



**PLYMOUTH TOWNSHIP**

**RESIDENTIAL CODE PACKAGE AND  
INSPECTION REQUIREMENTS  
January 2010**



**Effective immediately the following permit applications must be submitted to the Municipal Code official at one time along with 3 complete sets of plans, plus one extra plumbing plan.**

- **Building**
- **Site**
- **Electrical**
- **HVAC**
- **Tele/data**
- **Plumbing total of 4 drawings (Requires 1xtra set of separate drawings.) All drawings must be signed and sealed**
- **Fire Protection, including alarm and sprinkler (Requires 3 sets of separate drawings and required documentation. All drawings must be signed and sealed)**
- **Retaining walls (Require 3 sets of signed and sealed drawings with 3 copies of all calculations and soil reports**

**PLANS WILL BE REVIEWED WITHIN 15 WORKING DAYS OF RECIPT OF COMPLETE SUBMISSIONN**

PLYMOUTH  
MONTGOMERY COUNTY



TOWNSHIP  
PENNSYLVANIA

CODE ENFORCEMENT  
700 BELVOIR ROAD  
PLYMOUTH MEETING, PA 19462  
PHONE: 610-277-4103  
FAX: 610-277-4335

### CODE LIST FOR PLYMOUTH TOWNSHIP

The following are the current codes enforced by Plymouth Township:

- International Fire Code 2009
- International Residential Code 2009
- International Electrical Code 2009
- National Electric Code, 2008
- International Energy Code, 2009
- ICC/ANSI A117.1 2003
- NFPA 13D, 2002
- NFPA 72, 2002
- SPRINKLERS ARE REQUIRED UNDER PLYMOUTH TOWNSHIP FIRE CODE
- Other codes as referenced by the above codes

Land development and zoning approvals must be obtained prior to plan submission.

All permit applications shall include (3) three sets of *original complete* plans with the original seals from architect and engineers. Plus one extra copy of plumbing plans for our plumbing inspector.

NOTE: The contractor may submit drawings without an architect or engineer seal. However, if plans are found to be unsafe or structurally inadequate revised plans must be signed and sealed by an Architect and/or Engineer(s).

We will review and stamp each approved set of drawings. **One set will be returned at the time the permit is picked up and must be kept on site.**

**\*All submissions must be complete. A complete submission shall include Building, Plumbing, Mechanical, Use and Occupancy and Electrical applications, Fees, Construction contracts and plans. (Penn Dot Highway occupancy permits must be submitted where required.) Submissions missing any of these items will be rejected at the counter.**

**Energy Code information must be submitted with Building Permit application per submission requirements.**

**\*\*Information submitted via fax machine will not be accepted.**

**Plan review for residential permits will be 15 working days from date of complete submission.**

## When is a permit required?

An ordinary repair does not require a permit.

**The following are not ordinary repairs:**

- (1) Cutting away a wall, partition or portion of a wall.**
- (2) The removal or cutting of any structural beam or load-bearing support.**
- (3) The removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements.**
- (4) The addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical.**

(a) A permit is not required for the installation, alteration or repair of generation, transmission, distribution, metering or other related equipment that is, by established right, under the ownership and control of a public utility as the term "public utility" is defined in 66 Pa.C.S. § 102 (relating to the definitions).

The following is a list of residential work is considered ordinary repairs and that do not require a permit from Plymouth Township.

### **I. Building Construction:**

- Exterior or interior painting, papering, tiling, carpeting, flooring, cabinets, counter tops and similar finishing work.
- Any agricultural building
- Utility and miscellaneous use structures that are accessory to detached one-family dwellings having a building area less than 1000 square feet. The term includes
  1. Carports\*
  2. Detached private garages\*
  3. Greenhouses \*
  4. Sheds\*

**\* Note that a Zoning Permit is required prior to construction for the above accessory structures\***

### **The term does not include swimming pools or spas except as excluded below**

- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment accessory to a one-or two-family dwelling.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- Replacement of glass in any window or door. The replacement glass shall comply with the minimum requirements of the "International Residential Code."
- Installation and replacement of a window, door, garage door, storm window and storm door in the same opening if the dimensions or framing of the original opening are not altered. The installation of means of egress and emergency escape windows may be made in the same opening, without altering the dimensions or framing of the original opening if the required height, width or net clear opening of the previous window or door assembly is not reduced.
- Replacement of existing roof material that does not exceed 25% of the total roof area performed within any 12-month period.
- Replacement of existing siding.
- Repair or replacement of any part of a porch or stoop which does not structurally support a roof located above the porch or stoop.
- Installation of additional roll or batt insulation.
- Replacement of exterior rainwater gutters and leaders.

