

RUSCOMBMANOR TWP PERMIT APPLICATION CHECKLIST

Storm Water:

- If 1,000 sq. ft. or more of impervious is being created, a stormwater plan must be submitted to the Township Engineer. Complete the stormwater portion of the application and submit the stormwater plan with this packet. The building/zoning permit cannot be released until the stormwater plan is approved. Plan your schedule accordingly

Zoning Permit:

- Submit **NONREFUNDABLE** Application Fee (\$100) **CHECK PAYABLE TO TOWNSHIP**
- Complete the Zoning/Building Permit Application.
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- Sign the Permit Terms and Conditions

Residential Building Permit:

- Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications. Submit workers compensation insurance for each contractor.
- Complete the driveway and/or well application (if applicable)
- Submit **NONREFUNDABLE** Application Fee (\$100) **CHECK PAYABLE TO TOWNSHIP**
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- Provide two (2) copies of the building plans.

- Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)

- Provide Highway Occupancy Permit from PennDot (if applicable)

- Provide approval from Water Authority for public water connection (if applicable)

- Provide Storm water Management Approval (required if creating > 1,000 sq. ft. of impervious)

- Sign the Permit Terms and Conditions

- Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)

Additional information/documents may be required depending on the type of construction.

CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811

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LTL CONSULTANTS, LTD – (610-987-9290)

Commercial Building Permit:

- Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications.
- Submit Application Fee (\$500) **CHECK PAYABLE TO TOWNSHIP**
- Provide a site plan showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades, the location of parking spaces, accessible routes, public transportation stops and other required accessibility features. If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.
- Provide three (3) copies of building, electrical, plumbing, and mechanical plans that are signed and seal by a Pennsylvania licensed design professional.
- Provide Land Development Approval (if applicable)
- Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- Provide Highway Occupancy Permit from PennDot (if applicable)
- Provide approval from Water Authority for public water connection (if applicable)
- Provide Storm water Management Approval (required if creating > 1,000 sq. ft. of impervious)
- Sign the Permit Terms and Conditions
- Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)
- Asbestos Abatement and Demolition/Renovation Notification Forms must be completed and submitted to PA DEP for all commercial demolition/renovation projects.

Additional information/documents may be required depending on the type of construction.

CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811

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: _____

HISTORIC DISTRICT

Is the site located within a Historic District? Yes No

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents, PA Act 45 of 1999 (Uniform Construction Code), Act 247 of 1968 as amended (Municipalities Planning 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 or the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

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 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 provisions of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site _____

Approved by: _____

Permit #'s _____

REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS

PLUMBING PERMIT APPLICATION

TOWNSHIP: _____

Date of Application: _____, 20____

Permit Fee: \$ _____

Name of Applicant (Owner): _____

Address _____ Phone _____

_____ Zip Code _____

Name of Contractor: _____

Address _____ Phone _____

_____ Zip Code _____

Subdivision Name and Lot No. (if applicable): _____

Tax Map Parcel Number: _____

- Check Appropriate Box:
- Mobile Home or Manufactured Dwelling
 - Single-Family Dwelling
 - Two Family Dwelling
 - Apartment Building or Condominium
 - Addition or Alteration
 - Sewer Lateral
 - Water Lateral
 - Non-Residential Application: Specify: _____
 - Permit for work not listed elsewhere

Statement of materials to be Used: _____

Estimated Cost of Plumbing Construction (*Reasonable fair market value*) \$ _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.

