HOME IMPROVEMENT CONSUMER PROTECTION ACT 132

The Pennsylvania Legislature in 2008 passed the Home Improvement Consumer Protection Act. The law requires that all contractors who perform at least \$5,000 worth of home improvements per year register with the Attorney General's office. Effective July 1, 2009, any contractor that is not registered will be prohibited from offering or performing home improvements until they become registered.

Home improvement contractors can register online at www.attorneygeneral.gov or by mailing an application to the Attorney General's office to obtain the required registration.

Pennsylvania Office of Attorney General Bureau of Consumer Protection 15th Floor, Strawberry Square Harrisburg, PA 17120 Attention: Home Improvement Contractor Registration

Effective July 1, 2009, Zoning and Building permits will be issued only upon home improvement contractors providing documentation that they have obtained the required registration from the Attorney General's office.

RICHLAND TOWNSHIP ZONING AND BUILDING PERMIT APPLICATION PROCEDURES

PLEASE READ CAREFULLY

Effective July 8, 2004, Richland Township will not accept a Building Permit Application for any proposed construction requiring a building permit until such time that a Zoning Permit Application has been submitted for a zoning review. Along with the Zoning Permit Application, please attach a description of the property, a drawing, an explanation of proposed construction and relationship to the boundary lines (setbacks).

Upon submission, the Zoning Officer will review the application as submitted, to determine if the proposed construction is in compliance with applicable Township Ordinances. The Zoning Permit Application approval is required prior to the submission of a Building Permit Application.

RICHLAND TOWNSHIP APPLICATION FOR ZONING PERMIT

Date				lo	
			_		
Name of Applicant	Address			Phone No.	
Street Address or Location of Prop	- perty				
Authorized Agent: Name	Address			Phone No.	
Contractor: Name	Address	Address		Phone No.	
Property Size: Width	Depth	Area: (Sq.Ft./Acre	es)	Present Zoning	
Type of Improvement:		Existing Sti	ructures o	n property	
Type of Work: New		☐ Addition		Demolition/Razing	
 Is the street on which the Is the street accepted by Does above-named prop 	the Township? erty provide adequate	surface drainage?	□ Yes □ Yes □ Yes	□ No □ No □ No	
3. What sanitary sewage dispersion4. Do any natural water countries	Septic tank 🗆 Other	r	or any ot		s
discharge water upon the	e lot or land?		☐ Yes	□ No	
Or from the lot or land?		in and subdivisi	□ Yes	□ No fined in the Richland Tov	vnshin
5. Will the work to be performance? If yes, was the Subdivision			□ Yes	□ No	,,,,,,,
Subdivision Name:			□ 162	L 140	
6. Has this parcel ever been	n before the Zoning He e of appearance:	aring Board?	□ Yes	□ No	
7. If razing, complete the H	istorical Preservation I	Requirements Section	on 1003 b		
I hereby certify that all the aborement herewith are true to the best of	ove statements and the my knowledge and be	ne statements cont lief.	ained in a	any papers or plans sub	mitted
	9	Signature of Applica	nt		
NOTE: This form is NOT a permit (Instructions for completing this for	t. Your permit will be is orm are on the instructi	ssued upon approvation sheet accompan	of your a	opplication by the Zoning (orm.)	Officer.
Issued By:	Inspected By	γ:		Date:	

