

# **Building Permit Application Check List**

**Applicant: Please furnish the following information and/or papers where applicable.**

**Notice: 1. Review Time from receipt of completed application (check or money order included):**

**Fifteen (15) Business Days for Residential  
Thirty (30) Business Days for Commercial**

**2. Permit becomes invalid if construction has not begun within 180 days of permit issuance or construction is suspended or abandoned for 180 days after work has commenced.**

- 1. Is the application filled out completely, signed, and dated? Is the application fee attached in the correct amount by way of a check or money order? Call 610-489-4034, ext. 120 for permit fee if not known.
- 2. Is there a plot plan that shows all setback dimensions, lot lines, existing structures, proposed structure, restricted features, and the legal right-of-way?
- 3. Are there two (2) full sets of working plans or blue prints? Please show species, grade of lumber, and spans for all structural wood components. Footer Depth is 36 inches minimum.
- 4. Commercial work requires two (2) Plan Sets of Structural, Accessibility, Energy, Mechanical, Plumbing, Electrical, and Fire Protection Systems if applicable.
- 5. If this is a new structure, do you have a highway occupancy permit?
- 6. If plumbing is involved, did you submit a plumbing permit application and fee?
- 7. If a new structure, what type of sewer and water systems are involved? If they are private sewer and/or water, please submit a copy of the permits issued by Montgomery County Health Department. If it is public sewer, please show proof of EDU purchase from the Lower Perkiomen Valley Regional Sewer Authority and submit a check for Capitol Contribution, and a check for the Sewer Connection Fee.
- 8. Did you submit a check for the Municipal Services Fee, if applicable?