Applicant's Signature: _____ Date: _____

=====

Permit No. _____ Issuance Date: _____

Approved by Inspector: _____ Date: _____

Signature

**LTL CONSULTANTS, LTD.
ELECTRICAL PERMIT APPLICATION**

Date _____ Permit No. _____
(Assigned by LTL)
Township _____ Contractor _____
Job Site Address _____ Phone _____
Address _____
Electric Company Job # _____

Job Site Owner _____ Experience (Journeyman, etc. _____
Job Site Phone _____ License Number _____

General Information (circle all that apply)

Single Family Residence Multiple Residences _____ quantity Businesses Industrial
New Remodel Repair Accessory Structure
Pool Temporary Permanent

Service Size (if applicable) Voltage _____ Amperage _____ Phase _____

Service wire size and type Gage _____ Metal _____ (cu, al, cu/al)

Grounding Electrode System _____

Wiring Method: NM AC MC RNC RMC _____
Size Type

Emergency Generator Voltage _____ Amperage _____ Size _____

HVAC: Type _____ Tonnage _____ HP _____ Voltage _____ Amperage _____

Baseboard Quantity _____ Amperage Total _____

Fire/Emergency System Type _____ Quantity of detectors _____

Is a set of electric plans included with this or with the building application? _____ (Y/N)

Applicant certifies that all information given is correct and that National Electric Code NFPA 70 and IRC will be complied with in performing the work for which this permit is issued.
Work must begin within one (1) year of permit issuance or the permit shall be come invalid.
Description of work: _____

ESTIMATED COST OF ELECTRICAL CONSTRUCTION (Reasonable fair market value) \$ _____

Signature of Applicant _____ Date _____

DRIVEWAY PERMIT APPLICATION

TOWNSHIP: _____

Date of Application: _____, 20_____

Permit Fee: \$ _____

Name of Applicant: _____

Address: _____ Phone _____

_____ Zip Code _____

Owner (if other than applicant): _____

Address _____ Phone _____

_____ Zip Code _____

Name of Contractor or Builder : _____

Address: _____ Phone _____

_____ Zip Code _____

Property Address of Site: _____

Location of Driveway: _____

Statement of materials and Construction to be Used: _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

Applicant's Signature: _____ Date: _____

=====

Permit No.: _____ Issuance Date: _____

Approved by Inspector: _____ Date: _____

Signature

Workers' Compensation Insurance Coverage Information

1. Is the applicant a contractor within the meaning of the Pennsylvania Worker's Compensation Law?
 Yes No

If the answer is "yes", complete **Sections B, C, D, and E** below as appropriate.
If the answer is "no", complete **Section E**.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification Number _____

Applicant is a qualified self-insurer for workers' compensation.
 Check if Certificate is attached.

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy Number _____
 Check if Certificate is attached.

Policy Expiration Date _____

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- C.** Is the applicant using any subcontractor(s) on this project? Yes No

If the answer is "yes", the applicant hereby certifies that any and all subcontractors have presented proof to the applicant of insurance under the Pennsylvania Workers' Compensation Act.

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- D. Exemption:** Complete **Section D** if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's compensation insurance under the provisions of the Pennsylvania Worker's Compensation Law for one of the following reasons, as indicated:

- Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.
- Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this _____ day of _____, 20__

Signature of Notary Public

My Commission expires: _____

(Seal)

