

TINICUM TOWNSHIP

BUILDING PERMIT REQUIREMENT CHECKLIST

In order to expedite your permit application, the following documentation may be required for approval:
All plans must be **SEPARATED AND FOLDED** into sets prior to submission

- ___ Completed Building Permit Application (**UCC Fee required \$4.50 along with permit fee**)
- ___ Copy of Contract agreement, copy of DOA approval for Airport project's
- ___ Completed Plumbing Permit Application
- ___ Completed HVAC Permit Application w/cut sheet
- ___ Completed Electrical Permit Application – **(2) Sets of Plans Must be separated from complete set for UCC Inspector review (Low Voltage, Fire Alarms Etc., Permits Must Be Submitted) if electrical only must submit 5 sets of plans**
- ___ Completed Grading Permit Application along with setback information must be submitted
(Use this form for drilling, boring, test hole, patios, driveways, parking areas, etc.)
- ___ Complete Flood Plain application and fees must be submitted with every **Grading Application**
- ___ Completed Contractor &/or Sub Contractor Registrations for all trades.
(List Of Contractors & Subs Need to Be Submitted with Building Permit Application)
- ___ Completed Fire Alarm Application w/ **(4)** set of Plans & cut sheets **(Separate Permits are required)**
- ___ Completed Sprinkler Application w/ **(4)** set of Plans & cut sheets **(Separate Permits are required)**
- ___ Workers Compensation Form pursuant to the Worker's Compensation reform Act, P.A. 44.
*Homeowners are **NOT** considered contractors.*
- ___ **Four** sets of Blueprints depicting scope of work and A Registered Architect must seal the plans. The Building Official may waive the registered design professional seal if the work is of a minor nature.
- ___ **Three (3) Plot Plans indicating** – Zoning requirements, Driveway, Utilities, Set Backs, etc.
- ___ **Three (3) Sets of Grading Plans** demonstrating compliance with proper Stormwater Management, Erosion & Sediment Controls per the Township's Grading Ordinance. **Flood Plain application required**
(INVOICES For All Fees for Grading Inspections/Engineers Service Must be PAID)
- ___ **Road Opening Permit** for new access to lot indicating clear sight triangle, distances, drainage swales.
(State Highway required State approval – Copy to be submitted to Township Prior to the start of ANY work)
- ___ **Electrical Plans** Will be review by a UCC Electrical Inspector, **It Must Be the SAME inspector/agency to perform all inspections that reviewed and approved the plans**, the rough wire and final electrical inspection forms/cards must be submitted to the Township for your job.
- ___ **All application fees must be submitted with applications** (See Fee Schedule for Tincum Township www.Tincumtwpdelco.com) Check/s can be made payable to "Township of Tincum" NO permits will be excepted without Payment, unsure call the Building Code Department.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applicant Signature _____ Receiver's Signature _____

TINICUM TOWNSHIP

PROCEDURE FOR APPLICATION FOR BUILDING PERMIT UNDER THE PARAMETERS OF ACT 45 THE UNIFORM CONSTRUCTION CODE 2018 & 2021 INTERNATIONAL BUILDING CODE.

Section 403.42a. Non-Residential Permit Application;

A permit applicant shall submit an application to the building official and attach construction documents

THIS IS A MUST:

- 1) Plans and Specifications:** The application shall be accompanied by not less than (4) copies of specifications and of plans sealed by a registered design professional drawn to scale, with sufficient clarity and dimensions to show the nature of character of the work to be performed. The building official may waive the requirement for filing plans when the work involved is of a minor nature.
- 2) Site Plan:** There shall also be 3 site (plot) plans showing to scale the size and location of all the new construction and all existing structure on the site, distances for lot lines, the established street grades and the proposed finished grade, and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the plot plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site of plot. The building official is authorized to waive or modify the aforementioned requirements if warranted.

All existing non- residential buildings must utilize the Existing Building Code. The Accessibility Advisory Board in Harrisburg can only approve all waivers from Accessibility requirements. Forms are available upon request.

No permit will be accepted without the required plans and specifications being submitted and in addition, no permits will be Excepted without the appropriate fees. Section 401.2a. Fees shall be as established by the Township Commissioners by Resolution.

