



IF YOU WISH TO APPLY FOR A BUILDING PERMIT, THE FOLLOWING ITEMS ARE REQUIRED:

FOR NEW SINGLE FAMILY DWELLINGS, ADDITIONS, DECKS OR ACCESSORY BUILDINGS:

- Completed permit application form(s) – fill in where indicated
- A drainage waiver declaration form must be completed & notarized whenever a residential building permit is applied for. This form indicates that if the construction to be done becomes a drainage problem, Middletown Township is **NOT** responsible
- A Building/Impervious Coverage Breakdown must accompany all building permits including all buildings, paving areas, driveways, roads, sidewalks, swimming pools and any areas in concrete and asphalt including porous asphalt paving. Building coverage is the percentage of your lot that is covered by buildings including sheds, garages, covered porches/patios, gazebos and other structures with a roof.
- **TWO** sets of construction plans including:
 - a) Floor plans of all levels showing all doors & windows
 - b) Elevations (exterior view)
 - c) Construction details showing material and depth and/or thickness of footings and foundations, material, size, spacing and length (or span) of structural members such as studs, joists, rafters, girders, headers, etc., type and thickness of roof and wall sheathing, type and thickness of sub and finish flooring, type of exterior wall finishes and roofing, type of interior wall and ceiling finishes.
 - d) Electrical plan must be submitted with all electrical permits (residential & commercial).
 - e) An isometric drawing must accompany your plumbing permit
 - f) Any 2-story **NON-LEVITTOWN** home requires two sets of sealed architectural drawings

******ANY PLANS BEING SUBMITTED WHERE THE TOWNSHIP ENGINEER IS INVOLVED REQUIRES SUBMISSION OF 4 SITE PLANS – ANY QUESTIONS, PLEASE CALL TRI-STATE ENGINEERS & LAND SURVEYORS INC @ 215 357 5950******

- **TWO** copies of plot plan showing all existing and proposed buildings and their dimensions of property and distances from property lines to buildings. Plot plans should be drawn to size. For residential Levittown properties, the original plot plan must be submitted. If you do not have a Levittown plot plan, please check the address below to see if you can obtain one.

WILLIAM MAJOR ASSOCIATES
110 MILL STREET
BRISTOL, PA 19007
(215) 785-3288

ALL PERMITS MUST BE SUBMITTED AS A COMPLETE PACKAGE

CONTRACTOR LICENSE REGISTRATION

- In order to receive construction permits after **July 1, 2009**, all contractors **must** have a registration card issued by the Pennsylvania Attorney General's office. This includes any person who owns and operates a home improvement business or who undertakes offers to undertake or agrees to perform any home improvement. The term includes a subcontractor or independent contractor who has contracted with a home improvement retailer, regardless of the retailer's net worth to provide home improvement services to the retailer's customers. The term does not include any of the following services:
 - A person for whom the total cash value of all that person's home improvement is less than \$5,000 during the previous taxable year.
 - A home improvement retailer having a net worth of more than \$50,000,000 or an employee of that retailer that does not perform home improvements.

For more information regarding the above, please visit that State Attorney General's website <http://www.attorneygeneral.gov/hic.aspx>

- A license is still required in Middletown Township for any **commercial** or **new residential** construction & must be completed prior to or along with submission of the permit application. This includes completing a license application form, a worker's compensation form that is required by the State (form available thru the License & Inspection Dept) and a Certificate of Insurance showing all liabilities with Middletown Township's full name & address as certificate holder with an authorized signature. **Your contractor/business name must match exactly on your license application and on our building permit applications or the permit cannot be issued. NO permits will be accepted unless the contractor's license information is applied PRIOR TO OR ALONG WITH submission of the permit application and/or a copy of the Pennsylvania State license (NOT A TEMPORARY).**
- *****MASTER PLUMBERS***** doing work in Middletown Township must have their name indicated on their Certificate of Insurance & show a license from another jurisdiction indicating they are a Master Plumber along with their PA State license.

FOR INTERIOR ALTERATIONS TO SINGLE FAMILY DWELLINGS:

- Same information as above but **NO** plot plan is required.
- 2nd Floor residential additions require **NO** plot plan

FOR SWIMMING POOLS: (Information packet available upon request)

- Same information as above, **BUT** for **INGROUND POOLS**, you must include **FOUR(4)** topographic drawings sealed by the **REGISTERED ENGINEER OR SURVEYOR** for our Township Engineer to review. A **\$300.00** bond is required when submitting your permit application for pools and will be refunded upon request when final inspection has passed (refund process takes approximately 4-6 weeks). Each revised plan submitted to our Township Engineer requires an additional **\$150.00**.

FOR ANY COMMERCIAL, INDUSTRIAL OR MULTI-FAMILY CONSTRUCTION:

- **CONSTRUCTION APPROVAL FORM MUST BE COMPLETED**

• **SEE INFORMATION REQUIRED FOR NEW SINGLE FAMILY DWELLINGS.** In addition, when applying for new or existing commercial construction, **THREE** sets of architectural plans are required indicating ADA compliance (Americans with Disability Act) including one set broken down for each trade, one complete set and one set **pre-approved** by State Labor & Industry. **ALL PERMITS MUST BE SUBMITTED AS A COMPLETE PACKAGE.**

- For any major construction of developments, **SITE PLANS** must be reviewed by the Planning Commission, Board of Supervisors and Landscape and Planting plans must be reviewed by the Shade Tree Commission. Any necessary escrow agreements to assure completion of required sewer and/or water lines, various site improvements and landscaping must be completed before permit will be issued. **ANY QUESTIONS CONCERNING WATER & SEWER IN LANGHORNE, PLEASE CALL BUCKS COUNTY WATER & SEWER AUTHORITY (215-343-2538). ANY QUESTIONS CONCERNING WATER & SEWER IN LEVITTOWN, PLEASE CALL LOWER BUCKS JOINT MUNICIPAL AUTHORITY (215-945-7400).** (Bucks County Water & Sewer assumed ownership of Middletown Township's Water & Sewer Dept.
- **Road opening permits are required through our Public Works & Highway Dept. Please contact them for information @ 215 943 2900 x300 or 301. If it is a state highway, please contact Penndot for information @ 1 800 932 4600.**

IN BUCKS COUNTY, ALL EARTH DISTURBANCES OF MORE THAN 1,000 SQUARE FEET REQUIRE A PLAN TO BE SUBMITTED TO THE BUCKS COUNTY CONSERVATION DISTRICT FOR REVIEW AND APPROVAL. PLANS OF LESS THAN 1,000 SQUARE FEET ONLY REQUIRE THAT AN EROSION AND SEDIMENT CONTROL PLAN ARE ON SITE DURING THE DISTURBANCE.

FOR SIGNS: (Information packet available upon request)

- Complete sign permit application **AND** electrical permit application (if electric is required).
- One sign permit application is required **PER SIGN**
- **TWO** plans of sign showing dimensions, method of material and construction and method of mounting.
- **TWO** site plans showing location of proposed free-standing sign in relation to:
 - ❖ Property lines
 - ❖ Existing signs
 - ❖ Driveways & Streets
 - ❖ Plot plan **must** show all existing signs.
- **FOR WALL MOUNTED SIGNS,** show width and height of wall.

****ALL ZONING DISTRICTS THAT HAVE IMPERVIOUS COVERAGE MAXIMUM MUST HAVE A PERMIT****