E. Signature required for all applicants

Signature of Applicant _____

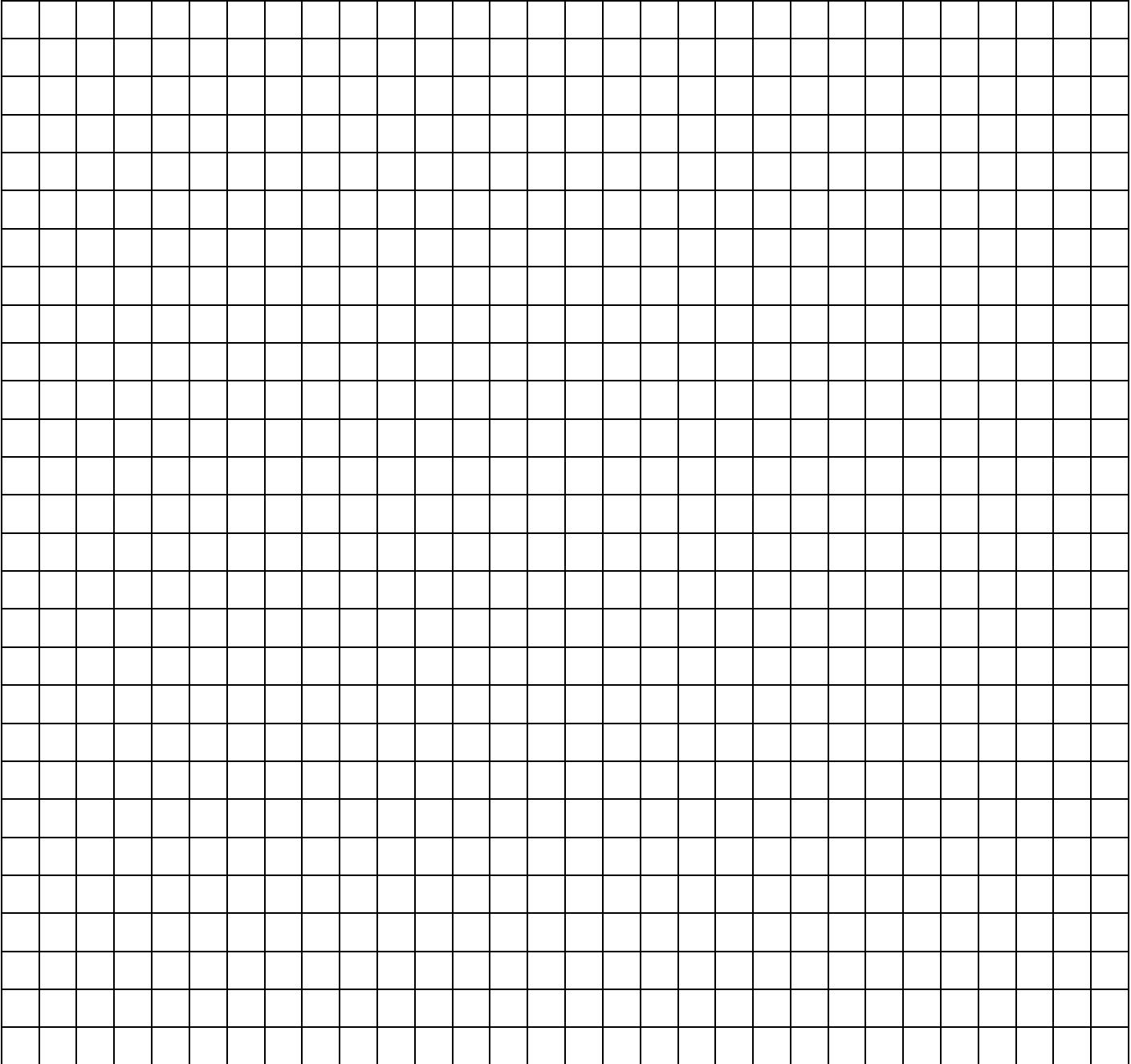
Address _____

County _____ Municipality of _____

PLOT PLAN / SKETCH PLAN AREA

NAME: _____

LOCATION: _____



The Plot Plan must show size and location of all structures and wells on the property and the distance to property lines (hand drawn is acceptable)

Is your drawing to scale Y / N? If yes, what is the scale? _____

**Any questions, please contact:
LTL Consultants, Ltd. at 610-987-9290 or 1-888-987-8886**

Stormwater Best Management Practices Worksheets

Stormwater Management for Minor Land Disturbance Activities addresses the intent of the SWM Ordinance by managing the runoff through infiltration facilities. To determine the size of infiltration facilities required for a site for a Minor Land Disturbance Activity utilize a factor of 0.18 times the impervious area. This approximates the net 2 year increase.

STEP ONE: DETERMINE REQUIRED VOLUME	
TOTAL AREA of IMPERVIOUS COVER Includes all areas of new building, paving, concrete and compacted gravel that are part of the proposed work. (Except pervious paver blocks)	
Multiply by 0.18	x 0.18
TOTAL WATER QUALITY VOLUME REQUIRED (WQ_v)	Cu. ft.

Details of the BMPs listed below are provided as part of this Appendix. For additional information on how these BMPs function and ideas of other BMPs refer to the “Pennsylvania Stormwater Best Management Practices Manual” latest edition prepared by the DEP.

