

# Milford Township

2100 Krammes Road  
Quakertown, Pa. 18951

## Instructions and Application for a Building and Zoning Permit

### Important Phone Numbers

Milford Township (215) 536-2090

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| Milford-Trumbauersville<br>Area Sewer Authority (215) 538-1417 | Milford Township<br>Water Authority (215) 538-9018 |
| Bucks County<br>Board of Health (215) 536-6500                 | Bucks County<br>Board of Assessments (215)536-4680 |

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### Procedures

**Generally all applications will be reviewed within ten working days upon submission.**

*NOTE: It is the property owner's responsibility to ensure that all proposed subdivisions, land developments and structures conform to the Milford Township Subdivision and Land Development Ordinance, Milford Township Portion of the Quakertown Area Zoning Ordinance and all applicable building and fire codes. Please call the township building at 215-536-2090 if you need assistance.*

1. **All applications** require a plot plan, ***drawn to scale***, of the parcel.
  - a. Property lines and existing structures.
  - b. Proposed structure and distances to the property lines.
  - c. Location and type of boundary markers (iron pins or monuments).
  - d. Floodplain, floodplain soils, ponds and wetlands.
  - e. Forested land and any proposed clearing.
  - f. Water supply and sewage disposal. **NOTE: Section 771 of the Water Ordinance states: Where private water supply is to be installed for new construction, certification as to capacity and quality by a licensed well driller is required prior to issuance of a building permit for the structure serviced.**
  - g. All easements and right-of-ways.
  - h. All existing and proposed underground utilities. **NOTE: Section 617 of the Milford Township subdivision ordinance requires all electric, telephone and communication service facilities, both main and service lines, be provided by underground cables.**
  - i. Contours showing slope of the land.
2. Applications for structures must include:
  - a. **Two sets of plans, drawn to scale.**

Approved building plans must be available at the construction site at all times.

    - Floor plans for all floors including basement.
    - A typical cross-section from base of foundation.
    - Dimensions of structural members, insulation and sheathing.
  - Elevations showing gravity drainage of basements or the seal and signature of an engineer certifying the design of a basement otherwise drained.

- The plans must be signed and sealed or otherwise approved by a registered architect or engineer.
- b. Certification of Equitable Ownership (for new construction): A copy of the deed or an agreement of sale including a property description.
- c. Certification of Sewage Facilities: A copy of the on-lot sewage disposal permit from the Bucks County Department of Health or a certification of sewage capacity from the Milford-Trumbauersville Area Sewer Authority.
- d. Certification of Road Access: A copy of the highway occupancy permit from PennDOT for access to state roads or make application for a road occupancy permit for access to township roads. NOTE: A PennDOT highway occupancy permit is required pursuant to section 420 of the act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a state highway is permitted.
- e. Certificate of liability insurance from ALL contractors.
- f. Approvals, when required, by the Pennsylvania Department of Labor and Industry.

### **Required Inspections (as appropriate to project)**

Inspection requests MUST be made 24 hours in advance during normal office hours. Continuing work without these required inspections could result in intrusive or destructive inspection methods being necessary to determine that code requirements are being met.

1. Stake out
2. Footings: when formed and before being poured.
3. Foundation: after anchor bolts and waterproofing, but before back-filling.
4. Rough framing / plumbing; before insulation and drywall.
5. Electrical: Rough-in and final; This inspection is done by a third-party inspector hired by the property owner. The township will receive a report directly from the inspector.
6. Final inspection (Use and Occupancy): This must be done before the structure can be used or otherwise occupied. With minor exceptions, a final inspection is required to close-out the permit.

When you call for an inspection, we need your name, four digit street address of the project, and a contact phone number.

### **General Information**

1. Generally all applications are reviewed within ten working days upon submission.
2. All permits must be obtained and fees paid prior to starting actual work. Fees are based on type, size and cost of construction.
3. Permit cards must be visibly displayed
4. All construction must commence within six (6) months from the date the permit is issued.
5. Permit fees are not refundable.
6. Approved building plans must be available at the construction site at all times.