RICHLAND TOWNSHIP

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

	COMPLETE ALL ITEMS	
Tax Parcel No.	Zoning Di	strict
Location of Building		
Cross Streets		
	TYPE AND COST OF BUILD Parts A – D must be comp	
A. TYPE OF IMPROVEMENT	D. PROPOSED USE - For "Wreck	ing" most recent use
 New building Addition (If residential enter number of new housing units added. If any in Part D.13 Alteration (See 2 above) Repair, replacement Wrecking (if multifamily residential enter number of units in building in Part D.13) Moving (relocation) Foundation only 	Residential 12. One Family 13. Two or more family- Number of units 14. Transient hotel, motel or Dormitory - Number of units 15. Garage 16. Carport 17. Other- Specify	22. Service station, repair garage23. Hospital, institutional24. Office, bank, professional25. School, library, other educational
B. OWNERSHIP		28. Other-Specify
8. Private (industrial, corporation, nonprofit institution. etc.) 9. Public (Federal, State or Local) C. COST 10. Cost of improvement to be installed but not included in the above cost a. Electrical b. Plumbing c. Heating, air conditioning d. Other (elevator, etc.)		Nonresidential - Describe in detail proposed use of building; e.g. food processing plant, machine shop, laundry, building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed enter proposed use.
11. Total cost of improvement	\$	
SELECTED CHARACTERISTICS OF THE BUILDING For new buildings and additions, complete Par	I G: rts E - L; for wrecking, complete on	ly part J
E. PRINCIPAL TYPE OF FRAME 30. Masonry (wall bearing) 31. Wood frame 32. Structural Steel 33. Reinforced concrete 34. Other-Specify	G. TYPE OF SEWAGE DISPOSAL 40. Public or private company 41. Private (septic tank, etc.) H. TYPE OF WATER SUPPLY 42. Public or private company	J. DIMENSIONS 46. Number of stories 47. Total square feet of floor area all floors, based on exterior or dimensions 48. Total land area, sq. ft.
F. PRINCIPAL TYPE OF HEATING FUEL 35. Gas 36. Oil 37. Electricity 38. Coal 39. Other - Specify	43. Private (well, cistern) 1. TYPE OF MECHANICAL 44. Will there be central air conditioning? □ Yes □ No 45. Will there be an elevator? □ Yes □ No	K. NUMBER OF OFF-STREET PARKING SPACES 49. Enclosed 50. Outdoors L. RESIDENTIAL BUILDINGS ONLY 51. Number of bedrooms 52. Number of bathrooms Full Partial

IDENTIFICATION - To be completed by all applicants

Name

Owner or Lessee								
Contractor	***************************************							
Architect or Engineer								
I hereby certify that the proposed application as his authorized agen	d work is author nt and we agree	ized by the owner to confirm to all a	r of record and that I hav pplicable laws of this juris	ve been au sdiction.	thorized b	y the ow	ner to make	this
Signature of Applicant	Add	Iress			Applicat	ion Date		
					<u> </u>			
VALIDA	ATION		FOR	DEPART	MENT US	E ONLY		
VALIDA Building Permit Number	ATION		FOR Use Group	DEPART	MENT US	E ONLY		
	ATION			DEPART	MENT US	E ONLY		
Building Permit Number	ATION \$		Use Group	DEPARTI	MENT US	E ONLY		

Approved by:

Title:

Mailing address

Number, Street, City, State

Telephone No.

Zip Code

Notes and Comments

Drain Tile

Plan review fee

The construction documents for new construction, alteration, repairs, expansion, addition or modification for buildings or structures shall be prepared by a registered design professional. All construction documents required for a building permit application shall be prepared by a registered design professional consistent with the professional registration laws of Pennsylvania. The construction documents shall include the name and address of he registered design professional and shall be signed, sealed and dated by the registered design professional in accordance with the professional registration laws of Pennsylvania.

Richland Township

1328 California Road, Suite A Quakertown, PA 18951 215-536-4066 – 215-538-3020 fax

		Application	on and Plumbing Permit	t	
Permit #					
Plumber			Lice	ense	
- • •			Dho	one	

Owner of Property					
Location of Property					
		Туре І	nstallation		
***************************************	Rearrang	gement and/or Add	itional Units		
	Applianc	e installation			
	Complet	e installation			
**************************************		e matamation			
MANAGEMENT AND	House				
- mary mark to hit Wee	Apartme	ent			
	Commer	cial			
	1 d	.1			
-	Industria	11			
	Renewa	/Replacement			
Fixtures	T		Number of	Fixtures	
Fixtures		First Floor	Second Floor	Basement	Other
/ater Closet/Urinal/Bide	t				
avatories					
athtubs					
athtubs w/ Shower					
nower					
nk					
arbage Disposal					
ish Washer					
othes Washer					
undry Tray					
rinking Fountain					
	1				
ot Tub/Sauna				1	
ot Tub/Sauna rease Traps					
ot Tub/Sauna rease Traps /ater Service Connectior	1				
ot Tub/Sauna rease Traps /ater Service Connection ose Bib ther	1				