**II. Minor electrical work for the following:**

- Replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles
- Replacement of a receptacle, switch or lighting fixture rated at 20 amps or less and operating at less than 150 volts to ground with a like or similar item. This does not include replacement of receptacles in locations where ground-fault circuit interrupter protection is required.
- Replacement of installed electrically operated equipment such as doorbells, communication systems and any motor operated device.
- Installation, alteration or rearrangement of communications wiring.
- Replacement of dishwashers.
- Replacement of kitchen range hoods.
- Installation of battery-powered smoke detectors.

**III. The following gas work:**

- Portable heating, cooking or portable clothes drying appliances.
- Replacement of a minor part that does not alter approval of equipment or make this equipment unsafe.
- A portable fuel cell appliance that is not connected to a fixed piping system and is not interconnected to a power grid.

**IV. The following mechanical work or equipment:**

- A portable heating appliance.
- Portable ventilation appliances.
- A portable cooling unit.
- Steam, hot or chilled water piping within any heating or cooling equipment governed under the Uniform Construction Code.
- Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.
- Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are put into action by motors 1 horsepower.
- Portable evaporative cooler.
- A portable fuel cell appliance that is not connected to a fixed piping system and is not interconnected to a power grid.

**V. The following plumbing work:**

- Replacement of bib valves if the replacement hose bib valves are provided with an approved atmospheric vacuum breaker.
- Refinishing of existing fixtures.
- Replacement of ball cocks.
- Repair of leaks.
- Clearance of stoppages.
- Replacement of faucets or working parts of faucets.
- Replacement of traps.
- Replacement of a water closet, lavatory or kitchen sink in an existing location
- Replacement of domestic clothes washers and dishwashers.

**VI. The following heating, ventilation and air conditioning work:**

- Replacement of motors, pumps and fans of the same capacity.
- Repair and replacement of heating, supply and return piping and radiation elements which do not require rearrangement of the piping system.
- Repair and replacement of duct work.
- Repair and replacement of air conditioning equipment and systems.
- Repair and replacement of control devices for heating and air conditioning equipment.
- Replacement of kitchen range hoods.

- Replacement of clothes dryers if there is no change in fuel type, location or electrical requirements.
- Replacement of stoves and ovens if there is no change in fuel type, location or electrical characteristics.

**Any work not listed above requires the appropriate permit from Plymouth Township.**

## REQUIRED RESIDENTIAL CONSTRUCTION DOCUMENTS

All plans must be signed and sealed by the registered design professional responsible for this work

**ZONING APPROVAL:** Copies of all zoning variances must be supplied at time of permit s submission

**SITE PLAN:** Scaled drawing, which shows the size and location of all new construction and all existing structures on the site. Distances from structure(s) to lot lines and other structures on the property. Impervious and building coverage must be shown on plan.

**SOILS REPORT:** Results of soil investigation that determines the allowable soil bearing pressure to be used by the design professional in the foundation design. Soils report is required for all new buildings.

**SPECIFICATIONS:** Manufacturer installation instructions for all appliances and equipment to be installed.

**ARCHITECTURAL:** Dimensioned plans for each floor level that shows room layouts and use of space. Also includes elevation views; wall sections; schedules for window, flashing details, door and finishes; stair dimension and details, such as, riser height, tread width, guard/handrail height and headroom dimension.

**P** **STRUCTURAL:** Typical floor and roof framing plans. The plan(s) shall include details of connections, size of members, materials to be used, grade and species of all material, all the information required to erect the joists, beams, rafters, columns, or girders within the structure.

**L** **FOUNDATION:** Included on the dimensioned plan are the allowable soil bearing pressure, the depth of the foundation, and the proposed materials to construct the foundation.