## **Zoning/Building Permits Fees**

*Required for new construction, additions, alterations, renovations, accessory buildings. Square footage includes all floors, basements, attics, garages and storage areas, based on outside dimensions.*

***Do not include fees with your application.***

***The township will calculate all fees, payable when the permit is issued***

**Zoning Permits** — *Required for new use; change in use; or erection, construction, reconstruction, alteration, demolition or removal of a structure. A Certificate of Occupancy is required to close a Zoning Permit.*

|                                 |          |                                     |          |
|---------------------------------|----------|-------------------------------------|----------|
| Residential                     | \$35.00  | Commercial & Institutional          | \$125.00 |
| Industrial                      | \$135.00 | Farm (Primary occupation. No sales) | \$40.00  |
| Non-Conforming Use Registration | \$25.00  | Home Occupation                     | \$25.00  |
| Forestry                        | \$50.00  |                                     |          |

**Building Permits** — *Zoning Permit required. Building Permits are required for new construction, additions, alterations, renovations, accessory buildings. Square footage includes all floors, basement, attics, garages and storage areas, based on outside dimensions.*

|                                     |  |
|-------------------------------------|--|
| Residential Sprinkler System        | \$75.00  |
| Residential Dwellings               | \$500.00/dwelling unit + .25 cents/ft <sup>2</sup> |
| Residential Accessory Building      | .15 cents/ft <sup>2</sup>                          |
| Residential Additions/Alterations   | .15 cents/ft <sup>2</sup>                          |
| Residential Interior Renovations    | \$35.00  |
| Commercial & Institutional          | 0.0085% of documented cost                         |
| Industrial                          | 0.0085% of documented cost                         |
| Farm (Primary occupation. No sales) | .2 cents/ft <sup>2</sup> over 600 ft <sup>2</sup>  |
| Building without a Permit           | Double normal permit fee                           |

**Plumbing & Mechanical Permits ≠ Zoning Permit required**

|                             |  |
|-----------------------------|--|
| Mechanical: Residential     | \$15.00                                      |
| Mechanical: Non-residential | 0.005% of documented cost                    |
| Plumbing: residential       | \$15.00 + \$5.00 for each fixture over three |
| Plumbing: non-residential   | 0.005% of documented cost                    |

**Miscellaneous Permits – Zoning Permit required**

|                                 |   |
|---------------------------------|---|
| Demolition                      | \$10.00                                 |
| Fireplace/Stove/Chimney         | \$15.00                                 |
| Decks and Patios                | .15 cents/ft <sup>2</sup>               |
| Fences over 6 ft.               | \$10.00                                 |
| Swimming Pools:                 | In-ground: \$75.00                      |
|                                 | Above: \$35.00                          |
| Signs and escrow for temp signs | \$2.00/ft <sup>2</sup>                  |
| Temporary Permits               | \$75.00 + \$25.00/three month extension |
| Seasonal Sales                  | \$15.00                                 |

Wells: ALL WELLS ARE PERMITTED THROUGH THE BUCKS COUNTY BOARD OF HEALTH

### **Water Testing - Private Wells Only**

Test results are required prior to issuance of an occupancy permit. Water tests must include:

1. Coliform – Total plate count
2. Coliform - Total coliform/100 milliliters
3. pH
4. Iron/manganese
5. Nitrates
6. Odor
7. TCE, PCE, 1-1-1 Trichlorethane
8. Detergents
9. Benzene, Toluene, Xylene
10. Sulphates
11. Lead
12. Chlorides

# Application for Residential Zoning & Building Permits

## Owner Information (Required)

Project Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_

I authorize township officials and/or engineers to enter this land for site inspections. I agree to conform to all applicable building/zoning laws.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Contractor Information \*Note: Contractor's Certificate of Insurance must be included in the application packet

Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record to make this application as his authorized agent and agree to conform to all applicable building/zoning laws.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Registration # \_\_\_\_\_

**\*Certificates of Insurance are not required if the homeowner is the contractor.**

## Application for a Residential Structure:

Proposed Use: \_\_\_\_\_ Project Cost: \$ \_\_\_\_\_ (Required)  
 Width of Structure: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_  
 Total square feet of floor area: \_\_\_\_\_ (All floors, basement and attic; exterior dimensions)

(check only the work that you are applying for)

### Single Family Dwelling

- Sgl. Fam. Dwelling
- Alteration
- Addition
- Repair/Replace
- Foundation Only

### Accessory Structures

- Garage =  Attached  Detached
- Storage Building / Pole Building
- Other: \_\_\_\_\_

## Dwelling & Structure Permit Only

### Principal Frame Type

- Masonry (bearing wall)
- Wood
- Structural Steel
- Reinforced Concrete
- Other: \_\_\_\_\_

### Principal Heating/Cooling Type

- None  Heat Pump
- Gas  Air conditioning
- Oil  Wood/Pellet Stove
- Coal
- Other: \_\_\_\_\_

New Structure Will Have:

- Water:  Public  Private  None  
 Sewage  EDU  Private  None

## Residential Development (Builders Only)

Subdivision: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
 House Model: \_\_\_\_\_ Acreage or Square Footage of Lot: \_\_\_\_\_  
 Set Backs: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

ALL SECTIONS MUST BE COMPLETELY FILLED OUT  
 IF NOT IT WILL BE RETURNED WHICH DELAY PERMITTING.

