

**WAYNE TOWNSHIP BUILDING PERMIT APPLICATION
ZONING & LAND DEVELOPMENT**

Permit No. _____

Date Issued: _____

Name of Applicant Address Phone

Name of Contractor Address Phone

Name of Property Owner (if different) Address Phone

1. **PURPOSE OF PERMIT:** New Construction _____ Addition _____ Alteration _____
Change of Use _____ Sign(s) _____ Fence _____ Other (specify) _____

2. **STRUCTURE USE:** _____

3. **LOCATION:** House Number and Name of Street _____

Lot Number: _____ Property ID Number: _____

4. **PROPERTY SIZE:** Width _____ ft. Length _____ ft. Lot Area _____ sq. ft.

5. **YARD DISTANCES:** (from building to property lines) Front _____ ft. Rear _____ ft. Sides _____ ft.

6. **DIMENSIONS OF PROPOSED BUILDINGS:** Width _____ ft. Depth _____ ft. Height _____ ft.
Area _____ sq. ft. Number of Stories: _____

7. **INTENDED USE OF BUILDING:** Residence _____ Duplex _____ Apartment _____ Commercial (state type) _____

Carport _____ Number of Vehicles _____ Other (specify) _____

8. **ESTIMATED STARTING AND COMPLETION DATES:**

Starting Date: _____ Completion Date: _____

9. **COST OF NEW BUILDING OR IMPROVEMENT:** Estimate \$ _____

10. **ZONING DISTRICT** _____

11. **FLOOD PLAIN** _____ YES _____ NO MAP #: _____

I, the undersigned, do hereby certify that the above information and the accompanying plans and site are true and correct.

Date

Signature of Applicant

FEE PAID: \$ _____

APPLICATION AND PLANS: Approved Disapproved

Zoning District: _____

Signature of Officer

UCC PERMIT REQUIRED
 Yes No

WAYNE TOWNSHIP PERMIT ATTACHMENTS

SITE PLAN AND BUILDING PLAN MUST ACCOMPANY APPLICATION INDICATING:

- A. Length and width of lot, name of abutting streets, and property owners.
- B. Distance from side, front and rear property lines to existing and proposed structures, additions, garages, porches, decks, swimming pools, sheds, etc. Front yard setback shall be measured from the center line of the road.
- C. Dimensions of all existing and proposed structures, additions, porches, decks, pools, sheds, etc.
- D. Construction Drawing
- E. Site plan must be drawn on an aerial view of the tax map as obtained from Lawrence County Planning.
- F. The site plan must show all private and public right-of-ways.

OTHER INFORMATION REQUIRED:

- A. Contractor's proof of workmen's compensation insurance
- B. Valid permit for connection to public sanitary sewer or on-lot sewage disposal permit. (If sewage facilities are proposed.)
- C. Proof of property ownership or site control.

WAYNE TOWNSHIP

BUILDING PERMIT INSTRUCTIONS

LAND USE DEVELOPMENT APPLICATION

1. When application is completed, you must return the application to the Township Secretary at the Township Office along with payment.
2. The following will be required by the Officer:
 - a. Completed application
 - b. Drawing showing structure location, with all distances to property lines, right of ways, other buildings and etc.
 - c. Information including name and proof of ownership of property, Tax ID Number (36-)
 - d. Proof of valid sanitary sewage connection permit or on lot sewage permit
 - e. Driveway permit when necessary.
3. Permit Issuance:

Will be made within ten (10) working days of receipt of completed application. Permit will be issued or denied in writing to applicant. Area to be used for construction must be marked in some way.
4. Final Site Inspection:

Inspection when construction is completed. **Township to be notified when construction is completed.**

Permits are required for:

All construction, trailers, sheds, farm buildings, swimming pools, etc. Permits are required for fences.

Building Plan Requirements for Residential Projects

All new residential home drawings shall bear the stamp and signature of the design professional responsible for the design. Drawings should be drawn to scale and provide the necessary information to verify compliance with the building code.

