

BASIC SUBMISSION REQUIREMENTS FOR RESIDENTIAL ADDITIONS, RENOVATIONS & REPAIRS

**RESIDENTIAL ADDITIONS**

NO PERMIT APPLICATION WILL BE ACCEPTED WITHOUT:

1. A PLOT PLAN DRAWN TO AN ACURRATE SCALE, WITH PROPERTY MARKERS SHOWN. THIS PLAN SHOULD SHOW IMPROVEMENT TO THE PROPERTY.
2. BUILDING COVERAGE (THE PERCENT OF THE LOT OCCUPIED BY ALL BUILDINGS) AND IMPERVIOUS SURFACE RATIO (THE PERCENT OF THE LOT OCCUPIED BY ALL IMPERVIOUS SURFACES INCLUDING BUILDING, DRIVEWAYS, AND WALKWAYS & PATIO) MUST BE GIVEN. CALCULATION SHEET FOR IMPERVIOUS SURFACE & BUILDING COVERAGE IS IN THE CODES DEPARTMENT.
3. COMPLETED APPLICATION FOR BUILDING, PLUMBING, ELECTRICAL AND MECHANICAL MUST BE SUBMITTED AS A SINGLE PACKET.
4. A CURRENT HAVERFORD TOWNSHIP CONTRACTORS LICENSES FOR PLUMBERS & ELECTRICAL CONTRACTOR & PA HIC LICENSES & CERTIFCATES OF LIABILITY INSURANCE WITH WORKERS COMPENSATION FOR ALL CONTRACTORS WORKING AT JOB SITE (CERTIFCATE HOLDER TO BE HAVERFORD TOWNSHIP).
5. TWO (2) DETAILED SETS OF STRUCTURAL DRAWINGS (2 STORY ADDITIONS MUST BE ARCHITECT DRAWINGS.
6. SIGNED CONTRACT BETWEEN PROPERTY OWNER & CONTRACTOR.
7. FEES FOR ALL PERMITS REQUIRED WHEN PERMITS ARE SUBMITTED.

**RENOVATIONS AND REPAIRS**

NO PERMIT APPLICATION WILL BE ACCEPTED WITHOUT:

1. COMPLETED APPLICATION FOR BUILDING, PLUMBING, ELECTRICAL AND HVAC/MECHANICAL MUST BE SUBMITTED AS A SINGLE PACKET.
2. CURRENT HAVERFORD TOWNSHIP CONTRACTORS LICENSES FOR PLUMBERS & ELECTRICAL CONTRACTORS, PA HIC LICENSES & CERTIFICATES OF INSURANCE WITH WORKERS COMP FOR ALL CONTRACTORS WORKING AT JOB SITE (CERTIFICATE HOLDER TO BE HAVERFORD TOWNSHIP).
3. TWO (2) SETS OF DETAILED DRAWINGS.
4. SIGNED CONTRACT BETWEEN PROPERTY OWNER & CONTRACTOR.
5. FEES FOR ALL PERMITS REQRUIED WHEN PERMITS ARE SUBMITTED.

NOTE: CERTIFICATE OF INSURANCE CAN BE FAXED TO (484) 454-4186 OR EMAILED TO [LISA@HAVTWP.ORG](mailto:LISA@HAVTWP.ORG)