A Use & Occupancy Application Must be submitted for every Project; NO permit will be issued until less permit fees along with all inspection fees have been paid.

This list does not preclude any other Local, Federal or State approvals. When in doubt please contact the Building Department at (610)-521-3530.

TINICUM TOWNSHIP

PROCEDURE FOR APPLICATION FOR BUILDING PERMIT UNDER THE PARAMETERS OF ACT 45 THE UNIFORM CONSTRUCTION CODE 2018 INTERNATIONAL RESIDENTIAL CODE

Section 403. Residential Permit Application;

Section R 105.3. Application for Permit, of the International Residential Code requires the following documentation to be submitted:

The application shall be accompanied with the following plans and specifications:

- **IRC-R106- Plans and Specifications:** The application for the permit shall be accompanied by not less than four (4) copies of specifications and of plans sealed by a registered design professional drawn to scale, with sufficient clarity and detail dimensions to show the nature of character of the work to be performed. The building official may waive the requirements of construction documents and/or the seal of a registered design professional when the work involved is of minor nature.
- **IRC-R106.2 Site Plan:** There shall also be a site plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines. In the case of demolition, the plot plan shall show all existing structures and construction that are to remain on the site of plot
- **Zoning Permits and a site plan** are required for detached accessory structures under 1000 square feet and decks less than 30 inches from finished grade are considered non-regulated structures. A Building Permit may not be required. However a Zoning application may be required.
- Numerous exemptions are provided under the Uniform Construction Code. Please contact the Building Inspector for clarification.

No permit will be issued without required plans and specifications being submitted. In addition, a permit will not be issued until the appropriate fees have been paid in accordance with Section 401.2a. Fees shall be as established by the Township Commissioners currently in use at time of application. A use & occupancy permit will not be issued until the permit fee along with all inspection fees has been paid.

PLEASE BE ADVISED WE HAVE 15 WORKING DAYS TO REVIEW RESIDENTAL PERMIT THAT ARE COMPLETE, ONCE CONTACTED BY BUILDING CODE OFFICIAL CLOCK RESTARTS. CALLING AND COMING TO TOWNSHIP TO SEE IF PERMITS ARE READY WILL DELAY YOUR PERMIT PROCESS.

Tinicum Township

MANDATORY BUILDING INSPECTION STAGE

- **ZONING SET BACK** – Prior to excavation to determine the structures compliance with Zoning requirements (this inspection can be waved at the discretion of the Zoning Official).
- **CONCRETE** – Footing/Foundation/Walls/Slabs/Piles, Etc. – Prior to the placement of any concrete after excavation/forms/auger holes, etc. is complete and all required reinforcement is in place. Independent Testing Agency certification may be required.
- **BACKFILL** – Before backfill is placed. Foundation waterproofing, insulation and footing drains, etc. are complete.
- **PRE CLOSE** – Prior to the installation of insulation and drywall after all electrical wiring, plumbing, piping, and HVAC are complete. A pressure test is required on piping, duct testing (if applicable) and a rough electrical inspection is required.
- **INSULATION/THERMAL** – Prior to installation of drywall, and/or any form of thermal product to assure compliance with the International Energy Conservation Code.
- **FINAL INSPECTION** – Prior to Issuance of Certificate of Occupancy. All construction work, grading and seeding, is complete. Final Electrical Inspection is required by a Certified Electrical Inspection Agency. Township Engineer's approval of site work is MANDATORY.
- **OTHER INSPECTIONS** – In addition to inspection listed above the Building Inspector may make and/or require any other inspections to ascertain compliance with the Building Code and Ordinances of the Township.
- **CERTIFICATE OF USE OR/& OCCUPANCY** – A certificate of use or/& occupancy, indicating completion of the work for which a permit was issued, must be obtained prior to the occupancy of any structure.
- ***NOT ALL OF THE AFORMENTIONED INSPECTIONS MAY BE APPLICABLE TO YOUR PROJECT. WHEN IN DOUBT, PLEASE CONTACT THE BUILDING INSPECTOR.***
- ***ALL SITE WORK, EROSION & SEDIMENTATION CONTOL; STORMWATER MANAGEMENT MUST BE INSPECTED BY THE TOWNSHIP ENGINEER.***
- ***IT IS THE CONTRACTOR'S RESPONSIBILITY TO SCHEDULE INSPECTIONS.***