Permit Charge

Approved for Issuance

Received Payment _____

Date _____

Workers' Compensation Insurance Coverage Information (attach to Building Permit application)

A.	The applicant is a contractor within the meaning of the Pennsylvania Workers' Compensation Law						
	☐ Yes	□ No					
	If the answer is "yes", complete Sections B and C bel	ow as appropriate.					
В.	Insurance Information						
	Name of Applicant						
	Federal or State Employer Identification No.						
	Applicant is a qualified self-insurer for workers' compensation						
	Certificate Attached						
	Name of Workers' Compensation Insurer						
	Workers' Compensation Insurance Policy No.						
	Certificate attached						
	Policy Expiration Date						
C.	Exemption Complete Section C if the applicant is a contractor claiming exemption from providing Workers' Compensation Insurance.						
	The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:						
	Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.						
	Religious exemption under the Workers' Compensation Law.						
	Subscribed and sworn to before me this day of, 20	Signature of Applicant					
	Notary Public	Address					
	My Commission Expires:	County					
		Municipality					

Impervious Surface Calculation Worksheet

Required for the following permits: Addition, Detached Garage, Covered Deck/Porch Enclosure, Paver Patio, Coping and Decking around In Ground Pool, Shed, Paved Driveway including Stone Driveway Areas and Other.

Along with the application submitted, you must provide a sketch plan identifying the property boundaries along with the existing and proposed improvements in relation to the required setback distances from all property lines.

Impervious Surface: A surface that does not absorb rain. All buildings, parking areas, driveways, roads, sidewalks and any areas in concrete, asphalt or packed stone shall be considered impervious surface within this definition. In addition, other areas determined by the Municipal Engineer to be impervious within the meaning of this definition shall also be classed as impervious surfaces.

A.	Lot size (1 Acre= 43,560 square feet):	sq.ft.
Exist	ing	
В.	House Footprint	sq.ft.
C.	Driveway(s)/Parking Lot(s)	sq.ft.
D.	Walkway(s)/Sidewalk(s)	sq.ft.
E.	Porches	sq.ft.
F.	Patio(s)	sq.ft.
G.	Roofed Deck	sq.ft.
Н.	Accessory Structures/Garage	sq.ft.
l.	Sheds (160 sq. ft. or less)	sq.ft.
J.	Coping and Paving around In Ground Pools	sq.ft.
K.	Miscellaneous/Other	sq.ft.
L.	Existing Impervious Surface Subtotal (add B through K)	sq.ft.
Prop	osed	
M.	Proposed Construction	sq.ft.
N.	Total Impervious Surface Post Construction (L + M)	sq.ft.
Ο.	Proposed Impervious Percentage (N divided by A)	%

It is noted that any improvement in excess of 1,000 sq. ft. of land disturbance will require the submittal of a grading, excavation, erosion and sedimentation application in accordance with Chapter 9 Part 1 Earth Disturbance of the Code of Ordinances of Richland Township.

APPLICATION FOR BUILDING AND ZONING PERMITS

PERMITS ARE REQUIRED WHEN:

- 1. Change of Use of Occupancy is involved.
- 2. Construction of a new building.
- 3. Structural alterations or repairs are made.
- 4. Adding new structure, additions, or dwelling units.
- 5. For fences, sheds, swimming pools, patios, parking lots and driveways.
- 6. Plumbing fixtures are installed or replaced.
- Moving or relocating a building.
- 8. Demolition, razing
- 9. Earth Disturbance over 1,000 square feet (see Chapter 9, Part 1)
- 10. Alteration of Basements

WHO MAY APPLY FOR PERMITS

Zoning and Building permit applications and permits may be applied for and obtained by Owner, Contractor and/or authorized agent. A contractor is preferred for any major construction (i.e. new residence).

WHERE TO APPLY FOR A PERMIT:

Richland Township Municipal Administration Building 1328 California Road, Quakertown, PA 18951 8:30 a.m.to 4:30 p.m. Monday - Friday

MAILING ADDRESS: 1328 California Road, Suite A, Quakertown, PA 18951

The Zoning/Code Enforcement department does not have scheduled office hours. Appointments can be made by calling 215-536-4066.