Two sets of construction drawings shall be submitted and shall include the following information:

- **Title Page Drawing:** to include the contact information for all design professionals, owners, and owners' agents. Description of square footage per floor, number of floors, type of construction to be utilized and design criteria utilized.
- **Site Plan Drawing:** The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structure and construction that are to remain on the site or plot.
- **Structural Drawings:** To include footing construction detail, foundation construction details, framing construction detail, concrete construction detail, masonry construction detail, wood construction detail, steel construction detail, stair detail and chimney detail, as apply
- **Electrical Drawings:** To include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure.
- **Mechanical Drawings:** To include size and type of appliances, construction of flues and chimney system, ventilation air provided, fresh air make-up provided, location of all ducting and piping. Include manual J or system sizing information.
- **Plumbing Drawings:** To include and plan view and riser diagram of waste and water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.
- **Foundation Drawings:** To include all applicable dimensions including footing sizes with description of reinforcement (if applicable), layout and description of foundation drain system location of all slabs describing thickness of slab, base, reinforcement, vapor barrier and any slopes.
- **Floor Plans:** To include location and sizes of all doors, windows, closets, shelving, decks, cabinets, plumbing fixtures wall and column sizes, thickness, and material. Location and type of insulation. To include the use of all areas and means of egress components.
- **Roof Framing Drawing:** To include size, type, location, and anchoring of roof trusses. NOTE: For Pre-Engineered trusses, floor joists and beams, all cut sheets, bracing and installation instructions must be available at time of inspection.
- **Floor Framing Drawings:** To include same as above, except for floor joists on each floor.

**Building Permit Application
(Drawings or Specs required)**

Location of Proposed work or improvement

County: _____ Municipality: _____

Site Address: _____

Tax Parcel #: _____

Owner: _____

Phone #: _____ Cell #: _____

Mailing Address: _____

Principal Contractor: _____

Phone #: _____ Fax #: _____ Cell #: _____

Mailing Address: _____

Architect: _____

Phone #: _____ Fax #: _____ Cell #: _____

Mailing Address: _____

TYPE OF WORK OR IMPROVEMENT (Check all applicable)

- | | | | |
|--|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Demolition | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Other |
| <input type="checkbox"/> Foundation Only | | | |

Describe the proposed work: _____

Estimated Cost of Construction (Reasonable Fair Market Value) \$ _____

Description of Building Use (check one)

Residential

- One Family Dwelling (R-3)
- Two Family Dwelling (R-3)

Non-Residential

Specific Use _____
 Use Group _____
 Change in Use ___ Yes ___ No
 If Yes Indicate Former _____
 Maximum Occupancy Load _____
 Maximum Live Load _____

Mobile Home

Manufacturer _____ Model/Year _____
 Serial #: _____

Building/ Site Characteristics

Number of Residential Dwelling Units: Existing _____ Proposed _____
 Mechanical Indicate Type of Heating/Ventilating/Air Conditioning _____
 Water Service: (Check) Public Private
 Sewer Service: (Check) Public Private Septic Permit #: _____

Does or will your building contain any of the following:

Fireplace? Number _____ Type of Fuel _____ Type Vent _____
 Elevator/Escalator/Lifts/Moving Walks (check) Yes No
 Sprinkler System Yes No
 Pressure Vessels Yes No
 Refrigeration System Yes No

Building Dimensions

Existing Building Area _____ sq. ft. Number of stories _____
 Proposed Building Area _____ sq. ft. Height of Structure Above Grade ___ ft.
 Total Building Area _____ sq. ft. Area of Largest Floor _____ sq. ft.

