

Milford Township
2100 Krammes Road, P.O. Box 86
Spinnerstown, PA 18968

Instructions and Application for a Building and Zoning Permit

Important Phone Numbers

Township Building	215-536-2090	Township Roadmaster	215-538-0611 or 215-536-2090
Milford-Trumbauersville Area Sewer Authority	215-538-1417	Milford Township Water Authority	215-538-9018
Bucks County Department of Health	215-536-6500	PennDot Permit Office	215-345-6060
Bucks County Board of Assessment	215-536-4680		

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. Applications for sheds, decks, pools, wells and driveways, not involving construction of a dwelling, need only 1.a. and 1.b. shown on the plot plan.
 - 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.** One set will be stamped as approved and returned. 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	\$25	Commercial & Institutional	\$100
Industrial	\$125	Farm (Primary occupation. No sales)	\$40
Non-Conforming Use Registration	\$25	Home Occupation	\$25
Forestry	\$50		

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 Dwellings	\$500/dwelling unit + 25 cents/ft ²
Residential Accessory Building	10 cents/ft ² over 100 ft ²
Residential Additions/Alterations	15 cents/ft ² over 100 ft ²
Residential Interior Renovations	\$25
Commercial & Institutional	0.85% of documented cost
Industrial	0.85% of documented cost
Farm (Primary occupation. No sales)	2 cents/ft ² over 600 ft ²

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

Mechanical: Residential	\$10
Mechanical: Non-residential	0.5% of documented cost
Plumbing: residential	\$10 + \$5 for each fixture over three
Plumbing: non-residential	0.5% of documented cost

Miscellaneous Permits – **Zoning Permit required**

Demolition	\$10
Fireplace/Stove/Chimney	\$10
Decks and Patios	10 cents/ft ² over 120 ft ²
Fences over 6 ft.	\$10
Swimming Pools:	
In-ground:	\$75
Above:	\$25
Signs and escrow for temp signs	\$2/ft ²
Temporary Permits	\$75 + \$25/three month extension
Wells: Residential	\$50/dwelling unit
Other water supply	\$50/262.5 gallons per day use
Sealing of a well	\$25
Emergency Well	\$50
Monitoring Well	\$10 annual permit
Seasonal Sales	\$15

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: _____

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)

Sgl. Fam. Dwelling

- Sgl. Fam. Dwelling
- Alteration
- Addition
- Repair/Replace
- Demolition
- Covered Deck/Covered porch
- Garage
 - Attached
 - Detached

Accessory Structures

- Shed (< 200 sq. ft.) — Built on-site Manufactured
- Pool — Above ground In ground
- Fence (over 6')
- Fireplace/woodstove
- Open deck/Open porch
- Storage building/Pole barn
- Foundation only
- Other: _____

Dwelling & Structure Permit Only (for sheds, pools and decks see inside)

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 } Water: Public Private None
 will have } Sewage EDU Private None

Number of Parking Spaces: Outdoors: _____ Indoors: _____

Number of: Bedrooms: _____ Bathrooms: _____ Stories: _____

Residential Development (Builders Only)

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

Plumbing Permit

Contractor: _____ Phone: _____

Mailing Address: _____
 _____ 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: _____

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Mechanical Permit

Contractor: _____ Phone: _____

Mailing Address: _____

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:					

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

Contractor's Signature: _____ Date: _____

Electrical (Information only, electrical permits are not issued by the township)

Contractor: _____ Phone: _____

Mailing Address: _____

Deck Permit

Contractor: _____ Phone: _____

Mailing Address: _____

Length: _____ Width: _____ Total Square Footage: _____ Handrail Height: _____ Baluster Spacing: _____

Material: _____ Foundation: _____ () Gate Steps () # _____

Required inspections: (1) Stake Out, (2) Foundation, after excavation and BEFORE pouring footings, (3) Final, After construction, but before occupancy. An Occupancy Permit IS REQUIRED.

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: _____

Shed Permit

Contractor: _____ Phone: _____

Mailing Address: _____

Length: _____ Width: _____ Height: _____ Foundation: _____ () Water () Electric

Required inspections: (1) Stake Out, (2) Foundation, after excavation and BEFORE pouring footings, (3) Final, After construction, but before occupancy. An Occupancy Permit IS REQUIRED.

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: _____

Pool Permit

Contractor: _____ Phone: _____

Mailing Address: _____

() Above Ground () In Ground () Indoor () Outdoor

Diameter: _____ Length: _____ Width: _____ Depth: _____ Diving Board () No () Yes

Heater () No () Yes, If yes, type is () Gas () Electric

Required inspections: (1) Stake Out, (2) Foundation, after excavation and placement of reinforcement, (3) Final, (to include electrical inspection). After equipment and fence installation, but before occupancy. An Occupancy Permit IS REQUIRED.

Fencing/Barrier Requirement: All pools must have adequate enclosure, at least four-feet high around the entire perimeter, with a self-latching gate.

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.