APPLICATION FOR BUILDING AND ZONING PERMITS

All applications for Building and Zoning Permits should include the following:

- 1. Application (available at the Township Building or on our website www.richlandtownship.org) with the following information:
 - a. Plot plan including lot dimensions, building setbacks, proposed construction location, existing structures, and easements.
 - b. Description of proposed construction.
 - c. Estimated cost of construction.
 - d. Type of occupancy (present use and proposed use).
 - e. Types of utility service (heat, water, sewer, etc.).
 - f. Name, address, and phone number of owner, contractor and authorized agent.
- 2. All Commercial, Office and Industrial Uses over 5,000 sq. ft. or on three (3) or more acres of land must be reviewed by the Township Planning Commission and Engineer and approved by the Township Board of Supervisors.

- 3. Approval of Sewage Disposal from Bucks County Water and Sewer Authority or Bucks County Department of Health prior to issuance of building permits.
- 4. Highway Occupancy Permit must be obtained prior to issuance of permits. (PennDOT has jurisdiction of permits along state-owned highways).
- 5. Two sets of building plans. (one will be returned).
 - a. Must show floor layout with dimensions.
 - b. Cross cut detail of proposed fixtures.
 - c. Must show all plumbing fixtures.
 - Approvals when required by the Pennsylvania Department of Labor and Industry.

Generally, all applications will be reviewed within fifteen (15) working days upon submission.

APPLICATION FOR BUILDING AND ZONING PERMITS FOR DEMOLITION/RAZING

ALL APPLICATIONS SHALL BE ACCOMPANIED BY AN INFORMAL SKETCH PLAN SHOWING THE LOCATION OF ALL HISTORIC STRUCTURES AND RESOURCES ON THE SITE. NO ADDITIONAL FEES ARE REQUIRED. THE PLAN WILL STATE OR CONTAIN THE FOLLOWING:

- 1. Owner of record
- 2. Location of all buildings, foundations, walls, ruins, historic trees and any other features on the location
- 3. Approximate age of the main structure or resource
- 4. Interior and exterior photographs of the buildings to be taken by the owner at the Township's expense for film and development or by the Township with the permission of the owner after the site to be demolished is vacated. Photographs of the landscape to be taken by the owner at the Township's expense for film and development or by the Township with the permission of the owner after the site to be demolished is vacated
- 5. Explanation of the reasons for the demolition
- 6. Future proposed uses of the site
- 7. What will be done with the materials from the demolished resource

Richland Township will review the application, conduct an examination of the structure or resource, and make a recommendation to the Board of Supervisors within fifteen (15) working days of receipt of the application from the Zoning Officer.

Richland Township may request a development site of historical significance be inspected by an archaeologist for a possible archaeological dig and or certified report regarding the structural stability of the resource.

GENERAL BUILDING GUIDELINES

- 1. All permits must be approved and fees paid prior to starting actual work. Fees are based on type, size and cost of construction.
- 2. There are 3 basic inspections: foundation or footing, framing, and final. (Inspections are noted on permit cards).
- 3. Code Enforcement department requires 24 hours notice for all inspections.
- 4. Contractor is responsible for notifying office for all inspections.
- 5. Permit cards must be visibly displayed.
- 6. Building Inspector must be notified of all structural changes in construction after permit is issued.
- 7. Final inspections must be made and Certificate of Occupancy issued prior to occupation of any structure.
- 8. Applicant is responsible for obtaining the necessary electrical inspections and approvals.
- 9. All construction must commence within six (6) months from date the permit is issued.
- 10. Permit fees are non-refundable.
- 11. Approved building plans must be available at the construction site at all times.

ALL CONSTRUCTION MUST CONFORM TO THE REQUIREMENTS AND SPECIFICATIONS OF THE <u>ICC BASIC BUILDING</u> <u>CODES</u>, AS ADOPTED BY RICHLAND TOWNSHIP AND ALL OTHER MUNICIPAL, STATE AND FEDERAL REGULATIONS.

