and framing members are in place and prior to placement of any insulation. Rough electrical inspection and approval by underwriting agency must be obtained prior to the rough frame inspection being performed.
- Final Inspection – Scheduled after the installation of all floor decking, stairs, and railings.

Decks

- Footings Inspection – Scheduled after excavation and prior to placement of concrete for footings.
- Rough Frame Inspection – Scheduled after framing has been installed and prior to placement of floor deck. May require access to the interior of the home.
- Final Inspection – Scheduled after the installation of all floor decking, stairs, and railings.

A rough and final electrical inspection for all electrical work is also required and shall be obtained by the applicant. These inspections shall be performed by an independent electrical underwriting firm licensed within the Commonwealth of Pennsylvania. For technical questions regarding electrical inspections, contact your electrical underwriter.

The Code Enforcement Department reserves the right to perform additional inspections which may be required as determined by the Building Inspector in the field on a case-by-case basis.

The application will be reviewed by the Borough Code Enforcement Department for compliance with the Zoning Ordinance and any other applicable Ordinances of Chalfont Borough, as well as the requirements of the Pennsylvania Uniform Construction Code (Act 45). If the proposed project does not comply in any way with the applicable Ordinances and/or Codes, the applicant will be notified regarding the specific item or items that need

to be addressed. The Plan Reviewer may amend, correct and/or change minor items within the plans or specifications; **it is the applicant's responsibility to build to these amended plans and specifications.**

The applicant will be notified when their building permit has been granted and when the permit can be picked up at the Borough Administration Office located at 40 North Main Street, Chalfont. The Building Permit is to be displayed by the applicant so as to be visible from the street. Work may not be started until the permit has been granted, paid for, and picked up. All permitted projects shall begin construction within six (6) months from the date the permit is issued and shall be complete within one (1) year from the date the permit is issued. Applicants may receive, at the discretion of the Borough, an extension for up to one (1) additional year for completion of their project if they provide a written request to the Borough with compelling evidence as to why the project has not completed within the required one (1) year period.

FENCE REQUIREMENTS and DEFINITIONS

Lot Line: A property boundary line of any lot held in single and separate ownership, except that, in the case of any lot abutting a street, the "lot line" for such portion of the lot abutting the street shall be deemed to be the same as the legal right-of-way line.

Front yard: A yard extending along the full width of a front lot line and back to the required building line. On corner and through lots, front yards shall be provided along all street frontages.

Rear yard: The required open space extending from the rear of the principal building on the lot to the rear lot line across the entire width of the lot.

Side yard: The required open space between the side of the closest point of the principal building on the lot and the side lot line, extending from the front yard to the rear yard. Any lot line not a rear lot line or a front lot line shall be deemed a side lot line.

Easement Area: A grant for the specified use of a portion of a parcel and/or a parcel of land by the property owner to a person, the public or a corporation.

Site Restricted Area: Any parcel, or portion of a parcel that contains areas, that through topography or restriction may not have any man made structure placed within the area. (i.e. deed restricted open space, wetland areas, steep slope areas, etc.)

Swimming Pool: Any structure intended for swimming, recreational bathing or wading that contains water over twenty-four inches (24") deep. This includes in-ground, above-ground, and on-ground pools, hot tubs, spas and wading pools.

Pennsylvania Uniform Construction Code (Act 45): The adopted Building Code for Chalfont Borough.

Pursuant to Ordinance Number 261A, the requirements for installing a fence on a property located within Chalfont Borough are as follows:

1. A Zoning Permit shall be obtained from Chalfont Borough for placement of all fences within the Borough.
2. Fences shall be located on the property or lot line, but shall not be located beyond the property line.
3. Fences located in the front yard of a property shall not exceed four feet (4'0") in height and shall contain a minimum of fifty percent (50%) open space.
4. Fences located within a side and/or rear yard shall have a maximum height of six feet (6'0").
5. Fences located within a front yard shall not be located within the legal right-of-way for the road.
6. Fences located within a front yard shall not impede the clear site triangle and/or sight lines of corners, intersections or driveways entrances.
7. Fence locations shall not impede the natural flow of stormwater within any drainage swale, ditch, stream or creek.
8. Fences associated with a swimming pool shall be installed in strict accordance with the current international residential code.
9. Fences shall not be located within an easement or other site restricted area on any property without a Fencing Agreement being executed by the applicant and Chalfont Borough. The execution of this agreement is at the sole discretion of Chalfont Borough. This standard Agreement is available from the Borough.
10. Chalfont Borough reserves the right to request a plot plan prepared by a licensed surveyor should there be any question about property lines.

