

**IF YOU WISH TO APPLY FOR A BUILDING PERMIT, THE FOLLOWING ITEMS ARE REQUIRED:**

**FOR NEW SINGLE FAMILY DWELLINGS, ADDITIONS OR ACCESSORY BUILDINGS:**

1. Completed application form - fill in all applicable items.
2. **TWO** sets of construction plans including:
  - a. Floor plans of all levels showing all doors & windows
  - b. Elevations (exterior view)
  - c. Construction details showing material and depth and/or thickness of footings and foundations, material, size, spacing and length (or span) of structural members such as studs, joists, rafters, girders, headers, etc: type and thickness of roof and wall sheathing, type and thickness of sub and finish flooring, type of exterior wall finishes and roofing, type of interior wall and ceiling finishes.

***\*\*\*\*ANY PLANS BEING SUBMITTED WHERE THE TOWNSHIP ENGINEER IS INVOLVED REQUIRES SUBMISSION OF 4 SITE PLANS (ANY QUESTIONS, PLEASE CALL 215-493-5546)***

3. **TWO COPIES** of plot plan showing all existing and proposed buildings and their dimensions; dimensions of property; and distances from property lines to buildings. Plot plans should be drawn to scale.
4. **\*\*\*\*ALL CONTRACTORS MUST OBTAIN A LICENSE FROM MIDDLETOWN TOWNSHIP BEFORE BEGINNING ANY WORK IN MIDDLETOWN TOWNSHIP-** This includes completing a license Application form, a Workmen's Compensation form required by the State (form available as download or in the License & Inspection Department), and a Certificate of Insurance showing all liabilities with Middletown Township's full name and address as Certificate holder with an authorized signature.

**\*\*\*\*ALL PERMIT APPLICATIONS MUST BE SUBMITTED TO THE TOWNSHIP AS A COMPLETE PACKAGE**

**\*\*\*\*MASTER PLUMBERS\*\*\*\*** doing work in Middletown Township must do the same as above but the Master Plumber's name must be shown on the Certificate of Insurance.

**FOR ALTERATIONS TO SINGLE FAMILY DWELLINGS:**

Same information as above, but NO PLOT PLAN IS REQUIRED.

**FOR SWIMMING POOLS:** (Information packet available upon request)

Same information as above **BUT** for **\*\*INGROUND POOLS\*\*** you must include four (4) topographic drawings sealed by the **REGISTERED ENGINEER OR SURVEYOR**.

**FOR ANY COMMERCIAL, INDUSTRIAL OR MULTI-FAMILY CONSTRUCTION:**

Same as Single Family Dwelling, plus plans approved by the State Department of Labor & Industry (717-387-3806). For any major construction of developments, SITE PLANS must be reviewed by the Planning Commission, Board of Supervisors and Landscape and Planting plans must be reviewed by the Shade Tree Commission. Any necessary escrow agreements to assure completion of required sewer and/or water lines, various site improvements and landscaping must be completed before permit will be issued. SEPARATE CHECKS ARE REQUIRED FOR ANY ESCROW OR WATER & SEWER CONNECTION FEES

**FOR SIGNS:** (Information packet available upon request)

1. Complete sign permit application.
2. Two plans of sign showing dimensions, method of material and construction and method of mounting.
3. **TWO** plot plans showing location of proposed free standing sign in relation to a) property lines, b) existing signs, c) driveways and streets.
4. Plot Plan must show all existing signs.
5. **FOR WALL MOUNTED SIGNS - SHOW WIDTH AND HEIGHT OF WALL.**
6. **IF RUNNING NEW ELECTRIC** with sign, an electrical permit application must be completed & submitted with sign permit application.