ELECTRIC INSPECTION AGENCIES

Code Inspections, Inc.	245 672 0400
603 Horsham Road	215-672-9400
Horsham, PA 19044	
Key-Codes Inspection Agency	
P.O. Box 391	610-866-9663
Bethlehem, PA 18106	
Lehigh Valley Inspection Service	
P.O. Box 423	610-395-3827
Orefield, PA 18069	
Middle Atlantic Electrical Inspections, Inc.	
302 E. Pennsylvania Blvd.	215-322-2626
Feasterville-Trevose, PA 19053	
United Inspection Agency	
716 North Bethlehem Pike, Suite 300	215-542-9977
Lower Gwynedd, PA 19002	
Bureau Veritas North America	
857 Sussex Blvd.	610-543-3925
Broomall, PA 19008	
Underwriters Inspection Services, Inc.	
P.O. Box 416	610-495-2803
Royersford, PA 19468	
First PA Inspections, Inc.	
419 Sunnemeade Ave.	215-674-2355
Warminster, PA 18974	
M&M Inspections	
P.O. Box 3183	610-258-2906
Palmer, PA 18043	

RICHLAND TOWNSHIP ZONING DEPARTMENT

1328 California Rd., Suite A, Quakertown, PA 18951 215-536-4066 (Phone) 215-538-3020 (Fax)

EROSION AND SEDIMENTATION CONTROL AND GRADING PERMIT APPLICATION

(aka Earth Disturbance Permit Application)

The undersigned hereby makes application for permit in accordance with the provisions of Chapter 9, Part 1 of the Code of Ordinances of Richard Township, Bucks County, PA. Establishing regulations and standards to govern and regulate the grading of land, the modification of natural terrain, the alteration of drainage, the maintenance of drainage necessary to control soil erosion, the issuance of grading permits, providing for the enforcement thereof and providing for penalties in the event of violation thereof.

Date of Application	PERMIT NO
DEVELOPER/OWNER NFORMATION	
Name	Tax Parcel No
Address	Lot No.
	Subdivision
Phone No.	Fax No.
CONTRACTOR/BUILDER IFORMATION	
Name	Phone No.
Address	
	Applicant's Signature
(7	FORMATION/CERTIFICATION Township Use Only) te Paid Accepted By
THIS PERMIT IS CONTINGENT UPON THE RICHLAND TOW	te Paid Accepted By NSHIP ENGINEER, OR HIS DESIGNEE, HAVING THE RIGHT AT ANY TIME PRIOR, PREMISES TO INSPECT THE STORMWATER MANAGEMENT FACILITIES.
ATE APPROVED	TWP. ENGINEER
PPROVED FOR OCCUPANCY Eng. Initials	APPROVED FOR TEMPORARY OCCUPANCY Eng. Initials
eficiencies (if applicable)	

RICHLAND TOWNSHIP

MINIMUM REQUIREMENTS FOR THE SUBMITTAL OF AN APPLICATION FOR EROSION AND SEDIMENTATION CONTROL AND GRADING PERMIT

- A. Application The applicant shall submit a completed application on Forms supplied by the Township in triplicate.
- B. Permit The applicant shall attach to the completed application, in triplicate, a plan by a registered Professional Engineer (P.E.) or Professional Land Surveyor (P.L.S.) indicating the following minimum requirements.
 - 1. General Information
 - a. Plan size minimum 8-1/2" x 14"
 - b. Scale not less than 1" = 50'
 - c. Contour interval not more than 2'
 - d. Subdivision name
 - e. Tax-Map Parcel No. and Lot No.
 - f. Date
 - g. Acreage
 - h. Plan preparer/Registered Engineer or Land Surveyor.
 - 2. Existing Features
 - a. Topography
 - b. Vegetation
 - c. Water Courses
 - d. Manmade Features
 - e. Boundary Line Survey
 - f. Soil Types
 - 3. Proposed Features
 - a. Structure location with building dimensions
 - b. Setback dimensions and floor elevations
 - c. Proposed finished contours
 - d. Spot elevations and surface water flow arrows
 - f. Waste disposal systems
 - g. Wells
 - h. Soil erosion and sedimentation control measures to be established prior to construction.
- C. Time Schedule A time schedule stating the anticipated starting and completion dates of the development sequence, the expected date of completion and construction of each of the measures referred to in Subsection (4) herein, and the time of exposure of each area prior to the completion of such measures.
- D. Grading Plan A grading plan of the same scale as Subsection (2) (i.e. topographical survey) herein showing and describing all changes to the site including cuts, fills, structures, paving, utilities, rights-of-ways and easements. Also to be shown on the plan is the exact location of on-site waste disposal systems, wells, and reserve waste disposal system areas.
- E. Final proposed topographical survey showing depiction of site in detail after completion of all construction activity.
- F. Additional requirements See Chapter 9 Part 1 Earth Disturbance of the Code of Ordinances of Richland Township

