



RADNOR TOWNSHIP  
301 Iven Avenue  
Wayne, PA 19087  
Phone 610-688-5600  
Fax 610-971-0450  
www.radnor.com

## Building Permit Bundle Package

***Effective February 1, 2006, Radnor Township requires contractors submitting for building permits to submit all sub-contractors permit applications at the same time– the bundle concept.***

### **Building Permit Bundles**

Please be sure to include all of the following that apply to your project:

- Building Permit Application
- Electric Permit Application
- Plumbing Permit Application
- Mechanical Permit Application
- Fire Suppression System Permit Application (use building permit application form)
- Sewer Connection Permit Application
- Applicable Contractor License applications with current insurance (for contractors not currently licensed with Radnor Township)
- Food license application and plan review for food facility

#### **Included in this package:**

Building Permit Application  
Building Permit Application Regulations  
Electrical Permit Application  
Plumbing Permit Application  
Mechanical Permit Application  
Sewer Connection Application  
Sewer Connection Regulations  
Contractor License Application  
Mandatory Inspection Requirements  
Mandatory Pool Inspection Requirements

***The consolidated fee schedule can be found at [www.radnor.com](http://www.radnor.com). Fees will be calculated by the Community Development Department after review of your application.***

**Building permit applications that call for increased impervious surface or replacement of impervious surface need an approved Grading Permit from the Engineering Department prior to submittal.**



301 Iven Avenue  
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**RADNOR TOWNSHIP**  
**Community Development Department**  
**Application for Building/Zoning Permit**

Permit No. \_\_\_\_\_

CO No. \_\_\_\_\_

Fee: \_\_\_\_\_

\*\*include \$4.50 PA Surcharge and \$2.00 Administrative fee.

**Location of Building**

Street Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Is property located in the Historic District Yes  No

Is any part of project within the flood plain? Yes  No

Will the flood plain be disturbed? Yes  No

If yes, has relief been granted? Yes  No

2 sets of Engineered or Architectural plans must be submitted with this application, unless not required by the Code Official. A CD containing the final building plans in either a .pdf or .tif format must be submitted before issuance of Certificate of Occupancy

**Ownership**

Private (individual, corporation, nonprofit, institutional, etc.)

Public (Federal, State, or local government)

**Type of Improvement**

- New Building
- Addition
- Alteration
- Repair, replacement
- Demolition
- Foundation only
- Fence
- Garage
- Shed
- Interior Alteration
- Other \_\_\_\_\_

**Proposed Use**

- Residential
- Non-Residential

**Cost of Project**

- Building \_\_\_\_\_
- Electrical \_\_\_\_\_
- Plumbing \_\_\_\_\_
- HVAC \_\_\_\_\_
- Sprinkler \_\_\_\_\_
- Other \_\_\_\_\_
- Total cost \_\_\_\_\_

**Principal type of frame**

- Masonry
- Wood Frame
- Structural Steel
- Reinforced Concrete
- Other \_\_\_\_\_

**Principal type of heating fuel**

- Gas
- Electricity
- Oil
- Coal
- Other \_\_\_\_\_

**Type of sewage disposal**

- Public
- Private

**Type of water supply**

- Private company
- Well

**Type of mechanical**

- Air conditioning
- Elevator

**# Off-Street Parking Spaces**

- Enclosed \_\_\_\_\_
- Outdoors \_\_\_\_\_

**Residential Buildings Only**

- Number of Bedrooms \_\_\_\_\_
- Number of Bathrooms Full \_\_\_\_\_
- Partial \_\_\_\_\_

**Dimensions**

- No. of Stories \_\_\_\_\_
- Total Square Feet of floor area, all floors, based on exterior dimensions \_\_\_\_\_
- Total land area \_\_\_\_\_

**Radnor Township requires contractors submitting for building permits to submit ALL sub-contractors permit applications at the same time**

**PERMITS ARE NON-TRANSFERRABLE**

<b>DESCRIPTION OF WORK</b>

<b>IDENTIFICATION—to be completed by all applicants</b>		
Owner or Lessee		Telephone
Mailing Address		
Email Address		Cell Phone
Contractor/Company Name		Telephone
Mailing Address		HIC#
Email Address		Cell Phone
Architect/Engineer		Telephone
Mailing Address		
Email Address		Cell Phone
<b><i>The owner of this building and the undersigned agree to conform to all applicable laws of this jurisdiction. Please note: An incomplete application is subject to rejection.</i></b>		
Signature of applicant	Address	Date

DO NOT WRITE BELOW THIS LINE

\_\_\_\_\_  
Township Official

\_\_\_\_\_  
Date Approved

Workers' Compensation Insurance Coverage Information  
(attach to building permit application)

**A. The applicant is**

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If the answer is "yes", complete Sections B and C below as appropriate.

