



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
Alarm Registration Form

The consolidated fee schedule can be found at 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
Wayne, PA 19087
610-688-5600 P
610-971-0450 F

RADNOR TOWNSHIP
Community Development Department
Application for Building/Zoning Permit

Permit No. _____
CO No. _____
Fee: _____
**include \$4.00 PA Surcharge and \$2.50 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 _____

Applicant certifies the work proposed is all of the anticipated work and that the work can be done for the stated cost estimate.

Appliant Initials: _____

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

DESCRIPTION OF WORK

IDENTIFICATION—to be completed by all applicants		
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
<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>		
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.

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 _____

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**

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

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

Job Location	Address: _____
Property Owner:	Name: _____ Address/Zip: _____ Phone: _____ Fax: _____ Email: _____
Plumbing Contractor:	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							
Total:							

* 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

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

Mechanical Contractor:	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 *(Alarm must be registered with Radnor Township Police Department prior to scheduling final inspection)*

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 Police Department

ALARM REGISTRATION

Radnor Township, Chapter 104: Alarm Systems requires that all alarm users in the Township of Radnor register their alarm system. The Alarm Registration fee is \$100.00. Please complete the Alarm Registration Form. The application must be filled in completely. **INCOMPLETE AND ILLEGIBLE FORMS ARE INVALID AND WILL BE RETURNED.**

Section I – Alarm Address Name _____ Bus/Company Name _____ Alarm Address: _____ Apt./Ste. _____ Zip Code: _____ E-Mail: _____ Home Telephone: _____ Business Telephone: _____ Mobile Telephone: _____ Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/>	Section IV – Emergency Contact Information (Primary) Name: _____ Address: _____ City/State: _____ Zip Code: _____ E-Mail: _____ Home Telephone: _____ Business Telephone: _____ Mobile Telephone: _____
Section II – Alarm Monitoring Company Name: _____ Telephone: _____ Address: _____ City/State _____ Zip Code: _____	Section IV – Emergency Contact Information (Secondary) Name: _____ Address: _____ City/State: _____ Zip Code: _____ Home Telephone: _____ Business Telephone: _____ Mobile Telephone: _____
Section III – Additional Information <i>Please list all special conditions on property, i.e., residents with special needs, animals.)</i> _____ _____ _____ <i>Please make check payable to Radnor Township. Your cancelled check is your receipt. Mail completed alarm registration form and fee too:</i> Radnor Township Police Department Attn: Alarm Registration 301 Iven Avenue Wayne, Pennsylvania 19087 Date Paid: _____ Check No. _____ Name: _____	Section V – Payment Information Amount Enclosed: _____ On Line: _____ Cash: _____ Check: _____ Credit Card: _____ Section VI – Applicant Signature <i>I understand the information given above about the Alarm Ordinance and certify that the information provided on this application is true and correct.</i> _____ Applicant Signature Date