RICHLAND TOWNSHIP PLOT PLAN REQUIREMENTS

Rev. 03/06

All EDPA plot plans shall contain the following information and meet the following criteria:

- Drawn at a scale of one (1) inch equals fifty (50) feet, or greatest, with all elevations established by the Builder or Owner's Engineer or Land Survey or drawn in accordance with an accurate boundary line survey.
- 2. Dated, signed and sealed by the registered Engineer or Land Surveyor preparing the plot plan.
- 3. The name(s) of the Person(s)/Organization(s) and the Development must be shown on the Plan. Plot plans must also show the name of the person or organization for which the plot plan is being prepared, if different
- 4. The name of the Subdivision if applicable.
- 5. Tax Map Parcel Number.
- 6. The gross and net lot area in square feet and/or acreage.
- 7. The Zoning District and applicable information.
- 8. A North point.
- Dimensions, bearings and lot numbers as delineated on the Final Recorded Subdivision and Land Development Plan of Record or boundary line survey.
- 10. All existing and proposed property monumentation.
- 11. Proper zoning building setback lines indicating the front yard, rear yard, and side yards. On a corner lot, the property front yard setback shall be shown as provided by the Zoning Ordinance.
- 12. Streets widths, right-of-ways, etc. shall be properly marked with dimensions according to plans of record.
- 13. The building area in square feet.
- The proposed and maximum permitted impervious lot coverages. (Must perform site capacity calculations 27-511).
- 15. A depiction of the location of all existing structures, vegetation and water courses.
- 16. If not part of a larger development, the location of property showing the nearest intersecting street and distance in feet and decimal parts thereof of property there from.
- 17. Soil types shown and defined, unless part of a larger approved subdivision.
- 18. A depiction of the size and location of all new construction including the exact building footprint and/or site layout with dimensions.
- 19. Proposed setback distances between buildings, property lines and the established street right-of-ways and grades from all sides of the proposed new construction .
- The location, site layout, and capacity (if necessary) of the areas to be used for motor vehicle access and offstreet parking.
- 21. All drainage and utility easements, restrictions, deed-restricted open space, utility structures, existing structures, natural land features and surrounding properties shall be identified.
- 22. Existing and proposed topographical site information at a contour interval of not less than two (2) feet.
- 23. Spot ground surface elevations at all critical locations (with surface water flow arrows as necessary).
- 24. The location, dimensions, and layout of the open spaces, yards, and buffer yards including methods to be employed for screening, where applicable.

- 25. The location and species/size of all proposed street trees or other special landscape requirements.
- 26. Proposed basement, garage, and first floor elevations. The first floor elevation shall be set in a proper relationship to the existing elevations on the surrounding lots.
- 27. The driveway slope between the right-of-way line and the garage. Refer to Ordinance and/or approved Subdivision Plans for limitations. Occasionally, it may be necessary to establish the slope between the curb and the right-of-way line as well.
- 28. All existing and proposed utilities including water service and sanitary sewer lateral or well and septic system.
- 29. Erosion and sedimentation controls 1 if not part of a larger approved plan.
- 30. Plot plans shall indicate the proposed method for discharge of stormwater runoff and surface waters from the premises, including proposed grading, whether generated by the improvements themselves or by water passing through the property from other sources, as applicable. If not part of a larger approved land development7 then the plan must meet the requirements of the Township's Stormwater Ordinance.
- 31. Copies of all approval/permits from all agencies having jurisdiction on any aspect of the project including, but not limited to, Bucks County Conservation District, Bucks County Health Department₁ Pennsylvania Department of Transportation, and PA Department of Environmental Protection.
- 32. Additional information may be required based on individual site conditions or development situations.