**A** **FIRE PROTECTION:** When required, the construction documents may include a submission for the automatic fire suppression system, the fire alarm system, smoke control system, single/multiple station detectors

**N** **MECHANICAL:** Location, size and listed/labeled information for all equipment and appliances that comprise parts of the buildings mechanical system. Ventilation and exhaust calculations, schedules, supply and exhaust ductwork, chimney termination, materials, and any other information required to complete the buildings HVAC system.

**S** **PLUMBING:** Includes isometric riser diagrams for the potable water supply and the drain waste & vent systems with the location and materials specified for all the piping and fixtures within the plumbing system. Also details of special devices (backflow preventer, grease traps, etc.) shall be shown. Storm water drainage calculations and devices shall be included in the submission.

**ELECTRICAL:** Service entrance conductors, grounding, and overcurrent protection location, material methods and methods, disconnect location and type of all electrical devices, **load calculations** and the location of emergency lighting & exit signs. **Inspection agency must be from approved Township Listing**

**ENERGY:** All plan submissions must include energy calculations based on the International Energy Code and using the Res-Check software Program. The Program is free and downloadable from <http://www.energycodes.gov/rescheck/download.stm>

**NOTE:** See the PLAN SUBMISSION STANDARDS section for additional requirements.



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ADDRESS REPLY TO

**Municipal Code Official**

**Residential Inspection Requirements  
Plymouth Township Code Enforcement Department**

**Plymouth Township may require other inspections as deemed necessary in the field.**

1. A minimum of **48 hours notice** shall be provided for the purpose of scheduling inspections including re-inspection.
2. A minimum of **72 Hours** notice required for all fire protection inspections
3. Additional inspections shall be charged at \$150.00 per hour with a 1 hour minimum charge
4. **Required inspections shall be as follows:**

- A.** **A**ll concrete, including footings, walls and slabs, prior to placement of concrete. All reinforcing rods and wire mesh must be in place at time of inspection. **Concrete shall not be released until the inspection is completed and approved.**
- B.** **F**oundations after damp proofing/waterproofing and drainage have been installed. **Foundation walls shall not be backfilled until the first floor deck is installed or the walls are braced internally.**

*\*\*A first floor elevation certification is required to be submitted to Plymouth Township prior to scheduling a backfill inspection.\*\**

- C.** **E**LECTRICAL, SERVICE, ROUGH WIRING AND FINAL: performed by an approved third party inspection agency. (List attached)
- D.** **H**ard-wired smoke detector wiring must be installed at the time the rough electrical inspection is done
- E.** **W**all sheathing, prior to covering
- F.** **F**raming of all walls, floors and ceilings prior to concealment. Inspection is not to be scheduled until all electrical, mechanical, plumbing and sprinkler work is roughed in and inspected. Partial framing inspections will not be done.
- G.** **D**eck framing prior to installation of deck boards
- H.** **I**nsulation
- I.** **F**ire stopping and taping inspection for any required rated wall

**J.** **S**prinkler inspection.

**K.** **P**lumbing Inspection, rough and final

**L.** **F**inal Inspection/Use and Occupancy Inspection. This inspection must be completed prior to the occupancy of the building.

**All outstanding fees must be paid prior to scheduling this inspection**

**M.** **O**ther inspections as deemed necessary by the Building Inspector

5. ***Special inspections shall be required for the following items as determined by Building Inspector:***

***a. Soils***

***b. Concrete Construction, including footings and slab placement, mix and proper strength***

***c. Masonry***

***d. Steel***

***e. Welding***

***f. E.I.F.S. (if applicable)***

Above inspections shall be conducted by an approved inspection agency.

4. Report requirement:

Special inspectors shall keep records of all inspections. The special inspector shall furnish inspection reports to the code official on a **daily basis**, and to the registered design professional in responsible charge. All discrepancies shall be brought to the immediate attention of the contractor for correction and noted on the daily report. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the code official and to the registered design professional in responsible charge prior to the completion of that phase of the work.

A final report of inspections documenting completion of all required special inspections and correction of any discrepancies noted in the inspections shall be submitted prior to the issuance of a certificate of occupancy. Interim reports shall be submitted periodically at a frequency agreed upon by the permit applicant and the code official prior to the start of work. (Not more than 3 week intervals)

6. Deviations or changes to the approved plans must be submitted for approval prior to performing any work associated with the change

7. All work shall be conducted in a professional and workmanlike manner consistent with all Plymouth Township Codes, approved drawings, as well as Pennsylvania and Federal Regulations.



