

NOTICE

Please be advised that Notary Services are no longer available at the Borough Hall in Ridley Park. All parties submitting applications that require notarization must have all documents notarized elsewhere before they are submitted for review and approval at the Borough Hall. Should you have questions, please call (610) 532-2100.

**PERMIT FEES
DOUBLED WHEN
STARTING A JOB
WITHOUT A
PERMIT IN YOUR
POSSESSION**

RIDLEY PARK

BUILDING PERMIT APPLICATION REQUIREMENTS

When submitting a Building permit application the following items are required:

- 2 sets of construction drawings with:
 - A. Foundation plan, detailing footing locations, sizes and reinforcement. Wall type (CMU or poured concrete) size with ventilation and access detail for crawl spaces. Provide slab detail for all crawl space and basement floors.
 - B. Framing plan. Including size and spacing of all beams, joists, rafters, studs, attachment detail and insulation detail. If Truss roof construction provide truss certifications.
 - C. Elevation detail.
 - D. Complete floor plan.
- 2 sets of plumbing drawings with:
 - A. All supply, drain and vent locations, sizes and connections to existing plumbing.
- 2 sets of HVAC plans.
- 2 sets of electrical drawings.
- 2 plot plans showing all:
 - A. Property lines.
 - B. Front, Rear and Side yard set back dimensions.
 - C. Location of all structures on property, including additions, sheds, garages, and fences.
 - Provide description of proposed Use of Structure

Permit applications will be denied if this information is not provided.

Please date and sign all applications.

Please direct building permit application questions to the Ridley Park Building Inspector
@ (610) 532-2100

All permit applications are reviewed in the order they are submitted, please allow **15** business days for comments or approvals.

Ridley Park Borough
 105 West Ward Street
 Ridley Park, PA 19078
 (610) 532-2100

**APPLICATION FOR
 PLAN EXAMINATION AND
 BUILDING PERMIT**

IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX.

I. LOCATION OF BUILDING	AT (LOCATION) _____	(NO.)	(STREET)	ZONING DISTRICT _____
	BETWEEN _____		AND _____	(CROSS STREET)
	SUBDIVISION _____		LOT _____	BLOCK _____
				LOT SIZE _____

II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D

<p>A. TYPE OF IMPROVEMENT</p> <p>1 <input type="checkbox"/> New building</p> <p>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p>	<p>D. PROPOSED USE - For "Wrecking" most recent use</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units - - - - -></p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - -></p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p> </td> <td style="width:50%; vertical-align: top;"> <p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p> </td> </tr> </table>	<p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units - - - - -></p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - -></p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p>	<p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p>
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<p>B. OWNERSHIP</p> <p>8 <input type="checkbox"/> Private (Individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State, or local government)</p>			

<p>C. COST</p> <p>10. Cost of improvement..... \$ _____</p> <p><i>To be installed but not included in the above cost</i></p> <p>a. Electrical..... \$ _____</p> <p>b. Plumbing..... \$ _____</p> <p>c. Heating, air conditioning..... \$ _____</p> <p>d. Other (elevator, etc.)..... \$ _____</p> <p>11. TOTAL COST OF IMPROVEMENT..... \$ _____</p>	<p><i>(Omit cents)</i></p> <p>Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for, department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.</p> <p>_____</p> <p>_____</p> <p>_____</p>
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III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.