## Plumbing Permit

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor Registration # \_\_\_\_\_

Plumbing license # \_\_\_\_\_

| Fixture         | # | Fixture        | # | Fixture          | # |
|-----------------|---|----------------|---|------------------|---|
| Toilets         |   | Bathtubs       |   | Dishwasher       |   |
| Floor Drain     |   | Lavatories     |   | Garbage Disposal |   |
| Urinals         |   | Showers        |   | Laundry Tray     |   |
| Sink            |   | Sump Pump      |   | Sewage Ejectors  |   |
| Stack           |   | Washer         |   | Water Heater     |   |
| Whirlpool       |   | Water Fountain |   | Misc: _____      |   |
| Total Fixtures: |   |                |   |                  |   |

*I hereby certify that the proposed work is authorized by the owner of record to make this application as his authorized agent and agree to conform to all applicable building/zoning laws.*

**\*Note: Contractor's Certificate of Insurance must be included in the application packet**

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Mechanical Permit

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor Registration # \_\_\_\_\_

| Fixture         | # | Fixture          | # | Fixture              | # |
|-----------------|---|------------------|---|----------------------|---|
| Boiler          |   | Conv. Burner     |   | Incinerator          |   |
| Air Cond.       |   | Sprinkler System |   | Gas Range (Res.)     |   |
| Vent. Fan       |   | Comm. Washer     |   | Gas Range (Comm.)    |   |
| Gas Piping      |   | Gas Tank         |   | Water Heater (Comm.) |   |
| Range Hood      |   | Forced Air       |   | Whirlpool            |   |
| Wall Heater     |   | Alarm System     |   | Misc: _____          |   |
| Total Fixtures: |   |                  |   |                      |   |

*I hereby certify that the proposed work is authorized by the owner of record to make this application as his authorized agent and agree to conform to all applicable building/zoning laws.*

**\*Note: Contractor's Certificate of Insurance must be included in the application packet**

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Electrical:

**(Information only, Electrical Permits or Electrical Inspections are not issued By Milford Township)**

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

# Office Use Only

Permit #: \_\_\_\_\_

Sequence #: \_\_\_\_\_

Other Agencies Notified: ( ) Fire Marshal ( ) BCCD ( ) BOS ( ) BCDH

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## **PART I - Zoning**

Township Driveway Permit Required? ( ) No ( ) Yes; Date Issued: \_\_\_\_\_ Permit #: \_\_\_\_\_

Water District? ( ) N/A; ( ) No; ( ) Yes, if so, hookup paid or waived by BOS? ( ) Yes

Sewer: ( ) N/A; ( ) Public, if so, EDU paid? ( ) Yes; ( ) Private, if so, permit issued? ( ) Yes

Zoning District: \_\_\_\_\_ Lot Size: \_\_\_\_\_

In House Comments: \_\_\_\_\_

Zoning Approval: \_\_\_\_\_

Init.      Date

## **PART II - Building**

Building: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Foundation: \_\_\_\_\_

Type: \_\_\_\_\_ Use Group: \_\_\_\_\_ Zoning Section: \_\_\_\_\_ Square Ft \_\_\_\_\_

Comments to the Applicant: \_\_\_\_\_

Building Approval: \_\_\_\_\_

## **PART III - Permit Fees & Contributions\***

362-41 Building                      \$ \_\_\_\_\_

362-41 Sprinkler system          \$ \_\_\_\_\_

362-40 Zoning                        \$ \_\_\_\_\_

362-43 Plumbing                    \$ \_\_\_\_\_

362-42 Mechanical                 \$ \_\_\_\_\_

362-46 L & I                         \$ \_\_\_\_\_

31-392 \*Traffic                      \$ \_\_\_\_\_

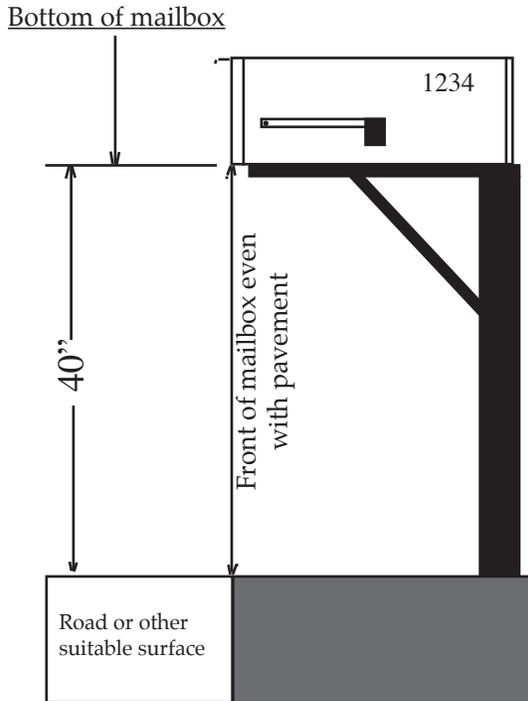
17-392 \*Open Space/Rec.         \$ \_\_\_\_\_