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**B. Insurance Information**

Name of Applicant \_\_\_\_\_

Federal or State Employers Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.

\_\_\_\_\_ Certificate Attached

Name Workers Compensation Insurer \_\_\_\_\_

Workers Compensation Insurance Policy No. \_\_\_\_\_

\_\_\_\_\_ Certificate Attached

Policy Expiration Date \_\_\_\_\_

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**C. Exemption**

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.

\_\_\_ Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this  
\_\_\_ day of \_\_\_\_\_ 20\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_ (Seal)

Signature of applicant \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
County of \_\_\_\_\_  
Municipality of \_\_\_\_\_

**Radnor Township**  
**Community Development Department**  
**Building Permit Application Regulations**

Listed below is information and procedures which are required for the submission of a building permit application for new construction, additions, accessory detached structures, including but not limited to swimming pools, garages, storage sheds, etc.

1. An application for a **Grading Permit** must first be filed with and approved by the Township Engineer's office. The application is necessary to insure no construction or disturbance will occur within a flood plain, steep slope area, wetlands, or over any existing easements and to insure the impervious coverage has not been exceeded. Grading Permit plans must show all impervious surfaces which includes all existing as well as proposed structures along with the dimensions.
2. Formal application to the Community Development Department must include a site plan drawn to scale, two (2) sets of building plans and job specifications. **Plans for any structure must be "SEALED" by a registered Architect or Engineer who is currently licensed with the Commonwealth of Pennsylvania.** The Building Code Official is authorized to waive the submission of construction documents not necessary for the scope of the project.
3. The site plan, drawn to scale (engineer or architect scale) must be submitted and include the following information to determine compliance with provision of the Zoning Code.
  - a. Lot dimensions, total lot area and percentage of building coverage
  - b. Location and setbacks from property lines of ***all existing and proposed buildings and structures***, including distance between existing and proposed accessory buildings and structures.
  - c. Where an addition is proposed to a dwelling located within a "Density Modification" development, the side yard distance to any dwelling on an adjacent lot must be indicated on the plan.

**Please note that as of 2/1/2006 Radnor Township requires General Contractors submitting for building permits to submit ALL sub-contractors permit applications at the same time (electrical, HVAC, plumbing, fire suppression, etc.).**

***Incomplete applications will not be accepted.***

**2/29/16**



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# RADNOR TOWNSHIP

## Community Development Department

### Application for Electrical Permit

*Electrical Plans are required for all work unless waived by Codes Official*

PERMITS ARE NOT TRANSFERABLE

Date Issued \_\_\_\_\_

Permit No.: \_\_\_\_\_

Fee: \_\_\_\_\_

**\*\*Include \$4.50 PA Surcharge  
and \$2.00 Administrative Fee**

<b>Job Location</b>	<b>Address:</b>		
<b>Property Owner</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>Phone:</b>	<b>Fax:</b>	
<b>Electrical Contractor</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>Phone:</b>	<b>Cell:</b>	<b>Email:</b>
<b>Inspection Agency</b>	<b>United Inspection Agency</b>		
<b>Name of Inspector</b>			

Residential

Commercial

Institutional

Other

**Cost of Work:**

**Description of work including number of devices:**


All work, materials and construction to be in accordance with the rules and regulations of the Electrical Codes of the Township of Radnor. Rough and Final Inspections are required for ALL permits, by the approved Inspection Agency.

Signature of Master Electrician \_\_\_\_\_ Current Registration No. \_\_\_\_\_



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## RADNOR TOWNSHIP Community Development Department Application for Plumbing Permit

Permit No. \_\_\_\_\_  
Fee \_\_\_\_\_  
\*\*Include \$4.50 PA Surcharge  
and \$2.00 Administrative Fee

<b>Job Location</b>	Address: _____
<b>Property Owner:</b>	Name: _____ Address/Zip: _____ Phone: _____ Fax: _____ Email: _____
<b>Plumbing Contractor:</b>	Name: _____ Address/Zip: _____ Phone: _____ Fax: _____ Cell: _____

Residential  Commercial  Institutional  Other  \_\_\_\_\_  
New Work  Alteration

	Yard	Basement	1st Floor	2nd Floor	3rd Floor	4th Floor	Total:
Water Closet							
Urinals							
Bath Tubs							
Showers							
Sinks							
Garbage Disposal *							
Dishwasher *							
Utility Sink							
Auto Clothes Washer							
Sewer Ejector Pump *							
Hot Water Heater *							
Water Service *							
Sewer Connection*							
Gas Fixtures *							
Other							
<b>Total:</b>							

