



APPLICATION CHECKLIST

The following checklist is to be used to assist the applicant with the building permit process. If any items are missing or incomplete, the building permit application may be denied.

A. PERMITS REQUIRED *(Check Appropriate Boxes)*

Zoning Permit Yes No N/A
Zoning Permit No.: _____ *(Fill out enclosed application form.)*

Sewage Permit Yes No N/A
Sewage Permit No.: _____
Type of Sewage: A. On Site (Private) B. Public

Water Permit Yes No N/A
Water Permit No.: _____
Type of Water Service: A. Well (Private) B. Public

Driveway Permit Yes No N/A
Driveway Permit No.: _____
Driveway Access: A. Municipal road B. State highway

Erosion & Sediment Control (E&SC) Plan Yes No N/A
(Required for earth disturbance greater than 5000 sq. ft. Attach compliance letter from County Conservation District.)

Worker's Compensation Insurance Coverage Information *(Fill out enclosed application form.)*

Yes No N/A
Building Permit Yes No N/A
Building Permit No.: _____
(Fill out enclosed application form.)

B. REQUIRED DOCUMENTS

Site Plans* Yes No N/A
Construction documents* Yes No N/A
Specification sheet for engineered materials (Trusses, I-beams, etc)* Yes No N/A
Certificate of Insurance Yes No N/A

**Two (2) copies of all construction documents are required. Building plans shall be sealed by a registered architect and/or professional engineer.*

C. FEES

Permit Fees are payable upon receipt of Permit. **Prior to review, applicant is responsible to pay for review fees**

D. INFORMATION SHEETS

- “Instructions & Information for Obtaining a Building Permit”
- “Residential Building Permit Exemptions”
(Identifies residential projects which are exempt from building permits per PA Act 45.)
- “Commercial Building Permit Exemptions”
(Identifies commercial projects which are exempt from building permits per PA Act 45.)

Prior to review, applicant is responsible to pay for review fees

Systems Design Engineering, Inc.
1032 James Drive
Leesport, PA 19533
Phone 610-916-8500; Fax 610-916-8501

Rev 1/4/23

INSTRUCTIONS & INFORMATION FOR OBTAINING A BUILDING PERMIT

1. A building permit application must be fully completed, dated, and signed. The applicant for a permit may be the property owner or the property owner's agent.
2. For a new home construction, a copy of a permit to install a sewage system must be included with the application. In cases of additions, this may be required to insure adequate flow capacity of the existing septic system.
3. Architectural style plans of the proposed improvements must be included with the application. In some cases these permits will be required to be signed and sealed by a registered architect or engineer. These prints should be the same type which the builder will use to do the construction.
4. All projects involving earthmoving are required to be approved by the County Soil Conservation Service. An approval letter from the County Soil Conservation Service should be included with the application. The Conservation Service upon receipt of an acceptable erosion and sedimentation control plan will send out this approval letter. Copies of these county applications are available at the County Office Building.
5. Copies of any other state and/or local permits that are required should accompany the application.
6. If the applicant is a contractor, an *original* Certificate of Workman's Compensation Insurance must be submitted with the application. The certificate holder must be listed with the Municipality, with the correct address. If the contractor claims exemption, the enclosed waiver form will have to be completed.
7. Upon receipt of the completed permit application and **all other supplementary information** (see Application Checklist, Sections A & B), the permit application will be reviewed (**Applicant will be provided review fees, review fees MUST be paid before building code official begins review**). The building code official shall grant or deny a permit application, in whole or in part, within fifteen (15) business days of the filing date or the application is deemed approved. Reasons for the denial must be in writing and sent to the permit applicant. The building code official and the applicant may agree in writing to extend the deadline by a specific number of days.
8. At any time during the application process, should there be any questions or help needed in completion of the application, feel free to contact the Code Enforcement Officer for assistance.
9. Upon issuance of the permit, the applicant shall have six (6) months to start the work. Should no work be started within this time, the permit shall be declared null and void.
10. It is both the responsibility of the homeowner and the contractor to insure that all inspections are scheduled and conducted. Failure to have the proper inspections done could result in fines and removal of completed work.

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BUILDING CODE PERMIT APPLICATION

A. LOCATION OF PROPOSED WORK OR IMPROVEMENT

Contractor Registration #: _____

Site Address: _____ Tax Parcel #: _____
 Lot No.: _____ Sub-Division: _____ Phase: _____ Section: _____
 Owner: _____ Phone #: _____ Fax #: _____
 Mailing Address: _____ E-Mail: _____
 Contractor: _____ Phone #: _____ Fax #: _____
 Mailing Address: _____ E-Mail: _____
 Architect: _____ Phone #: _____ Fax #: _____
 Mailing Address: _____ E-Mail: _____

B. TYPE OF WORK OR IMPROVEMENT (Check One)

- New Construction Addition Alteration Repair
- Demolition Relocation Foundation Only
- Plumbing Electrical Mechanical

Describe proposed work: _____

C. DESCRIPTION OF BUILDING USE

RESIDENTIAL

- One-Family Dwelling Two-Family Dwelling Townhouse
- Accessory Structure Carport Deck
- Other – *Specify:* _____