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Boro Contractor Reg. No. _____

CONTRACTOR / SUBCONTRACTOR REGISTRATION APPLICATION

All **New Home or Commercial Construction Contractors** are required to register with Chalfont Borough, provide a Certificate of Insurance, and pay a fifty dollar ($50.00) application fee.
All other Contractors, including Home Improvement and Repair, must submit a copy of your certificate from the Commonwealth of Pennsylvania as a PA registered Home Improvement Contractor, and a Certificate of Insurance. Failure to provide this information will require a fifty dollar ($50.00) application fee.

- **Proof of Certification with the Commonwealth of Pennsylvania** indicating compliance with the Pennsylvania Home Improvement Consumer Protection Act 132.
- **Certificate of Insurance**, indicating compliance with PA Act 44 of 1993 regarding Workers' Compensation; Liability Insurance with "Chalfont Borough" identified as "**Certificate Holder** and **Additional Insured."**

Do not mail cash, please make checks payable to "**Chalfont Borough**." The Borough also accepts credit cards (there is a small processing fee charged). **PLEASE NOTE:** Registration will expire on December 31st of the year issued.

Today's Date: _____

Pursuant to Chalfont Borough Ordinance No. 334, I/We hereby apply for Contractor/Subcontractor Registration:

Company Information

Firm Name: _____ Phone: _____

Address: _____ Fax: _____

Contact Name: _____ Contact's Cell: _____

Contact's Email: _____

Type of Business: _____ ☐ Individual Proprietorship ☐ Partnership ☐ Corporation

PA Home Improvement Contractor Registration #: _____ Expiration Date: _____

Number of Employees: _____

I/We, hereby certify that the statements contained herein are true and correct, to the best of my/our knowledge and belief. I/We understand that if I/we knowingly make a false statement herein, I/we am/are subject to such penalties as may be prescribed by law and/or Ordinance.

I/We authorize Chalfont Borough to obtain any information that may be required for the Borough to verify statements contained within this application, all information shall remain the property of Chalfont Borough.

Applicant Signature: _____ Print Name: _____

Registration is for IDENTIFICATION and INSURANCE PURPOSES ONLY and does not attest to the competency of the applicant.

OFFICIAL USE ONLY

PAYMENT DATE: _____ **BORO ASSIGNED PERMIT #:** _____

BORO ASSIGNED CONTRACTOR #: _____ **PA CONTRACTOR REGISTRATION #:** _____

FEE: $ _____ **PAYMENT TYPE:** _____ **CHECK # or TRANSACTION #:** _____

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Permit No. _____

STORMWATER MANAGEMENT APPLICATION

OFFICIAL USE ONLY

PERMIT #: _____ **PARCEL # (TMP):** _____ **DATE:** _____

FEE: $ _____ **PAYMENT TYPE:** _____ **CHECK # or TRANSACTION #:** _____

Application Date: _____	**ADDENDUM to BUILDING PERMIT FOR OVER 1,000 SQ. FT. OF DISTURBED AREA**	Is Owner Applicant? ☐ YES ☐ NO

PLEASE REFER TO CURRENT FEE SCHEDULE FOR ANY APPLICABLE FEES.

