



TOWNSHIP OF CHELTENHAM, MONTGOMERY COUNTY, PENNSYLVANIA
BUILDING PERMIT APPLICATION

PERMIT NO. _____

Montco. Parcel # 31-00-_____ Zoned _____ Block _____ Unit _____

To the Township Manager:

This is to certify that I have examined the within detailed statement, with a copy of the plans relating thereto, and find them to be in accordance with the provisions of the Cheltenham Township Building Code; accordingly they have been approved and entered in the records.

Building Inspector Signature: _____ ADA Control # _____

This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of the buildings, and may be revoked at any time upon violation of any provisions of said ordinances.
If this application is in the floodplain, then all required information must be supplied prior to approval.

Submittal Date _____ Cost \$ _____ Fee \$ _____ Check No. _____ Cash _____

PROPERTY IN FLOODPLAIN AREA	YES <input type="checkbox"/>	FP ZONE:	FEMA FP MAP/PANEL ID:
	NO <input type="checkbox"/>		
(IF ANSWER TO THE ABOVE IS YES, ITEM 17 MUST BE COMPLETED)			

The undersigned applies for a permit to construct the following described work:

- Give the exact location: _____
- General description of work _____
- | | |
|--|--|
| Applicant _____ | As Applicant, your relationship to project is: |
| Address _____ | <input type="checkbox"/> Property Owner |
| Tele. Nos. <input type="checkbox"/> Business _____ | <input type="checkbox"/> Contractor |
| <input type="checkbox"/> Home _____ | <input type="checkbox"/> Architect |
| <input type="checkbox"/> Cell _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> FAX _____ | Type of Construction _____ |
| <input type="checkbox"/> Email _____ | Type of Structure _____ |
| | Use & Occupancy Classification _____ |
- | | |
|----------------------|-----------------|
| Property Owner _____ | Address _____ |
| Please Print _____ | Tele. No. _____ |
| | Fax _____ |
- | | |
|----------------------------|-----------------|
| Architect / Engineer _____ | Address _____ |
| Please Print _____ | Tele. No. _____ |
| | Fax _____ |
- | | |
|-----------------------------|-----------------|
| Contractor or Builder _____ | Address _____ |
| Please Print _____ | Tele. No. _____ |
| | Fax _____ |
- What is the present building used for? _____
- If new building or new addition, what will it be used for? _____

9. Upon what kind of soil will any new foundation be laid? _____

10. Is the present building occupied? YES NO

If NO, provide date last vacated. _____

If NO, provide water meter/billings for last quarter occupied. _____

ARE EDU'S REQUIRED YES NO

REMARKS: _____

11. List all contractors/sub-contractors. Copies of Workers' Compensation or Exemption must be included with application. All sub-contractors must be registered in Cheltenham Township before applying for a permit. His/her permit application must be signed by the registered contractor and must be submitted with and as part of a complete building permit application submission.

a. Plumbing:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

b. HVAC:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

c. Electrical:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

d. Excavation:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

e. Concrete:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

f. Masonry:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

g. Drywall:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

h. Fire Protection:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

i. Other:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

12. Approximate Start Date _____ Approximate Completion Date _____

13. Estimated Cost \$ _____ Permit Fee \$ _____

(Estimated Cost should be for building portion only; not to include any sub-contractor costs as they are separate permit applic.)
(Must include labor and all material regardless of who purchased materials)

14. Area of New Impervious Surfaces: (Structures, Paving, Sidewalks, etc.) _____

15. **NOTES:**

- **PLEASE NOTE THAT STATE LAW REQUIRES YOU TO CONTACT THE PENNSYLVANIA ONE CALL SYSTEM @ 1-800-242-1776 AT LEAST THREE (3) WORKING DAYS PRIOR TO ANY DIGGING OR EXCAVATION ACTIVITIES EITHER WITHIN THE STREET RIGHT OF WAY OR ON PRIVATE PROPERTY TO ALLOW UTILITY COMPANIES TO LOCATE AND MARK THEIR UNDERGROUND FACILITIES.**
- **PLEASE NOTE THAT TWO (2) WORKING DAYS NOTICE MUST BE GIVEN FOR ANY INSPECTIONS.**
- This is the Application for Permit for Additions, Alterations, Roofing, Siding, Repairs; Razing, Removal or Tearing down of any building or part of same; the Erection, Removal or Alteration of Awnings; Signs or Billboards, etc.
- FILE WITH APPLICATION:
 - Two copies of all construction plans (existing and proposed)
 - All sub-contractor permit applications that are part of this building permit application
 - Workers' Compensation Insurance w/Cheltenham Township named as certificate holder or a notarized exemption form for each person(s) working on the job site not covered by Workers' Comp.
- All sub-contractors must be currently registered in Cheltenham Township in order to apply for a building permit.
- There is a 30-day period after the issuance of a building permit during which time an aggrieved person may file an Appeal to contest the approval of the permit by a Municipality. Applicants that begin construction during the 30-day appeal period do so at their own risk.
- **NOTICE TO TAXPAYERS - UNDER THE PROVISIONS OF ORDINANCE NO. 2022-02, YOU MAY BE ENTITLED TO A PROPERTY TAX ABATEMENT ON YOUR COMTEMPLATED ALTERATION OR NEW CONSTRUCTION. AN APPLICATION FOR ABATEMENT MAY BE SECURED FROM THE OFFICE OF ENGINEERING, ZONING AND INSPECTIONS, AND MUST BE FILED WITH SAME, AT THE TIME A BUILDING PERMIT IS ISSUED.**

16. Does the applicant agree that all provisions of the Cheltenham Township Building Code will be complied with, whether specified herein or not?