STEP TWO: SELECT BMPs TO BE UTILIZED	
BMP NAME	(How Many)
1. Infiltration Basin	
2. Infiltration Bed	
3. Infiltration Trench	
4. Other*	
TOTAL	

* As approved by the Township Engineer. Provide additional information as needed.

The first three BMPs listed are Infiltration BMPs and as such should be located on the site in areas with the most suitable soil. Areas of wet or poorly drained soils should be avoided.

Infiltration BMPs shall also be located with the following setbacks:

- Ten (10) feet down gradient from a building basement
- One hundred (100) feet up gradient from a building basement
- Ten (10) feet from property lines
- One Hundred (100) feet from wells
- Fifty (50) feet from septic system drain fields

Recognizing that Minor Land Disturbance Activities often cannot meet the setback requirements due to the size of the proposed work area, consideration will be made to reduce the setbacks provided.

BMP Installation Notes:

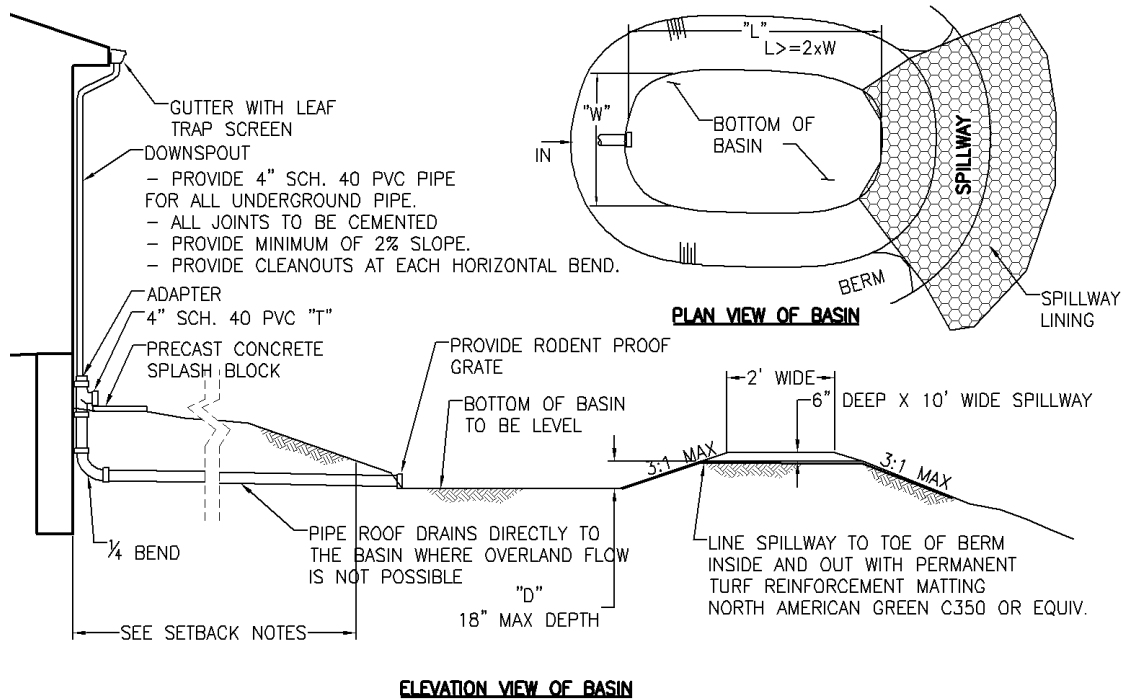
1. BMPs shall be protected during construction to prevent sediment-laden water from entering the facility.
2. Excavation of the BMPs shall be conducted in a manner that will not compact the bottom of the facility.
3. The bottom of the facility shall be scarified immediately prior to the placement of the bottom layer of geotextile for subsurface structures or the topsoil placement for above ground structures.
4. Geotextile shall be placed in accordance with the manufacturer's specifications. Seams shall be overlapped a minimum of 16 inches.
5. The area of the BMP shall be fenced off during construction. Construction equipment shall be prohibited from entering the area to avoid soil compaction.