Flood Plain

Is the site located within and identified flood hazard area? Yes No
 Will any portion of the flood hazard area be developed? Yes No N/A

Owner/ Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978) specifically Section 60.3
 Lowest Floor Level _____

Historic District

Is the site located within a Historic District? Yes No

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved”: construction documents and PA Act 45 Uniform Construction Code and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, right-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinance and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

APPENDIX E

SMALL PROJECT SWM APPLICATION AND WORKSHEET Wayne Township Small Project Stormwater Management Application

As required by Wayne Township's Act 167 Stormwater Management Ordinance ¹, a Small Project Stormwater Management Plan is required whenever more than 2,500 square feet of impervious surface is proposed ². Impervious surfaces are areas that prevent the infiltration of water into the ground and shall include, but not be limited to, roofs, patios, garages, storage sheds and similar structures, and any new streets or sidewalks.

| Table E-1 | | | | | |
|---|--------|---|-------|---|--------------------------|
| To Calculate Impervious Surfaces Please Complete This Table | | | | | |
| Surface Type | Length | X | Width | = | Proposed Impervious Area |
| Building (area per downspout) | | X | | = | |
| | | X | | = | |
| | | X | | = | |
| | | X | | = | |
| Driveway | | X | | = | |
| | | X | | = | |
| | | X | | = | |
| Parking Areas | | X | | = | |
| | | X | | = | |
| | | X | | = | |
| Patios/Walks | | X | | = | |
| | | X | | = | |
| | | X | | = | |
| | | X | | = | |
| Other | | X | | = | |
| | | X | | = | |
| | | X | | = | |
| Total Impervious Surface Area to be Managed (Sum of All Areas) | | | | | |

If the Total Impervious Surface Area is LESS THAN 2,500 Square Feet, read, acknowledge, and sign below.

If the Total Impervious Surface Area is GREATER THAN OR EQUAL TO 2,500 Square Feet, complete the remainder of the Application.

Property Owner Acknowledges that submission of inaccurate information may result in a stop work order or permit revocation. Acknowledgement of such is by signature below. I declare that I am the owner or owner's legal representative. I further acknowledge that the information provided is accurate and Municipal employees are granted access to the above-described property for review and inspection as may be required.

Print Name

Date

Signature

¹ Wayne Township can require the applicant to provide supplemental and additional information beyond the Small Project SWM Application if there is a threat to property, health or safety.

² Refer to Ordinance Section 501, Responsibilities for justification of this application

Directions to Site:

For Township Use Only

- | | | |
|---|-----------------------------------|-----|
| <input type="checkbox"/> Street Cut/ Driveway | <input type="checkbox"/> Approved | N/A |
| <input type="checkbox"/> Cut and Fill | <input type="checkbox"/> Approved | N/A |
| <input type="checkbox"/> PennDOT Highway Occupancy | <input type="checkbox"/> Approved | N/A |
| <input type="checkbox"/> DEP Floodway or Floodplain | <input type="checkbox"/> Approved | N/A |
| <input type="checkbox"/> Sewer Connection | <input type="checkbox"/> Approved | N/A |
| <input type="checkbox"/> On-Lot Septic | <input type="checkbox"/> Approved | N/A |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Approved | N/A |
| <input type="checkbox"/> Other | <input type="checkbox"/> Approved | N/A |

Plans Review and Liability Disclaimer

Richardson Inspection Services, LLC recommends that all projects be prepared by a design professional. The intent of the plans review process is to direct the applicant to the applicable code sections pertaining to their project to ensure that upon installation the project will conform to the PA Uniform Construction Code "UCC". Richardson Inspection Services, LLC does not guarantee or assume any responsibility for the application of the information provided by the plans review process. It is the responsibility of the persons performing the work to ensure that all the provisions of the UCC that pertain to your project are met prior to calling for an inspection. Richardson Inspection Services, LLC has been hired as the Building Code Official by the municipality and only represents the municipality. Richardson Inspection Services, LLC does not represent the owner of the property and is not working for the owner of the property.

Richardson Inspection Services, LLC (or any of its employees or subcontractors charged with the enforcement of this code), while acting for the municipality in good faith and without malice in the discharge of the duties required by the UCC or other pertinent law or ordinance, shall not thereby be rendered liable. Richardson Inspection Services, LLC is hereby relieved from liability for any damage accruing to persons, or property as a result of any act or by reason of any act or by reason of an act or omission in the discharge of its official duties unless otherwise provided by law.

I hereby certify as the owner that the proposed work is authorized.

Applicant/Owner Signature

Date