<p>E. PRINCIPAL TYPE OF FRAME</p> <p>30 <input type="checkbox"/> Masonry (wall bearing)</p> <p>31 <input type="checkbox"/> Wood frame</p> <p>32 <input type="checkbox"/> Structural steel</p> <p>33 <input type="checkbox"/> Reinforced concrete</p> <p>34 <input type="checkbox"/> Other - Specify _____</p>	<p>G. TYPE OF SEWAGE DISPOSAL</p> <p>40 <input type="checkbox"/> Public or private company</p> <p>41 <input type="checkbox"/> Private (septic tank, etc.)</p>	<p>J. DIMENSIONS</p> <p>48. Number of stories.....</p> <p>49. Total square feet of floor area, all floors; based on exterior dimensions.....</p> <p>50. Total land area, sq. ft.</p>	
<p>F. PRINCIPAL TYPE OF HEATING FUEL</p> <p>35 <input type="checkbox"/> Gas</p> <p>36 <input type="checkbox"/> Oil</p> <p>37 <input type="checkbox"/> Electricity</p> <p>38 <input type="checkbox"/> Coal</p> <p>39 <input type="checkbox"/> Other - Specify _____</p>	<p>H. TYPE OF WATER SUPPLY</p> <p>42 <input type="checkbox"/> Public or private company</p> <p>43 <input type="checkbox"/> Private (well, cistern)</p>	<p>K. NUMBER OF OFF-STREET PARKING SPACES</p> <p>51. Enclosed.....</p> <p>52. Outdoors.....</p>	<p>L. RESIDENTIAL BUILDINGS ONLY</p> <p>53. Number of bedrooms.....</p> <p>54. Number of bathrooms</p> <p style="margin-left: 20px;">} Full.....</p> <p style="margin-left: 20px;">} Partial.....</p>
<p>I. TYPE OF MECHANICAL</p> <p>Will there be central air conditioning?</p> <p>44 <input type="checkbox"/> Yes 45 <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>46 <input type="checkbox"/> Yes 47 <input type="checkbox"/> No</p>			

IV. IDENTIFICATION - To be completed by all applicants

Name	Mailing address - Number, street, city, and State	ZIP code	Tel. No.
1. Owner or Lessee			
2. Contractor		Builder's License No.	
3. Architect or Engineer			

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
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DO NOT WRITE BELOW THIS LINE

V. PLAN REVIEW RECORD - For office use

Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER _____					OTHER _____				

I. VALIDATION

Building permit number _____ Building permit issued _____ Building permit fee \$ _____ Certificate of Occupancy \$ _____ Rain Tile \$ _____ Plan Review Fee \$ _____	<p align="center">FOR DEPARTMENT USE ONLY</p> Use Group _____ Fire Grading _____ Live Loading _____ Occupancy Load _____
Approved by: _____ _____ _____	TITLE _____

VIII. ZONING PLAN EXAMINERS NOTES

DISTRICT

USE

FRONT YARD

SIDE YARD

SIDE YARD

REAR YARD

NOTES

IX. SITE OR PLOT PLAN - *For Applicant Use*

Signing this application in the presence of a Notary Public means that you will proceed with the work in conformity with the issued permit and in accordance with all Building, Zoning and Historic District codes and regulations. Failure to comply may result in a stop work order being issued and possible removal of the improvement.

Sworn to and subscribed before me this _____ day of _____ A.D. _____

Signature of Contractor or Homeowner

BUILDING PERMIT FEE SCHEDULE

- a) **New structures, additions, or alterations that DO REQUIRE structural modifications, the fee shall be \$20.00 per \$1,000.00 value of work.**

MINIMUM FEE \$150.00

- b) **For repair and renovation of interior of existing structures that DO NOT require structural modifications, the fee shall be \$10.00 per \$1,000.00 value of work.**

MINIMUM FEE: \$100.00

- c) **For accessory permits (SHEDS & FENCES), not intended for human occupancy, the fee shall be \$50.00.**

- d) **ROOFING and SIDING: the fee shall be \$10.00 for each \$1,000.00 of estimated cost;**

MINIMUM FEE: \$50.00.

- e) **PATIOS AND DRIVEWAYS: \$25.00.**

- f) **INGROUND STORAGE TANKS: Removal \$75.00**

- g) **HEATING and AIR CONDITIONING: Conversion or replacement \$20.00 per \$1,000.00 of estimated cost.**

MINIMUM FEE: \$100.00

- h) **PLUMBING PERMITS:**

- **5 fixtures or less: \$75.00**
- **Each additional fixture: \$10.00**
- **Connection to public sewer: \$50.00**
- **Repairs to water or sewer service. \$50.00**
- **Water heater installation. \$50.00**
- **Back flow preventer installation: \$50.00**

- i) **ELECTRICAL PERMITS: \$50.00**

- j) **RE-SALE U&O INSPECTION: \$100.00**

RE-SALE U&O RE-INSPECTION: \$50.00

- k) **APARTMENT INSPECTIONS: \$100.00**

APARTMENT RE-INSPECTION: \$50.00