PROPERTY INFORMATION

Street Number:	Street Name:

OWNER INFORMATION

First Name:	Last Name or Business Name:	Daytime Phone:
Email Address:		Cell Phone:
Street Number:	Street Name:	City/State/Zip:

PLAN PREPARER INFORMATION

First Name:	Last Name or Business Name:	Daytime Phone:
Email Address:		Cell Phone:
Street Number:	Street Name:	City/State/Zip:

GENERAL DESCRIPTION OF PROPOSED IMPROVEMENTS

Is the proposed activity part of a subdivision or land development: ☐ YES ☐ NO	If yes, list name:

Is proposed impervious surface coverage:	☐ < 1,000 Sq. Ft.	☐ 1,000 - 5,000 Sq. Ft.	☐ > 5,000 Sq. Ft.

AREA OF PROPOSED IMPERVIOUS AND EXISTING IMPERVIOUS ON THE ENTIRE PROPERTY

a. Existing impervious (to remain)	_____ Sq. Ft.	_____ % of property area
b. Proposed impervious	_____ Sq. Ft.	_____ % of property area
c. Total (after development)	_____ Sq. Ft.	_____ % of property area

PROPOSED STORMWATER VOLUME CONTROL(S) Please check all that apply to your project:

☐ a. Rain Garden	☐ e. Infilltration Trench
☐ b. Dry Well	☐ f. Vegetated Filter Strip
☐ c. Disconnected Roof Drain	☐ Other Non-Structural BMP (Best Management Practice)
☐ d. Other (describe) _____ _____	

Do the proposed stormwater volume control measures meet the requirements/guidelines of the Stormwater Management Ordinance?	☐ YES	☐ NO
Are supporting calculations attached?	☐ YES	☐ NO
Is a recommended Maintenance Program attached?	☐ YES	☐ NO
Is a Stormwater Management Agreement attached?	☐ YES	☐ NO

EROSION AND SEDIMENT POLLUTION CONTROL (E&S)

a. Are erosion control measures shown on the plan?	☐ YES	☐ NO
b. Is a construction schedule or staging plan attached?	☐ YES	☐ NO
c. What is the total area of earth disturbance?	_____ Sq. Ft.	
If the total earth disturbance proposed exceeds 1,000 Sq. Ft., has the Stormwater Management and E&S Plan, supporting documentation, and narrative been submitted to the Bucks County Conservation District?	☐ YES	☐ NO

PLEASE NOTE: Applicant shall be responsible for ALL Stormwater Management Review Fees (engineering, etc.) in accordance with Chalfont Borough Ordinance §353-29.

The undersigned certifies that the project will be consistent with the requirements of the Chalfont Borough Stormwater Management Ordinance, and that the information provided is true and correct.

Signature of Applicant: _____ Today's Date: _____

Print Name: _____

PLEASE REFER TO CURRENT FEE SCHEDULE FOR ANY APPLICABLE FEES.

FOR OFFICIAL USE ONLY:

Date Completed Application Received:		Permit #:
Fee Paid:	Date Paid:	Received By:
Form of Payment: (i.e.; cash, check, or credit/debit card)	Check # or Transaction #:	Comment:

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How Do I Get Stormwater Permit Coverage for My Construction Site?

A Construction Site Operator's Guide to Your State's Stormwater Permit Program

EPA
United States
Environmental Protection
Agency

Who needs permit coverage?

If your construction project disturbs 1 or more acres of land through clearing, grading, excavating, or stockpiling of fill material, you may need permit coverage. Remember to count the acreage of the entire project even if you are responsible for only a small portion.

Why do I have to get permit coverage?

All construction sites that disturb 1 or more acres, with limited exceptions, require a National Pollutant Discharge Elimination System (NPDES) stormwater permit. Most States have been authorized to issue NPDES permits (except for Alaska, Idaho, Massachusetts, New Mexico, New Hampshire, and some Federal facilities and Indian lands where EPA still issues NPDES permits). To find out who issues NPDES permits in your area, visit the Construction Industry Compliance Assistance (CICA) Center at **http://www.cicacenter.org/swrl.html**.