\* Additional Fee

Is connection to be made with Sewer  On Site

Size of House Drain of Building \_\_\_\_\_

Size of Soil Pipe \_\_\_\_\_ Size of Vent Pipe \_\_\_\_\_

**All work, materials and construction to be in accordance with the rules and regulations of the Plumbing Codes of the Township of Radnor. Plumbing inspections require 24 hours notice minimum. Rough inspections required. Final inspections required for ALL permits. PERMITS ARE NON-TRANSFERABLE**

Signature of (Master) Plumber \_\_\_\_\_ Current Registration No. \_\_\_\_\_

FRONT

4th Floor

3rd Floor

2nd Floor

1st Floor

Grade Line

Basement Floor





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## RADNOR TOWNSHIP Community Development Department Application for Mechanical Permit

<b>Permit No.</b> _____  <b>Fee</b> _____ *  <small>*Include \$4.50 PA Surcharge and \$2.00 Administrative Fee</small>
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<b>Job Location:</b>	Address: _____
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<b>Property Owner:</b>	Name: _____
	Address/Zip: _____
	Phone: _____ Fax: _____ Email: _____

<b>Mechanical Contractor:</b>	Name: _____
	Address/Zip: _____
	Phone: _____ Fax: _____ Email: _____

Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> New Work <input type="checkbox"/> Alteration <input type="checkbox"/> Other <input type="checkbox"/> _____	Proposed Install Date: _____
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Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HEATING

Type of Fuel Natural Gas    Propane    Other \_\_\_\_\_    Cost of Installation \_\_\_\_\_

Name of Unit \_\_\_\_\_    Mfg. By \_\_\_\_\_

Capacity of Unit (BTU's) Input \_\_\_\_\_    Output \_\_\_\_\_

AIR CONDITIONING

Capacity of Unit (BTU's) Input \_\_\_\_\_    Cost of Installation \_\_\_\_\_

Distance from property line \_\_\_\_\_

Name of Unit \_\_\_\_\_    Mfg. By \_\_\_\_\_

**All work, materials and construction to be in accordance with the rules and regulations of the Mechanical Codes of the Township of Radnor. Mechanical inspections require 24 hours notice minimum. Rough inspections required. Final inspections required for ALL permits. PERMITS ARE NOT TRANSFERABLE**

Signature of Applicant \_\_\_\_\_    Current Radnor Registration No. \_\_\_\_\_

**RADNOR TOWNSHIP**

**APPLICATION FOR SEWER CONNECTION**

**301 IVEN AVENUE  
WAYNE, PA 19087-5297  
610-688-5600**

DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

Applicant hereby applies for Permit to connect property at:

LOCATION: \_\_\_\_\_

TYPE: \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ MULTI FAMILY

OWNED BY: \_\_\_\_\_

Whose consent has been obtained to connect to the Sanitary Sewer

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ WORK TO START: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

CONTRACTOR LICENSE NO: \_\_\_\_\_

The filing of this application constitutes as agreement that the applicant will comply with the terms and conditions set forth in the Township ordinances and regulations pertaining to the work involved.

All sanitary sewer laterals are required to be cast iron pipe, or Schedule 40.

All plastic pipe shall be laid in **SIX (6)** inches of stone and with 6-inches of stone coverage.

All traps and risers shall be **cast iron** and installed within five (5) feet of the road edge or sewer main.

PER: \_\_\_\_\_ DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

TITLE: \_\_\_\_\_

**TOWNSHIP USE ONLY**

PERMIT NO: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ FEE: \_\_\_\_\_

02/01/11

# 72 Hour Notice Required

## RADNOR TOWNSHIP SEWER CONNECTION REGULATIONS

PLEASE CALL 610-688-5600 TO SCHEDULE AN INSPECTION

### **Laterals:**

1. All plastic pipe must be laid in six (6) inches of 2B stone.
2. A test shall be performed and inspected by the Code Official.
3. All plastic pipe must be covered with six (6) inches of 2B stone.
4. All sanitary sewer laterals must be in a straight line from trap to main.

### **Traps:**

1. All traps must be cast iron.
2. All traps must be installed within five (5) feet of the road edge or main.
3. The four (4) inch trap riser vent must be cast iron, with mushroom cap installed six (6) inches above grade.

### **Backfill & Restoration of Yard:**

1. All plastic pipe must be covered with six (6) inches of 2B stone.
2. After a section of sewer is built, the trench shall be backfilled with acceptable material in layers not more than one (1) foot in depth. Each layer shall be thoroughly compacted to the required elevation. All backfilling shall be done under the supervision of a Township Inspector.
3. The trench must be backfilled and graded to the height which previously existed unless the Township Inspector directs otherwise.
4. No large stones, rocks, or organic materials will be permitted in the backfill.