YES NO

Further, does the applicant certify that he/she is the owner of record of the named property, or that the proposed work is authorized by the owner of record and that he/she has been authorized by the owner to make this application as his/her authorized agent. In addition, if a permit for work described in this application is issued, he/she agrees that the authorized code official or that official'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.

YES NO

APPLICANT SIGNATURE _____ DATE _____

PROPERTY OWNER SIGNATURE _____ DATE _____

PERMIT FEE SCHEDULE: PERMIT FEES ARE BASED ON THE COST OF THE WORK FOR WHICH THE PERMIT IS BEING APPLIED FOR. THIS COST SHOULD INCLUDE ALL MATERIALS AND LABOR. THE COST IS THEN ROUNDED UP TO THE NEAREST THOUSAND \$ AND FEES ARE CALCULATED AS FOLLOWS: 1ST THOUSAND \$ = \$39.00 WITH EACH ADDITIONAL THOUSAND \$ = \$20.00 OR 2% OF THE TOTAL COST + A ONE TIME CHARGE OF \$19.00.

UPON APPROVAL AND PAYMENT OF ALL APPLICABLE FEES, THE APPLICANT WILL RECEIVE A PERMIT PLACARD WHICH IS TO BE POSTED AT THE WORK SITE ALONG WITH A SET OF APPROVED DRAWINGS. THE APPLICANT WILL ALSO BE GIVEN A LIST OF REQUIRED INSPECTIONS THAT WILL BE PERFORMED BY A TOWNSHIP INSPECTOR.

17. IF YOUR PROPERTY IS IN THE FLOODPLAIN, PLEASE COMPLETE THE FOLLOWING WITH YOUR APPLICATION

Will any portion of the flood hazard area be developed?

YES _____

NO _____

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 1666-1978), specifically Section 60.3

Lowest Floor Level: _____

PLEASE CHECK ONE:

ZONE AE - Areas subject to inundation by the 1% annual chance of flood event. BFE's determined.

ZONE _____ (OTHER FLOOD AREAS) AREAS OF 500-YEAR FLOOD, AREAS OF 100-YEAR FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 100-YEAR FLOOD.

ZONE _____ (SPECIAL FLOOD HAZARD AREAS OF HIGH RISK)

MARKET VALUE OF STRUCTURE (NOT TO INCLUDE LOT) COVERED UNDER THIS PERMIT - \$ _____ .00
(THIS INFORMATION IS TO BE PROVIDED BY THE APPLICANT)

Base Flood Elevation (BFE) requirements - all permits for insured structures within the floodplain must have Elevation Certification (EC) attached. This is only for insurable structure, as listed on property owner's insurance policy. Proof of insurance may be required.

CHECKLIST FOR NFIP PROPERTIES, IN ADDITION TO BASE BUILDING PERMIT REQUIREMENTS.

- 1. APPLICATION COMPLETE DATE: _____ INITIALS: _____
- 2. REVIEW 1 BY FLOODPLAIN COORDINATOR DATE: _____ INITIALS: _____
(See attached report regarding NFIP compliance)
- 3. REVIEW OF BUILDING INSPECTOR DATE: _____ INITIALS: _____
- 4. FP PROPERTY PERMIT APPROVED DATE: _____ INITIALS: _____
- 5. FP PROPERTY NOT APPROVED DATE: _____ INITIALS: _____
(IF PERMIT IS NOT APPROVED, REASON MUST BE ATTACHED)
- 6. FINAL INSPECTION DATE: _____ INITIALS: _____
- 7. REVIEW 2 BY FLOODPLAIN COORDINATOR DATE: _____ INITIALS: _____
(See attached report regarding NFIP compliance)
- 8. FINAL INSPECTION IN COMPLIANCE DATE: _____ INITIALS: _____
(Issuance of Certificate of Occupancy or Completion, as applicable)
- 9. FINAL INSPECTION NOT IN COMPLIANCE DATE: _____ INITIALS: _____
- 10. NOTICE OF VIOLATION SENT WITH 90-DAY CLOCK DATE: _____ INITIALS: _____
- 11. POST VIOLATION INSPECTION DATE: _____ INITIALS: _____
- 12. AS BUILT ELEVATION CERTIFICATE (EC) DATE: _____ INITIALS: _____
- 13. FLOODPLAIN COORDINATOR NOTIFIED DATE: _____ INITIALS: _____
- 14. CERTIFICATION OF OCCUPANCY (CO) FOR INSURABLE PERMITTED PROPERTIES DATE: _____ INITIALS: _____
- 15. SIGN OFF BY FLOODPLAIN COORDINATOR/ PERMIT CLOSED DATE: _____ INITIALS: _____