



West Rockhill Township

1028 Ridge Road
Sellersville, PA 18960
215-257-9063

Fax 215-257-0701

www.westrockhilltownship.org

Non-Residential Construction Application Procedures

FEES – A non-refundable check of \$100.00 for building permit review and \$25.00 for zoning permit review, made payable to West Rockhill Township, must accompany the application. If approved, the initial fees will be applied to the remaining fees due.

All Forms may be downloaded from our website on the “Permits, Forms & Applications” page. Permits will not be released until all items have been received.

1. Building Permit Application

- Complete Sections A – D and sign

3. Zoning Permit Application

- Please follow the procedures on the front page of the Zoning Permit Application

4. Plumbing Permit Application

- Complete Sections A – D and sign

5. Mechanical Permit Application

- Complete Sections A – D and sign

6. Electrical Permit Application

- Complete Sections A – C and sign
- All electrical work shall be inspected by an electrical underwriting agency, and the Township must receive notification from the underwriter for both rough electric and final electric approval.

Complete the following permits if applicable:

7. Well Permit

8. Driveway Permit

9. Elevator Permit Application

10. Elevator Subcode Application

11. Fire Suppression Permit Application

12. Sprinkler Hydraulic Subplate

CONTRACTORS & SUBCONTRACTORS

1. A list of all contractors and subcontractors must be provided upon application.
2. Each contractor/subcontractor must complete and submit a **Contractor Registration Application** and applicable fee.
3. Each must provide their Certificate of Insurance for general liability; indicating compliance with PA Act 44 of 1993 regarding workers’ compensation insurance with West Rockhill Township identified as certificate holder and additional insured. If the contractor/subcontractor is not required to carry Workers Compensation Insurance, they must submit a completed **Workers Compensation Exemption Affidavit**.

PLANS AND SPECIFICATIONS

Two (2) copies of plans and specifications prepared and sealed by licensed architect or engineer must be submitted with all applications for building permit.

Plans must include structural, electrical, mechanical, fire protection, and plumbing details. All Plans must comply with requirements of 2009 International Building Codes, and PA Uniform Construction Code.

ADDITIONAL INFORMATION

REVIEW – The application will be reviewed by the Code Enforcement Department for compliance with the building codes of West Rockhill Township. All permits must be submitted together for review. (i.e.: PLUMBING, ELECTRICAL, AND HVAC)

PERMIT GRANTED – Work may not start until a permit has been approved, granted and paid in full. The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Township office (215-257-9063) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the required inspections are not requested, final approval will not be granted.

NOTES: All Subdivision and Land Development approvals must be complete before submitting the building permit. All PA Labor & Industry approvals must be stamped on the same set of plans being submitting with the building permit. Township requires stamped plans if any structural materials (i.e.: steel, trusses, bond beams or manufactured beams) are being used in the construction of structure.

REV 01/06/16 jed