



**ENGINEERING
DEPARTMENT**

4975 DeMoss Road
Reading, PA 19606
610-779-5702

**APPLICATION FOR BUILDING PERMIT
NEW BUILDING / ADDITION**

LOCATION

Address: _____ PIN#: _____
Cross Streets: _____ and _____
Subdivision: _____ Lot#: _____ Lot Size: _____
Zoning District: _____ Property Use: _____
Property Access: Public Road ___ Private Road ___ ROW ___ Easement ___ Other _____

IDENTIFICATION

Owner: Name: _____ Phone#: _____
Address: _____
Contractor: Name: _____ Phone#: _____
Address: _____
Email: _____

BUILDING INFO

Residential: home ___ addition ___ Non-Residential: building ___ addition ___
Type of Frame: _____ Type of Heating: _____
Number of Bedrooms: _____ Number of Bathrooms: _____
Water Supply: Public ___ Private ___ Sewage Disposal: Public ___ Private ___
Number of off-street parking spaces(excluding garage): _____
Proposed Use of addition: _____
Estimated Cost: _____

DIMENSIONS

Number of Stories: _____
Building Height: _____
Habitable Space(sq. ft.): _____
Garage/Uninhabitable
Space(sq. ft.): _____
Total sq. ft.: _____

Utility Access to Property

Utility	Easement	Street	Right-of-Way	N/A
Electric				
Gas				
Sewer				
Water				
Cable				
Telephone				

Initial all that apply

- _____ We (circle one) have / have not attached a Stormwater Drainage Plan (applies to any structure adding impervious surface). If not, we meet the exemption criteria from Table 402-1 of the Exeter Township Stormwater Ordinance. This Table can be found on the last page of this application.
- _____ We have shown all known easements and rights-of-way on the required site plan.
- _____ The subject property (circle one) is / is not in a flood zone.
- _____ The subject property (circle one) is / is not a corner lot.
- _____ There are no deed restrictions preventing this work.
- _____ There (circle one) are / are not wetlands on the subject property.
- _____ This project will not create a drainage problem for neighboring properties.
- _____ We have obtained and present herewith an on-lot sewage disposal permit or waiver from the Township's Sewage Enforcement Officer (as applicable for new buildings and expansions).
- _____ We have obtained and present herewith the necessary Erosion and Sediment Control approval from the Berks County Conservation District for disturbed areas over 5,000 square feet.
- _____ We understand the need to contact PA One Call (if applicable) at 1-800-242-1776 prior to digging.
- _____ We understand that no work shall commence relative to this project until the approved permit is received.
- _____ We understand that the following inspections are required (where applicable) and that a 24-hour advance notice is required: Footing, Foundation, Insulation, Drywall, Framing, Mechanical, Final, Roof in progress, Fire Protection, Plumbing, Accessibility, Energy Conservation and Electrical.
- _____ We understand that in the event Exeter Township incurs consulting engineering charges to perform any review or inspection for this particular permit, we will not receive our certificate of use and occupancy until such additional fees are paid in full by us.
- _____ An alarm permit will be obtained from the Exeter Township Police Department.
- _____ We are the owners of record of the subject property or we present written authorization from the owner of the property authorizing the work and designating us as agent.

Date: _____

Applicant Name: _____

Signature: _____

BUILDING PERMIT FEES (subject to currently adopted fee schedule resolution)	AMOUNT	AMOUNT DUE	DATE PAID
PA UNIFORM CONSTRUCTION CODE - L&I FEE(per UCC regulated permit)	\$4.50		
PERMIT ISSUANCE FEE: (all building, zoning, and road occupancy permits)	\$5.00		
BUILDING PERMIT FEE (per sq. ft. of finished space) New construction and non-residential	\$0.50		
(per sq. ft. of finished space) Residential additions	\$0.50		
New construction & Addition unfinished space	\$75.00		
Commercial unfinished space	\$200.00		
(Minimum fee \$75 for Residential, \$200 for non-residential) Additional above zoning heights	\$4.00/ft		
PLUMBING PERMIT # _____ See Plumbing Permit Application – Minimum Fee: \$75			
RECREATION FUND FEE (Applies to new residential units to be used for construction of new recreational facilities)	\$1,250.00		
DRIVEWAY: Low Volume, Expansion, or Resurfacing	\$75.00		
Medium Volume (Non-Residential)	\$200.00		
High Volume (Non-Residential)	\$300.00		
over 30" above grade (regulated by UCC)	\$100.00		
Road Occupancy Permit (driveway onto Township road)	\$150.00		
ROAD OCCUPANCY PERMIT FEE (\$150 issuance fee for laterals/repairs; Mains: first 100 ft.- \$200, each additional 100 ft. or fraction thereof \$50).			
Non-Residential: (regulated by UCC) Electrical Systems: Gas Systems: Mechanical Systems:	(1.5% of prj cost or min of \$200.00)		
Residential: (regulated by UCC) Electrical Systems	\$100.00		
Gas Systems (New):	\$100.00		
Gas Systems (Replacement):	\$85.00		
Mechanical Systems (New):	\$150.00		
Mechanical Systems (Replacement)	\$100.00		
Failed Inspection or Reinspection:	\$75.00		
Certificate of Occupancy: Residential:	\$100.00		
Non-Residential:	\$150.00		
	TOTAL:		

SUBMISSION CHECKLIST

- ___ **Submit Site Plan** (showing: streets, dimensions, easements, property lines, structures, driveway w/grade, roof leaders, and if applicable, well, septic system, and propane tank)
- ___ **Submit Architectural Drawings**
- ___ **Submit Stormwater Drainage Plan** (if applicable and not exempt)
- ___ **Non-Residential Projects - Submit drawings** (Title Page, Site Plan, Floor Plan, Structural, Electrical, Mechanical, Plumbing, and Fire Protection)
- ___ **Submit Fees** - Due at time of application - will not be processed without fees
- ___ **Licensed Plumber must submit Plumbing Permit Application**
- ___ **if contractor, submit proof of Worker's Compensation Insurance and letter of authorization from owner**
- ___ **if septic, submit permit from Sewage Enforcement Officer**
- ___ **if alarm installed, submit permit from Exeter Police Department**