STEP THREE: DETERMINE VOLUME PROVIDED	
BMP (See details for volume calculations)	Volume (cu. ft.)
1. Infiltration Basin	
2. Infiltration Bed	
3. Infiltration Trench	
4. Other*	
TOTAL (must be greater than WQ_v in Step One)	

* As approved by the Township Engineer. Provide additional information as needed.

SWM BMP #1 –INFILTRATION BASIN

An Infiltration Basin provides an aboveground area for water to be stored and infiltrate into the ground. Roof Drains and overland runoff are directed into an aboveground basin to infiltrate. A spillway is provided to release the larger storm volumes. The spillway should be located to avoid any down slope problems when water is flowing over the spillway. The spillway shall be lined with a permanent erosion mat to prevent deterioration. The spillway should be located as far away from any inflow pipes to promote infiltration and settling of runoff contaminants. The basin shall also be planted with vegetation that is tolerant of the wet conditions that will occur during infiltration. The depth of the basin may be increased with the approval of the Township Engineer.

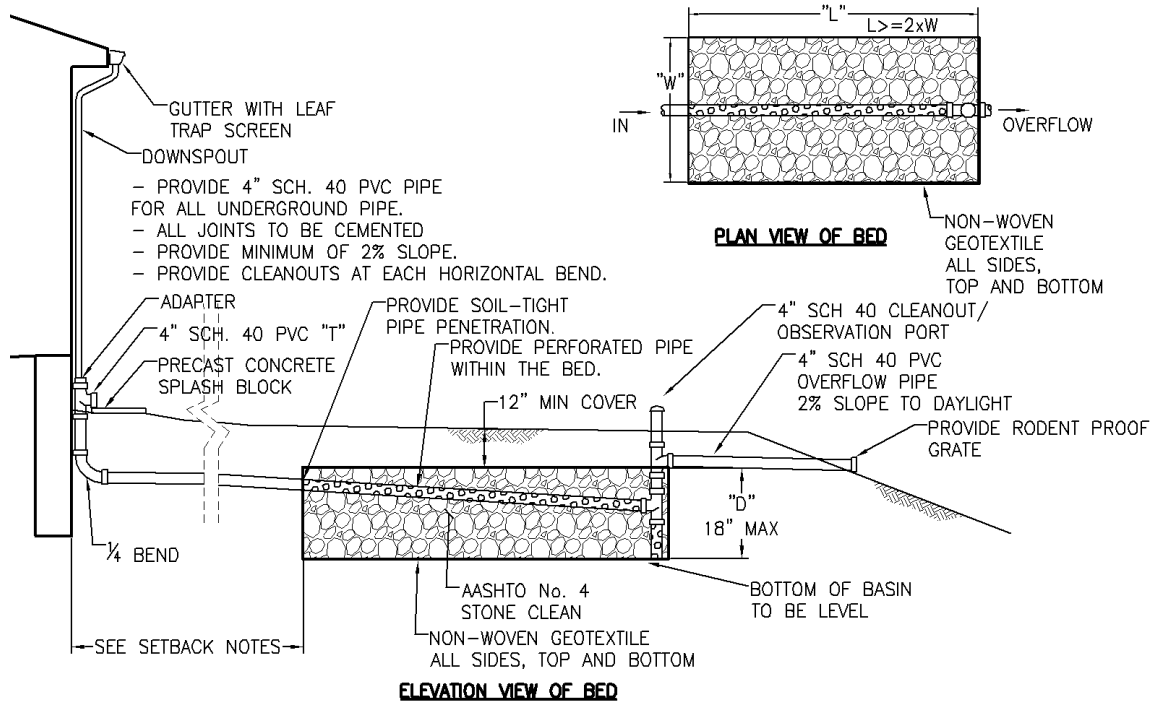


Determination of Water Quality Volume provided:

1	Bottom Area – for rectangular basins use $L \times W$, estimate for irregular shaped Basin	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = $L \times W \times D$ (Line 1 x Line 2)	Cu. Ft.
4	Side Slope Factor "Z" – Use 3 for 3:1 slope, 4 for 4:1 slope, etc	
5	Approx. Additional Volume = $(L+W) \times Z \times D \times D$	Cu. Ft.
6	TOTAL VOLUME (WQ_v) (Line 3 + Line 5) (Use this number in Step Three)	Cu. Ft.