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**Hard-wired smoke detectors must be installed in this residence in compliance with Section 6-22 of the Plymouth Township Fire Code**

**Sec. 6-22. Installation requirements.**

**(a) Smoke detectors required.** Smoke detectors shall be installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the dwelling, including basements and cellars, but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels, a smoke detector need be installed only on the upper level, provided the lower level is less than one full story below the upper level, except that if there is a door between levels, then a detector is required on each level. All detectors shall be interconnected such that the actuation of one alarm will actuate all the alarms in the individual unit and shall provide an alarm which will be audible in all sleeping areas. All detectors shall be approved and listed and shall be installed in accordance with the manufacturer's instructions.

**(b) Alterations, repairs and additions.** When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the entire building shall be provided with smoke detectors located as required for new dwellings; the smoke detectors are not required to be interconnected unless other remodeling considerations require removal of appropriate wall and ceiling coverings to facilitate concealed interconnected wiring.

**(c) Power source.** Required smoke detectors shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for over current protection. Smoke detectors may be battery operated when installed in buildings without commercial power.

*All wiring must be installed at the time the rough framing inspection is completed*



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**PERMIT FEES 2010**  
**RESIDENTIAL PLAN REVIEW AND INSPECTION FEES**

\*\*\* A \$4.00 surcharge in accordance with the Uniform Construction Code is required for all permits \*\*\*

Fees for residential alterations, additions, installations, and repairs are based on contract price. A copy of the signed contract **MUST** accompany ALL permit applications. \*\* Or your request will be considered incomplete and turned away at the counter or upon clerk review. Included but not limited to fences, pools, plumbing, demolition, HVAC, electrical, concrete pads, sidewalks, decks and some garages.

\*All permit fees tally as follows- Plan review & inspection Figure + 20% administrative (x .20) + 4.00 State UCC fee = TOTAL PERMIT FEE - See Example below

Residential Construction Valuation	Plan review & inspection Fee
\$1.00 ~ \$1,000.00	\$55.00
\$1,001.00 ~ \$5,000.00	\$100.00
\$5,001.00 ~ \$10,000.00	\$220.00
\$10,001.00 ~ \$25,000.00	\$220.00 For the first \$10,000.00 Plus \$13.08 for each additional \$1,000.00
\$25,001.00 ~ \$50,000.00	\$416.20 For the first \$25,000.00 Plus \$10.10 for each additional \$1,000.00
\$50,001.00 ~ \$100,000.00	\$668.70 For the first \$50,000.00 Plus \$7.00 for each additional \$1,000.00
\$100,001.00 ~ \$500,000.00	\$1,018.70 For the first \$100,000.00 Plus \$5.60 for each additional \$1,000.00
\$501,000.00 ~ \$1,000,000.00	\$3,258.70 Fr the first \$500,000.00 Plus \$4.75 for each additional \$1,000.00
\$1,000,001.00 and up	\$5,633.70 Fr the first \$1,000,000.00 Plus \$4.15 for each additional \$1,000.00

**Residential Use and Occupancy permit \$50.00**

\* If deemed necessary by the Code Official, Special Engineering reviews and inspections are an additional cost.

\*Additional inspections over and above the initial and follow up inspection will be billed to the contractor at \$150.00 per inspection. Additional plan reviews caused by field revisions will be billed at the prevailing rate. All fees will be paid prior to final U & O Inspection.

EXAMPLE.....

Plan Review & Inspection Fee	+	
Plus 20% Admin. (x.2)	+	
State fee UCC	+	\$4.00
TOTAL PERMIT FEE	=	



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**COMMERCIAL PLAN REVIEW FEES**

**\*All permit fees tally as follows- Plan review figure, plus inspection figure + 20% administrative (x .20) + 4.00 State UCC fee = TOTAL PERMIT FEE - See Example below**