*****All inspections REQUIRE 48 Hours' Notice*****

Residential Permits 15 business days for review /Commercial Permits 30 Business Days for review

Acknowledged and accepted _____
Submitter, Contractor & Sub Contractor Date

Township Official _____

Tinicum Township
REQUIRED SUBMISSIONS
COMMERCIAL/RESIDENTIAL – ADDITIONS/NEW
CONSTRUCTION

Items required by Tinicum Township to comply with the Uniform Construction Code of Pennsylvania.

- **Site Plans** – A site plan (3 sets) is required that indicates the location of each building as it relates to other structures, property lines and public ways.
- **Street Opening Permit** – Driveway and/or access roads entering onto state highways require PENNDOT permits prior to building permit (Copy of approval needs to be submitted to the Township)
- **Construction Plans** – Please Provide four (4) complete sets of construction documents. Plans should bear the original signature and seal of a Pennsylvania registered design professional. Please provide plans of adequate scale to clearly discern all notes, details and drawings. Plans drawn to ¼ scale will often satisfy the requirements.
- **Plumbing Plans** – Please provide detailed plumbing plans. This should include pipe sizing, pitch, length of run etc.; Plumbing plans should include drain, waste, vent domestic water, and gas piping and type of material to be used.
- **Mechanical Plans** – Please provide mechanical plans and calculations. Please Indicate on plans the duct size and CFM per register. Unit specifications should also be included.
- **Energy Code** – Please provide energy code date. This may be submitted in any fashion permitted by the International Energy Conservation Code.
- **Electric** – Please provide an electrical layout plan. Plans must be submitted to an approved electrical underwriter for plan review. Resubmit signed copies to the Township. The underwriter is also responsible to conduct rough and final inspections.
- **Engineered Products** – Please provide specifications on all engineered wood products. Roof truss plan, engineered beams, floor trusses (open-web, or I-joist type), engineered layout plans and certifications, signed & Sealed by a design professional.
- **Liability Statement** – Must be signed by homeowners or authorized agent and returned with application.
- **Code data summary** – The code data for the building is required to be on the plans. For your reference, the current adopted codes are as follows:

2021 International Code Series as mandated by the State of Pennsylvania.
January 1st, 2026

******Please note: Some codes have been amended; please contact the Township for a complete copy for the local amendments. ******

Tinicum Township Final Inspection Use or Occupancy Documentation

The Following documentation and/or certifications are required to be submitted to the Township prior to the Final Inspection for Use or Occupancy:

1. Application for a Certificate of Use or/& Occupancy, must be submitted to the Township prior to completion of Job. Applications are available at via the web site (www.tinicumtwpdelco.com)
2. A letter of Substantial Completion from the Architect and/or Design Professional.
3. Fire Protection Systems if installed/altered
 - a) NFPA 13 Certification Forms
 - b) NFPA 72 Certification Forms
4. Final Electrical Inspection Certificate is required for all electrical work **including** low voltage. (Final Electrical Inspection by Reviewer Required)
5. HVAC Documentation as required Balancing Report etc., Per 2018/2021 International Mechanical Code.
6. Commercial Kitchen – Documentation of successful completion of the required tests per 2018/2021 International Mechanical Code.
7. Approval by the Township Engineer
8. Approval by the Township Fire Marshal
9. Approval by the Township Plumbing Inspector
10. Approval by Health Official
11. Accessibility Certification/Inspection
12. PA State Elevator Certification
13. PA State Boiler Certification
14. Special Inspection approval by Third Party Agency
15. 48-hour notice required for all inspections

All Documents must be submitted to Township if applicable to your project

NOTE ALL OF THE AFOREMENTIONED MAY BE APPLICABLE TO YOUR PROJECT WHEN IN DOUBT PLEASE CONTACT THE BUILDING OFFICIAL.

When the above information is received, this office will complete the plan review. If you have any questions or require any additional information, contact Tinicum Township Code Department at 610-521-3530 ex 109 or 103