NON-RESIDENTIAL

Specific Use: _____ Use Group: _____
 Change in Use: Yes No If yes, indicate former use.: _____
 Maximum Occupancy Load: _____ Maximum Live Load: _____

D. ESTIMATED COST OF CONSTRUCTION (reasonable fair market value):

Building: \$ _____
 Improvement: \$ _____
 Plumbing: \$ _____
 Electrical: \$ _____
 TOTAL: \$ _____

E. 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 Largest Floor: _____ sq. ft.

F. BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____ Proposed
 Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (i.e. electric, gas, oil, etc.): _____
 Water Service (Check one): Public Private
 Sewer Service (Check one): Public Private (Septic Permit # _____)
 Fireplace(s): Quantity _____ Type of Fuel _____ Type of Vent _____
 Elevators/Escalators/Lifts/Moving walks (Check one): Yes No
 Sprinkler System: Yes No
 Pressure Vessels (e.g. water heater): Yes No
 Refrigeration Systems (e.g. air conditioning): Yes No

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G. HISTORIC DISTRICT

Is the site located within a Historic District? Yes No

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

H. FLOOD PLAIN

Is the site located within an identified flood hazard area? (Check one): Yes No N/A
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: _____

I. CONSTRUCTION PLANS AND SPECIFICATIONS

Construction plans and specifications must be attached illustrating elevations, floorplans, electrical, plumbing, mechanical layouts, energy code compliance data, design loads and calculations, window and door schedule, typical cross sections, typical footer and foundation details.

J. SITE PLAN

Site plans must be attached, showing the size and location of the new construction and existing structures on the site and the structure's distance from the property lines.

K. CERTIFICATE OF INSURANCE COVERAGE

All contractors performing residential improvements must provide a certificate of insurance naming Union Township as a Certificate Holder.

L. CERTIFICATION AND/OR ACKNOWLEDGMENT

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.

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. **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.

The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Property owner and applicant shall not construct or erect structures or encroach into the Municipality's right-of-ways.

Authorized Agent Acknowledgment – I hereby certify that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as an authorized agent and agree to conform to all applicable regulations set forth by PA ACT 45.

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

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

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Union Township, Berks County ZONING PERMIT APPLICATION

**Non-refundable
\$70.00
application fee
due when filed**

A. LOCATION AND OWNERSHIP OF PROPOSED WORK OR IMPROVEMENT

Street and Number: _____ Tax Parcel #: _____

Owner's Address: _____ Phone #: _____

Zoning District (as shown on ZONING MAP): _____

Present Tenant: _____

Has owner consented to proposed work?: Yes No

B. PRESENT USE OF LAND

RESIDENTIAL

COMMERCIAL

Present use of structure: _____

Number of Families: _____

Present Building (Description): _____

Present Use of Land: _____

Is any portion of the property located in a FEMA Flood Plain? Yes No

Is the site located within a Historic District? Yes No

C. PROPOSED WORK OR IMPROVEMENT (Check One)

New Construction Addition Interior Alteration Exterior Alteration

Fence Accessory Structure Deck

Sign (Sign application and drawing of sign must be submitted with this application.)

Change in Use. Present Use: _____ Proposed Use: _____

Describe proposed work: _____

Is the proposed structure or use located in FEMA designated flood plain? Yes No

D. PROJECT DIMENSIONS

PLOT DIMENSIONS

Frontage _____ ft.
Depth _____ ft.
Area _____ sq. ft.
Irregular plot _____

BUILDING SETBACKS

Front _____ ft.
Side A _____ ft.
Side B _____ ft.
Rear _____ ft.

BUILDING DIMENSIONS

Width _____ ft.
Depth _____ ft.
Height _____ ft.
Stories _____

SIGNAGE:

Type: _____

Number: _____ Size: _____ sq. ft.

E. CERTIFICATE OF INSURANCE COVERAGE

All contractors performing residential improvements must provide a certificate of insurance naming Union Township as a Certificate Holder.

F. APPLICATION

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on diagram on reverse side of this sheet and/or to use the premises for the purposes described herewith. The information which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient grounds for the revocation of this permit.

Name of Applicant: _____

Address of Applicant: _____

Owner, Lessee or authorized agent for owner of subject property: _____

Applicant's Signature: _____ Date: _____

Municipality: _____ County: _____ Permit No.: _____

NOTE: The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Property owner and applicant shall not construct or erect structures or encroach into the Municipality's right-of-ways.

G. REFERENCES (OFFICIAL USE ONLY)

Block Plan No.: _____ Certificate of Occupancy No.: _____ Issued: _____
Plan is attached.: Yes No Diagram is shown on reverse side of this sheet.: Yes No

H. APPLICATION AND DATES OF ACTION TAKEN (OFFICIAL USE ONLY)

Application approved: Yes No Date: _____ Zoning Official Signature: _____

If denied, Reason for Denial of Application: _____

NOTE: The applicant has the right to appeal the denial of this application to the Municipality's Zoning Board within 30 days from the date of denial pursuant to procedures set forth in the Pennsylvania Municipalities Planning Code, as amended.

Applied to Board of Adjustment: _____ Date: _____ Appeal: Yes No Hearing No.: _____

Special Use of Application: Yes No

Board's Decision: Granted Denied Date: _____

Order: _____