Commercial Valuation	Plan Review Fee
\$1.00 to \$10,000.00	\$250.00
\$10,001.00 to \$25,000.00	\$250.00 for the first \$10,000.00 or fraction Plus \$5.10 for each additional \$1,000.00
\$25,001.00 to \$50,000.00	\$326.80 for the first \$25,000.00 Plus \$6.57 for each additional \$1,000.00
\$50,001.00 to \$100,000.00	\$490.75 for the first \$50,000.00 Plus \$4.55 for each additional \$1,000.00
\$100,001.00 to \$500,000.00	\$718.25 for the first \$100,000.00 Plus \$3.64 for each additional \$1,000.00
\$500,001.00 to \$1,000,000.00	\$2,171.25 for the first \$500,000.00 Plus \$3.09 for each additional \$1,000.00
\$1,000,001.00 and up	\$3,716.25 for the first \$1,000,000.00 Plus \$2.55 for each additional \$1,000.00

**COMMERCIAL INSPECTION FEES**

Commercial Valuation	Inspection Fee
\$1.00 to \$10,000.00	\$195.00
\$10,001.00 to \$25,000.00	\$195.00 for the first \$10,000.00 Plus \$13.08 for each additional \$1,000.00
\$25,001.00 to \$50,000.00	\$391.20 for the first \$25,000.00 Plus \$10.10 for each additional \$1,000.00
\$50,001.00 to \$100,000.00	\$643.70 for the first \$50,000.00 Plus \$7.00 for each additional \$1,000.00
\$100,001.00 to \$500,000.00	\$993.70 for the first \$100,000.00 Plus \$5.60 for each additional \$1,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.70 for the first \$500,000.00 Plus \$4.75 for each additional \$1,000.00
\$1,000,001.00 and up	\$5,608.70 for the first \$1,000,000.00 Plus \$4.15 for each additional \$1,000.00

**\*A 20% ADMINISTRATION FEE WILL BE ADDED TO THE ABOVE COSTS BY PLYMOUTH TOWNSHIP. EXAMPLE**

Plan Review Fee	+	
Inspection Fee	+	
SUBTOTAL	=	
Plus 20% Admin.(x.2)	+	
State fee	+	\$4.00
TOTAL PERMIT FEE =		



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**Information for Deck Plans**

3 Sets of plans needed showing the following

- ◆ Site plan showing distance to rear and side property lines
- ◆ Manufacturer specifications for the pressure treated lumber\*
- ◆ Manufacturer specifications for all hangers, nails screws and connectors\*
- ◆ Dimensions and spacing of beams and joists
- ◆ Footing location and dimensions
- ◆ Stair detail, including rise and run
- ◆ Railing detail, including cross section details for handrails
- ◆ Guard height and details
- ◆ Details for attachment to house
- ◆ Details for connection of post and beam. **Notching of post is not acceptable without an engineers seal for connection and bolts.**
- ◆ All connections must use approved hangers or connectors. **Toe nailing is no longer permitted under the 2006 IRC**

**\*Due to the corrosive nature of the new pressure treated lumber, all joist hangers, nails, bolts, anchors, connectors and screws must be a minimum of G185 Hot dipped galvanized or stainless steel. No Exceptions. \***

**Submissions must have all of the above information plus a completed permit application with fees.**



## DEMOLITION OF STRUCTURES

Demolition of structures shall comply with Chapter 33 of the IBC and the following provisions

### Extermination Letter

An extermination letter must accompany any application for demolition as well as a site plan showing the properties to be demolished. In addition the following requirements must be met prior to the permit being issued:

**THE CONTRACTOR OR OWNER IS RESPONSIBLE TO COMPLY WITH THE DEP ASBESTOS REMOVAL PROGRAM. THE FORMS AND INSTRUCTIONS ARE LOCATED AT**

[http://www.dep.state.pa.us/dep/deputate/AIRWASTE/AQ/asbestos/docs/2700\\_fm\\_aq0021\\_inst.doc](http://www.dep.state.pa.us/dep/deputate/AIRWASTE/AQ/asbestos/docs/2700_fm_aq0021_inst.doc)

### SECTION 3303 DEMOLITION

#### 3303.1 Construction documents.

Construction documents and a schedule for demolition must be submitted. No work shall be done until such construction documents or schedule, or both, are approved.

#### 3303.2 Pedestrian protection.

The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.

#### 3303.4 Vacant lot.

Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

#### 3303.5 Water accumulation.

Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

#### 3303.6 Utility connections.

Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the authority having jurisdiction.

#### 3306.9 Adjacent to excavations.

Every demolition and/or excavation shall be enclosed with a barrier not less than 6 feet (1829 mm) high. Barriers shall be of adequate strength to resist wind pressure as specified in Chapter 16.