States and EPA Regions have issued Construction General Permits (CGPs) that describe the practices construction operators must follow to protect water quality. Download a copy of the CGP for your State at the CICA Center web site above. Construction activity less than one acre may need to apply for a stormwater permit if the site is part of a large common plan of development. For example, if you are building a house on a half-acre lot in a 10-acre planned development, you may need permit coverage.

Consult your state's general permit for more information.

Why is stormwater runoff so bad?

Runoff from rainstorms and snowmelt picks up pollutants like sediment, oil and grease, nitrogen and phosphorus, and other chemicals and carries them into storm drains or directly into waterbodies. Because most storm drain systems do not provide any treatment to the water they collect, preventing contamination of stormwater is critically important or polluted runoff will be discharged untreated into the waterbodies we use for swimming, fishing, and drinking water.

Why is sediment harmful to a waterbody?

Too much sediment in a waterbody can cloud the water and make it difficult or impossible for aquatic plants to receive the sunlight they need to grow. Excess sediment also smothers aquatic habitat, clogs fish gills, and impedes navigation in our waterways, which can lead to expensive dredging.

I need permit coverage. Where do I start?

1. Read Your State's Construction General Permit (CGP)

Read your state's permit carefully, and remember that you are legally responsible for complying with all its provisions.

Who submits an NOI?

In most states, the "operator" submits a Notice of Intent (NOI) form. The operator is the entity (generally a company, corporation, etc.) that has operational control over the construction plans or day-to-day activities that are necessary to implement the Stormwater Pollution Prevention Plan (SWPPP) (see below). On some sites, several entities may meet the definition of operator and all must file NOIs. Operators may include owners, general contractors, and subcontractors.

It is the responsibility of the operator(s) to develop and implement a SWPPP and maintain all best management practices (BMPs) during each stage of the project. Best management practices are the techniques (buffers, silt fences, detention ponds, swales, etc.), schedules of activities, prohibitions of practices, and maintenance procedures to prevent or reduce the discharge of pollutants.

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2. Develop a stormwater pollution prevention plan (SWPPP)

The SWPPP is a plan for how you will control stormwater runoff from your construction site. It is broader and more complicated than a typical erosion and sediment control plan, so operators might want to enlist the assistance of a professional to save time. The SWPPP must be completed before you file an NOI to apply for coverage under your state's permit. You generally don't have to submit the SWPPP with your NOI to obtain permit coverage, but the plan must be available on-site for review during inspection.

Each state CGP has slightly different requirements, but in general a SWPPP should address the following:

Basic SWPPP Principles

- Divert stormwater away from disturbed or exposed areas of the construction site.
- Install BMPs to control erosion and sediment and manage stormwater.
- Inspect the site regularly and properly maintain BMPs, especially after rainstorms.
- Revise the SWPPP as site conditions change during construction and improve the SWPPP if BMPs are not effectively controlling erosion and sediment.
- Minimize exposure of bare soils to precipitation to the extent practicable.
- Keep the construction site clean by putting trash in trash cans, keeping storage bins covered, and sweeping up excess sediment on roads and other impervious surfaces.

3. Complete any additional information your state may need before submitting your NOI

For example, some states require the operator to assess the potential effects of stormwater runoff on federally listed endangered and threatened species and any designated critical habitat on or near the site.

4. File a Notice of Intent (NOI)

The Notice of Intent (NOI) form (called an "application" in some states) lets your state know that you are filing for permit coverage. It is also your certification that you have read, understood, and implemented the requirements of your state's permit. Make sure your NOI is filed with the state according to the timeframes specified in your state's CGP before construction activity starts.

5. Implement all BMPs outlined in your SWPPP

Remember to follow your SWPPP. All BMPs must be inspected and maintained regularly to make sure that they are functioning as designed. The plan must also be updated as site conditions and BMPs change. Remember to keep records of your inspections and maintenance activities and any SWPPP modifications for review during inspection.

6. File a Notice of Termination

Your state may require you to notify them when the project is complete and the site is stabilized, when ownership has been transferred to the homeowner (residential projects only), or when another operator has assumed control over the site (new operators will need to file an NOI and meet the requirements of your state's permit).