



Borough of Ridley Park

Department of Building
& Code Enforcement

105 East Ward Street
Ridley Park, PA 19078
Phone: (610) 532-2100 Fax (610) 532-2447

For Office Use Only	
Date Received _____	By _____
Approval Date _____	
Permit Number _____	

Permit Application Packet

This application must have a copy of the SIGNED CUSTOMER CONTRACT attached.

All permit fees must be paid prior to issuing permit but not prior to approval. In the event the project is cancelled please notify the Department of Building & Code Enforcement. **Applications for Residential permits may take up to 15 days for approval. Applications for Commercial permits may take up to 30 days for approval.**

Property Address _____

TYPE OF WORK	
Please check the type of work proposed.	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition
<input type="checkbox"/> Alteration	<input type="checkbox"/> Deck
<input type="checkbox"/> Tenant Fit-Out	<input type="checkbox"/> Demolition
<input type="checkbox"/> Roofing	<input type="checkbox"/> Repair/Replace
<input type="checkbox"/> Other _____	

USE GROUP	
Please check the type of dwelling.	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> R-1	<input type="checkbox"/> R-2
<input type="checkbox"/> R-3	
<input type="checkbox"/> C-1	<input type="checkbox"/> C-2
<input type="checkbox"/> HARB dwelling	

Applicant's Information

Applicant's Name (Contact Person) _____
Company Name _____
Applicant's Address _____
Daytime Phone _____ Cell Phone _____
E-Mail Address _____
Contractor's License Number _____

Property Information

Property Owner's Name _____
Property Owner's Mailing Address _____
Daytime Phone _____ Cell Phone _____
E-Mail Address _____

The information provided in this Application is true and correct to the best of my knowledge, information and belief and that these statements are made subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities. The undersigned is the owner of said structure or has been authorized by the owner(s) to act as agent in procuring the building permit herein requested. The undersigned also takes full responsibility for all work performed and will comply with all provisions of the Zoning Ordinance, the Building Code and with all applicable ordinances of Ridley Park Borough. I understand that this permit will become invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the work permitted is suspended or abandoned for 180 days after the work has been commenced.

PERMIT MUST BE APPROVED, PERMIT ISSUED AND POSTED ON THE JOB SITE PRIOR TO BEGINNING WORK!

X _____
Signature of Applicant Date

Property Address _____

Demolition Permit Section

Description of the proposed work to be performed:

Building Contractor Information

Contractor Name _____
License # _____
Contractor Address _____
Contractor Daytime Phone _____
Cell Phone _____
Estimated Cost of Construction (Demolition Only) \$ _____

It is the responsibility of the application to contact all the applicable utility companies to shut off utilities provided to the structure prior to demolition.

Permits are required for the placement of a dumpster on the property.

Construction Permit Section

Description of the proposed work to be performed:

Building Contractor Information

Contractor Name _____
License # _____
Contractor Address _____
Contractor Daytime Phone _____
Cell Phone _____
Estimated Cost of Construction (Building Construction Only)
\$ _____

Property Address _____

Electrical Permit Section

Description of the proposed work to be performed:

****Total Re-wires MUST Have Plans Attached****

Application For: Service Information: Number of Rough Wiring Outlets

- Electrical Service New Existing Repair Receptacles _____
 Temporary Electric Size of Service: _____ amps Lighting _____
 Replacement of Equipment Number of Meters: _____ Switches _____
 Total Re-wire Subpanels: _____ Electric Heat _____

Electrical Contractor Information

Contractor Name _____
License # _____
Contractor Address _____
Contractor Daytime Phone _____
Cell Phone _____
Estimated Cost of Construction (Electrical Construction Only)
\$ _____

Roofing Permit Section

Description of the proposed work to be performed:

Roofing Contractor Information

Contractor Name _____
License # _____
Contractor Address _____
Contractor Daytime Phone _____
Cell Phone _____
Estimated Cost of Construction (Roofing Construction Only)
\$ _____

Property Address _____

Concrete Permit Section (Driveway, Sidewalk, Curb & Patio)

Description of the proposed work to be performed:

Site plan required

Size _____ X _____ Square Footage _____

Material Proposed: _____

Concrete Contractor Information

Contractor Name _____

License # _____

Contractor Address _____

Contractor Daytime Phone _____

Cell Phone _____

Estimated Cost of Construction (Concrete Construction Only)

\$ _____

Driveways shall be constructed so that stormwater does not drain onto neighboring properties and create a nuisance.