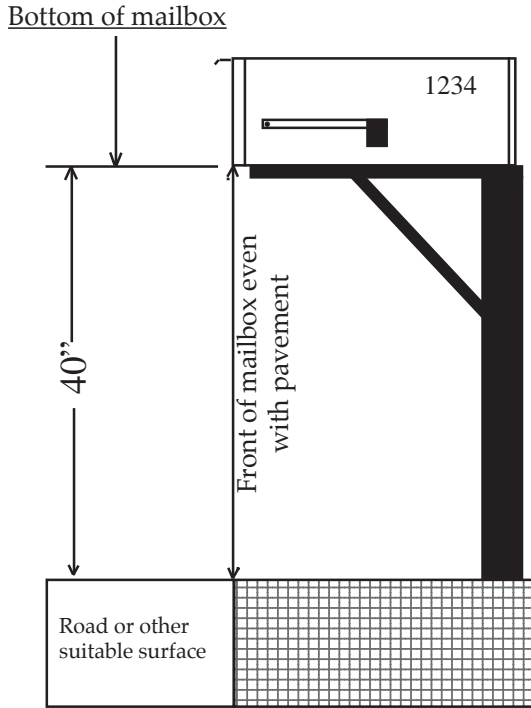
***Note: Contractor's Certificate of Insurance must be included in the application packet**

Contractor's Signature: _____ Date: _____

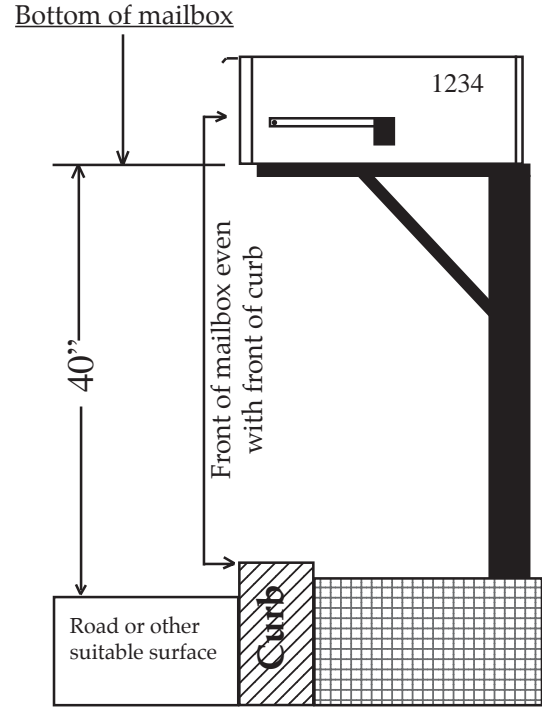
***Certificates of Insurance are not required if the homeowner is the contractor.**

The approach to the mailbox should have 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.

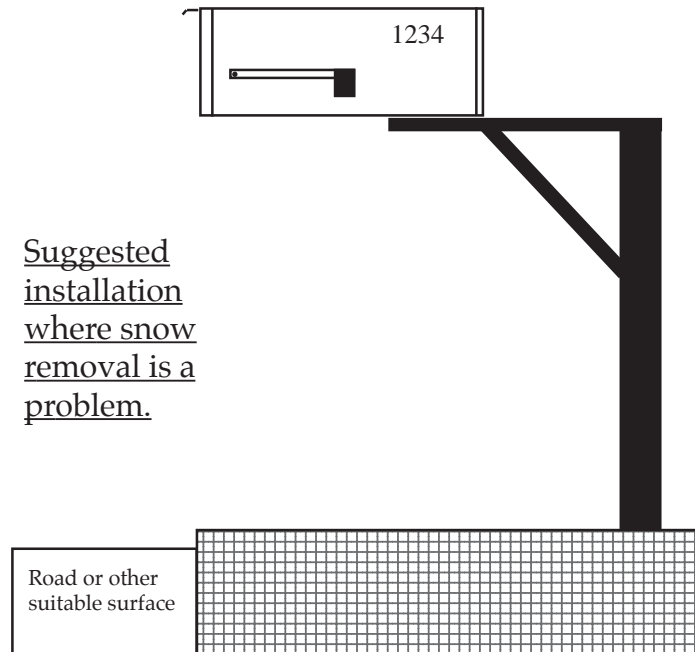
Mailbox Installation
(No Curb)



Mailbox Installation
(Curbed Road)



Suggested
installation
where snow
removal is a
problem.



Office Use Only

Permit #: _____ **Sequence #:** _____

Other Agencies Notified: BCBH BCCD BOS
 MTASA Fire Marshall Roadmaster

PART I - Zoning

Township Driveway Permit Required? Yes No; Date Issued: _____ Permit #: _____

Water District? Yes No N/A

Sewer: Public Private N/A

Zoning District: _____ Lot Size: _____ Zoning Section: _____
(ex. 404.H1.B(1))

Comments: _____

Zoning Approval: _____
 Init. Date

PART II - Building

Building: Width: _____ Length: _____ Height: _____ Foundation: _____ Type: _____ Use Group: _____

Square Footage of: Basement: _____ First Floor: _____ Second Floor: _____ Garage: _____
 Shed: _____ Storage: _____ Total: _____

Intersecting Roads: _____

Comments: _____

Building Approval: _____
 Init. Date

PART III - Permit Fees & Contributions*

362-41 Building	\$ _____	362-40 Zoning	\$ _____
362-43 Plumbing	\$ _____	362-41 Pool	\$ _____
362-42 Mechanical	\$ _____	31-392 *Traffic.....	\$ _____
09-392 *Open Space/Rec. \$ _____		362-48 Sewage Mgt.....	\$ _____

Total: \$ _____