### **Backfilling & Final Restoration with the Paved Roadway:**

1. A road opening permit is required before any excavation is begun on Township Roadways. This can be obtained from the Engineering Department
2. All backfilling shall be done under the supervision of a Highway Department Supervisor.
3. When backfilling, 2RC shall be used and tamped in one (1) foot lifts until seven (7) inches below grade. The trench is then to be filled with five (5) inches of BCBC (black base) compacted properly, followed by two (2) inches of ID 2 top rolled to the height of the existing wearing course. The seams are then to be sealed with AC 20 or equivalent to completed final restoration;

**FAILURE TO NOTIFY THE ABOVE INSPECTORS WILL RESULT IN COMPLETE  
OPENING OF THE TRENCH**

**Radnor Township**

**Lateral Connection Information**

**Certification of Abandonment of Septic System**

The below signature (s) hereby certify that to the best of my knowledge the below referenced plumber, when engaged by me to connect my property to the Radnor Township public sewer system –

- Exposed all on site septic system tanks and pumped empty
- Collapsed the top three feet
- Filled with modified, crushed stone, or clean fill
- Compacted in one (1) foot lifts
- Replaced top two feet with top soil, seed, and straw to grade
- Attached a sketch of the tank locations to the rear of this sheet

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner (s): \_\_\_\_\_

Property Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Plumber: \_\_\_\_\_

Address of Plumber: \_\_\_\_\_

Telephone # of Plumber: \_\_\_\_\_

**Application for Contractor License**  
**Township of Radnor**  
**301 Iven Avenue**  
**Wayne, PA 19087**  
**610-688-5600 (phone) 610-971-0450 (fax)**

Business Name: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Business: \_\_\_\_ Individual Proprietorship \_\_\_\_ Partnership \_\_\_\_ Corporation

Public Liability Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Name of Insurance Agent: \_\_\_\_\_

Insurance Agent Phone Number: \_\_\_\_\_ Policy Period \_\_\_\_\_

**Required to be submitted with Application for Contractor:**

1. Current Certificate of Insurance with \$500,000 minimum each occurrence on the general liability and a thirty (30) day cancellation notice. Radnor Township must be listed as the "Certificate Holder".
2. General and Mechanical Contractors: copy of State License or license from another township or list a list of 5-6 job references.
3. Electricians and Plumbers: must submit proof of "Master" certification. A license from another Township stating "Master" will be accepted. By Ordinance, Radnor Township requires a "Master" license.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Radnor Township  
Community Development Inspection Requirements**

**Residential Inspections**

**Building Permits**

Blasting  
Footing  
Foundation  
Backfill  
Slab  
Rough  
Framing  
Energy  
Drywall  
Sprinkler  
Final

**Electrical Permits (United Inspection Agency)**

Rough In  
Final

**Mechanical Permits**

Rough In/Duct Testing  
Final

**Plumbing Permits**

Underslab  
Rough In  
Shower Pan  
Sewer Lateral (New Construction)  
Water Service (New Construction)  
Final

**Pool Inspections**

Steel/Bonding  
Final/Barrier

**Commercial Inspections**

**Building Permits**

Blasting  
Footing  
Foundation  
Backfill  
Slab  
Rough  
Framing  
Above Ceiling  
Energy  
Close Up/Drywall  
Sprinkler  
Alarm  
Final

**Electrical Permits (United Inspection Agency)**

Rough In  
Final

**Mechanical Permits**

Rough In/Duct Testing  
Final

**Plumbing Permits**

Underslab  
Rough In  
Shower Pan  
Sewer Lateral (New Construction)  
Water Service (New Construction)  
Final

**Stucco Permits**

Wire/Flashing/Barrier  
Final

***Work completed without the required inspections is subject to removal or modification at the discretion of the Township.***

***All approved prints must be on site for inspections.***

***Minimum 72-hour notice is required for inspections. To schedule inspections, call 610-688-5600 extensions 146 or 161***

**Radnor Township**  
**Department of Community Development**  
**610-688-5600**

**Mandatory Pool Inspections**

**Swimming Pool Permits:**

1. Steel – after bonding inspection
2. Barrier – prior to filling pool with water
3. Final

**Electrical Permits:**

1. Bonding
2. Rough In
3. Final

**Mechanical Permits:**

1. Rough In – install and test including underground
2. Final

Minimum **72 hour** notice required for all inspections

Work completed without required inspections are subject to removal or modification at the discretion of the Township.

All permits **shall be** posted or available at the job site.