SWM BMP #2 –INFILTRATION BED

An infiltration bed can be used where surface runoff is not to be captured. Roof Drains from the proposed structure are piped into an underground basin to infiltrate into the ground. An overflow pipe is provided to release the larger storm volumes. A cleanout is provided to facilitate maintenance and provide an inspection port for the bed. The pipe within the bed is perforated and should be run through the basin to the fullest extent to promote infiltration and distribution of the runoff. The soil over the basin shall also be planted with vegetation that will not interfere with the operation of the bed. The depth of the bed may be increased with the approval of the Township Engineer.

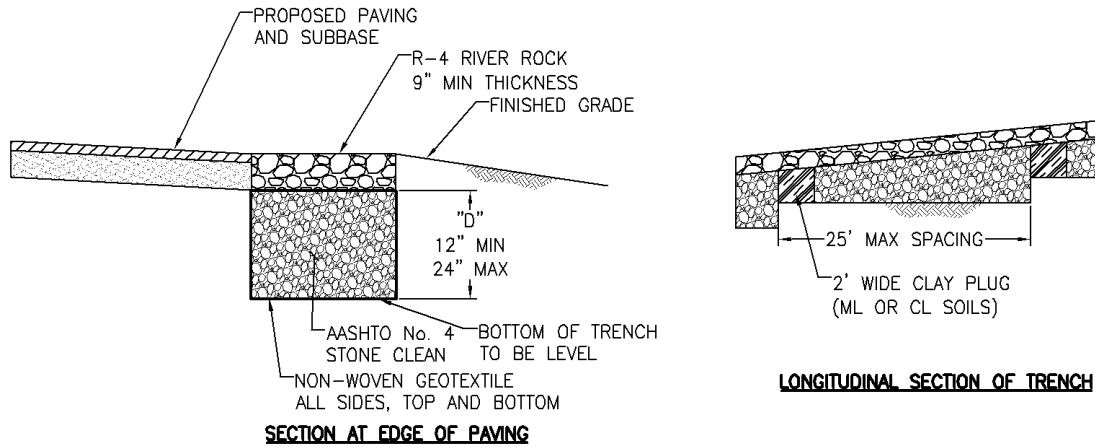


Determination of Water Quality Volume provided:

1	Bottom Area – for rectangular basins use $L \times W$	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = $L \times W \times D$ (Line 1 x Line 2)	Cu. Ft.
4	Actual Void Volume in Stone Bed (WQ_v) = $0.4 \times$ Line 3 (Use this number in Step Three)	Cu. Ft.

SWM BMP #3 –INFILTRATION TRENCH

Infiltration trenches are utilized along the perimeter of impervious surfaces to collect, store and infiltrate runoff. River rock will be placed on the bed to allow the runoff to enter the trench; alternately the bed may utilize a perforated pipe with inlets to get the runoff into the trench. The trench is constructed as a terraced system with clay dikes to promote infiltration. The depth of the trench may be increased with the approval of the Township Engineer. Pipe can be utilized within the trench to increase the available storage volume. Because the trench is installed along paved area that need to be compacted during construction, extra attention needs to be paid to avoid compaction in the area of the trench or loosen the material under the trench prior to installation.



Determination of Water Quality Volume provided:

1	Bottom Area = Length of Trench x Width	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = L x W x D (Line 1 x Line 2)	Cu. Ft.
4	Actual Void Volume in Stone Bed (WQ_v) = 0.4 x Line 3 (Use this number in Step Three)	Cu. Ft.

If perforated pipe is used in the bed, adjust volume accordingly.