Please note: A pre-pour inspection must be scheduled PRIOR to ALL concrete work. 24-hour notice is required.

HVAC / Mechanical Permit Section

Description of the proposed work to be performed:

Unit Location: Basement Attic Other _____

Type of Job: Heating Air Conditioning Ventilation Other _____

Application For: New Unit Replace Existing Unit New Fuel Type Other _____

Type of Unit: Oil Gas Electric Boiler Forced Air Steam Other _____

HVAC / Mechanical Contractor Information

Contractor Name _____

License # _____

Contractor Address _____

Contractor Daytime Phone _____

Cell Phone _____

Estimated Cost of Construction (Mechanical Construction Only)

\$ _____

Property Address _____

Fence/Shed Permit Section

Description of the proposed work to be performed:

Site plan required

Fence/Shed Contractor Information

Contractor Name _____

License # _____

Contractor Address _____

Contractor Daytime Phone _____

Cell Phone _____

Estimated Cost of Construction (Fence/Shed Construction Only)

\$ _____

Plumbing Permit Section

Description of the proposed work to be performed:

Lateral: Size _____ New Replacement Sealing Street/Sidewalk

Permit # _____

Type of Fixtures and Number of each Installed:

___ Automatic Washer ___ Bathtub ___ Bidet ___ Combo Sink & Tray ___ Dental Unit ___

Dishwasher ___ Drinking Fountain ___ Floor Drain ___ Laundry Tray ___ Lavatory ___ Service Sink

___ Sink ___ Shower ___ Urinal ___ Water Closet ___ Water Heater ___ Other _____

Plumbing Contractor Information

Contractor Name _____

License # _____

Contractor Address _____

Contractor Daytime Phone _____

Cell Phone _____

Estimated Cost of Construction (Plumbing Construction Only)

\$ _____

Property Address _____

Pool Permit Section

Description of the proposed work to be performed:

Site plan required

Pool Contractor Information

Contractor Name _____

License # _____

Contractor Address _____

Contractor Daytime Phone _____

Cell Phone _____

Estimated Cost of Construction (Pool Construction Only)

\$ _____

Property Address _____



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Worker's Compensation Affidavit

I, _____ do solemnly swear and/or affirm that I will not employ/hire any other person for the project for which I am seeking a permit.

After receipt of said permit, if I employ any other persons I must notify the Borough of Ridley Park, Code Enforcement Office and provide proof of worker's compensation insurance within three (3) working days.

I understand that failure to comply will result in a stop-work order and that the stop-work order may not be lifted until proper insurance coverage is obtained, as provided by Section 302 (e) (4) of Compensation Act, reenacted and amended June 1993 (P.L)

Signature of Contractor _____

Subscribed and sworn before me this _____

Day of _____,

Signature of Notary Public

This form is needed when a contractor has **NO** workers compensation **OR** when a homeowner is completing a project on their own. Simply print on the top line, sign the bottom, and have a notary complete the bottom, **remember to not sign until in front of a notary.**

Property Address _____



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Pennsylvania Uniform Construction Code (PA UCC) Guide Permit Requirements

What is a Residential Building?

The PA UCC defines a Residential building as detached one-family and two-family dwellings and multiple single-family dwellings which are not more than three stories in height with a separate means of egress which includes accessory structures.

(Amended by Act 92 of 2004)

What are the Permit Requirements for Residential Buildings?

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential building or erect, install, enlarge, alter, repair, remove, convert, or replace an electrical, gas, mechanical or plumbing system regulated by the UCC.

What is a Commercial Building?

A Commercial building is any building that is not considered a Residential building as defined by the PA UCC.

What are the Permit Requirements for Commercial Buildings?

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential building or erect, install, enlarge, alter, repair, remove, convert, or replace an electrical, gas, mechanical or plumbing system regulated by the UCC.

Property Address _____