362-48 Sewage Mgt.                \$ \_\_\_\_\_

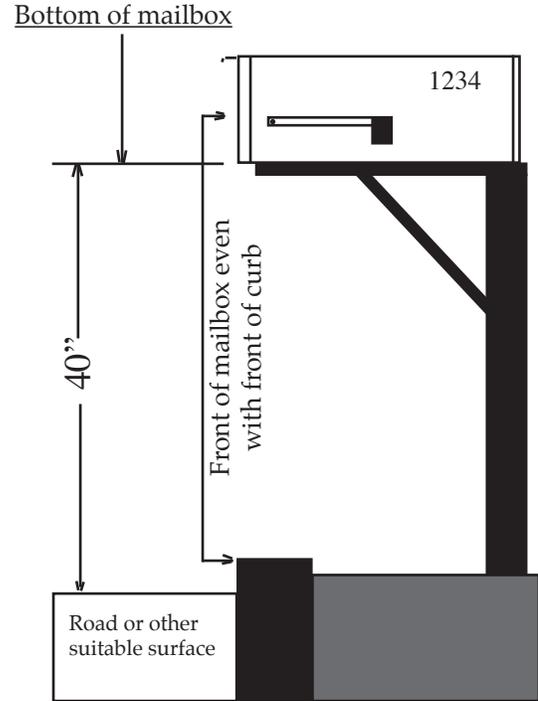
TOTAL FEE DUE: \$ \_\_\_\_\_

The approach to the mailbox should be a hard level surface (gravel, cinders or stone). The approach should be kept clear of snow, garbage cans, vehicles and other objects. Whenever possible, the box should be located so that the carrier's vehicle is off the pavement when serving it. Boxes cannot extend into the right-of way. The post must be of adequate size and strength and be kept in good condition.

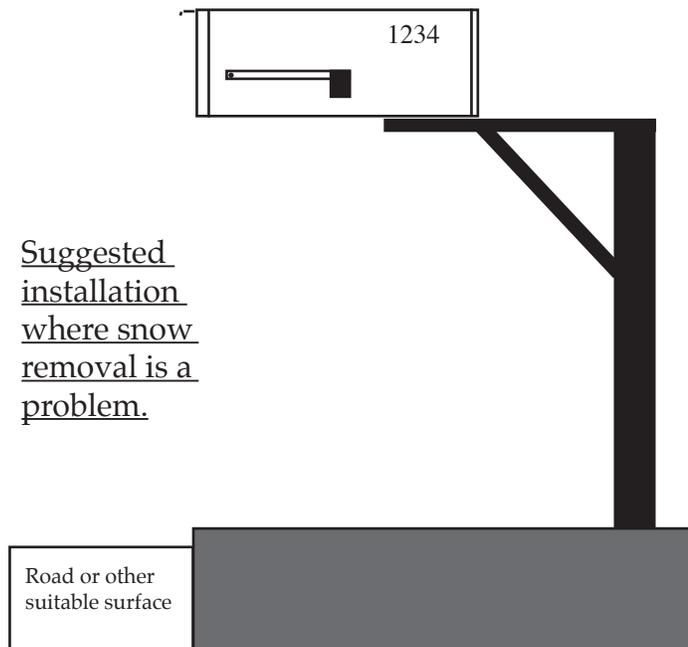
**Mailbox Installation**  
**(No Curb)**



**Mailbox Installation**  
**(Curbed Road)**



Suggested  
installation  
where snow  
removal is a  
problem.



**Fire Sprinkler Permit**

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor Registration # \_\_\_\_\_

System Information:

(All work performed will be per current NFPA 13D, IRC 2904 and local Ordinances)

Square Footage of affected area: \_\_\_\_\_

Number of Sprinkler Heads installed/ dropped: \_\_\_\_\_

Make and model of sprinkler head used for installation: \_\_\_\_\_

Sprinkler piping make and type to be used: \_\_\_\_\_

(All manufacturers installation procedures are to be followed)

Provide a detailed plan indicating scale, walls, stairwells and stairwell sprinkler coverage, closets, light fixture locations, soffits, ceiling type, existing sprinkler head and proposed sprinkler head locations, and riser location.

*I hereby certify that the proposed work is authorized by the owner of record to make this application as his authorized agent and agree to conform to all applicable building/zoning laws.*

**\*Note: Contractor’s Certificate of Insurance must be included in the application packet**

Contractor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_