

# **BASIC SUBMISSION REQUIREMENTS FOR RESIDENTIAL ADDITIONS, RENOVATIONS & REPAIRS RESIDENTIAL ADDITIONS**

## **NO PERMIT APPLICATION WILL BE ACCEPTED WITH OUT:**

- 1. A PLOT PLAN** DRAWN TO AN ACCURATE SCALE, WITH PROPERTY MARKERS SHOWN. THIS PLAN SHOULD SHOW ALL STRUCTURES ON THE LOT, DISTANCE FROM STRUCTURES TO PROPERTY LINE AND DISTANCE FROM THE PROPOSED 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, DRIVWAYS, 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**  
**ALL CONTRACTOR & PA HIC LICENSES & CERTIFICATES OF LIABILITY INSURANCE WITH WORKERS COMPENSATION FOR ALL CONTRACTORS WORKING AT JOB SITE.**  
*(CERTIFICATE HOLDER TO BE HAVERFORD TOWNSHIP)*
- 5. (2) - DETAILED SETS OF STRUCTURAL DRAWINGS.**  
(ALL ADDITIONS MUST BE ARCHITECT SIGNED DRAWINGS)
- 6. SIGNED CONTRACT BETWEEN PROPERTY OWNER & CONTRACTOR**
- 7. FEES FOR ALL PERMITS REQUIRED WHEN PERMITS SUBMITTED**

## **RENOVATIONS AND REPAIRS**

## **NO PERMIT APPLICATION WILL BE ACCEPTED WITH OUT:**

- 1. COMPLETED APPLICATION** FOR BUILDING, PLUMBING, ELECTRICAL AND 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. 2 - SETS OF DETAIL DRAWINGS.**
- 4. SIGNED CONTRACT BETWEEN PROPERTY OWNER & CONTRACTOR**
- 5. FEES FOR ALL PERMITS REQUIRED WHEN PERMITS SUBMITTED**

**NOTE: CERTIFICATES OF INSURANCE CAN BE FAXED TO 610-446-1203 OR EMAILED TO [LFAVACCHIA@HAVTWP.ORG](mailto:LFAVACCHIA@HAVTWP.ORG)**  
**(CERTIFICATE HOLDER TO BE HAVERFORD TOWNSHIP)**