### PROTECTION OF ADJOINING PROPERTY

#### 3307.1 Protection required.

Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

**The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.**



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### **Shed and Garage Requirements and Limitations**

#### **Detached Garage limitations**

**Size:** Maximum size of 24' X 32'

**Height:** 16 feet

**Location:** Located at least 10 feet farther back from the front street line and the rearmost portion of the main dwelling. Not closer than 4 feet from the rear and side lot lines in all Zoning Districts except for D Residential and D-1 Residential Districts, where the distances to the rear and side lot line shall be not less than 3 feet. Provide a site plan showing the location of the structure.

**Foundation:** Garages must be has a concrete foundation, minimum depth of 36 inches and minimum width of 10" depending on size and height.

#### **Shed Limitations**

**Size:** Maximum size of 12' x 12'

**Height:** 12 feet

**Location:** Located at least 10 feet farther back from the front street line and the rearmost portion of the main dwelling. Not closer than 4 feet from the rear and side lot lines in all Zoning Districts except for D Residential and D-1 Residential Districts, where the distances to the rear and side lot line shall be not less than 3 feet.

**Anchoring:** Shed must be anchored to prevent uplift from winds

#### **Required Permits:**

- 1. A Building Permit, Use and Occupancy permit and Electrical permit is required for any attached garage**
- 2. A Use & Occupancy permit is required and must be submitted and approved prior to the start of construction for any shed and a detached garage, accessory to single family detached dwellings. Buildings in this category are exempt from building permits but must still be constructed in accordance with the Building Code.**

**PLYMOUTH TOWNSHIP**  
**Ph. 610-277-4104 Fax. 610-277-4335**

**BUILDING PERMIT APPLICATION**

Application must be filled out completely or it will be rejected. Fees must accompany all applications

**Date:** \_\_\_\_\_

I (We) hereby make application for a permit to perform or construct: \_\_\_\_\_

Location of work to be done: \_\_\_\_\_

**Occupancy Type: (check one)**

- Residential     Office/Business     Mercantile     Assembly     Utility     Industrial/Factory  
 Educational     Institutional     Storage     High Hazard     Pool

**Type of Work:**     New Home     New Building     Addition     Renovation     Garage     Tenant Fit-out

Roofing     Siding     Shed     Deck     Other \_\_\_\_\_

Work proposed and materials to be used (if complete plans or sketches are not attached):

\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Cost of construction: \$ \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Owners Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor Co. Name: \_\_\_\_\_ Contractor Name or Contact Person \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**The applicant acknowledges his/her responsibility to be familiar with and comply with the requirements of all codes, as amended, and all ordinances of Plymouth Township, including but not limited to the Building Code, Zoning Code, Plumbing Code, Health Code, Fire Code, Housing Code, and Subdivision and Land Development Code. Plymouth Township does have a mandatory Sprinkler ordinance and plans must be submitted accordingly**

Applicant's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**☐ FOR PERMIT PICK UP CONTACT \_\_\_\_\_ @ Ph. \_\_\_\_\_**

**Do not write below this line**

Reviewed By

**Building Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Insurance:      Expiration:	Plan Review cost    +
Cost of Construction:	Inspection Cost    +
Contract:	TOTAL BV COST =
Plans:	Plus 20% Admin.    +
ZONING OFFICAL APPROVED	State fee            +            \$4.00
DATE	TOTAL PERMIT FEE =

**Plymouth Township  
700 Belvoir Road  
Plymouth Meeting, PA 19462  
Ph. 610-277-4103 Fax 610-277-4335**

**APPLICATION FOR USE & OCCUPANCY PERMIT PAGE 1 of 2**

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Date: \_\_\_\_\_

In accordance with Plymouth Township Building Code and Plymouth Township Zoning Ordinance No. 342, as amended, adopted March 14, 1960:

Building Owner: \_\_\_\_\_ Address: \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Hereby makes application for Use and/or Occupancy Permit covering premises located at:**

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Building Number: \_\_\_\_\_ Suite Number: \_\_\_\_\_ Description of work: \_\_\_\_\_

**Tenant use** change from \_\_\_\_\_ to \_\_\_\_\_

**Tenant Name** change from \_\_\_\_\_ to \_\_\_\_\_

**Occupancy Type: (check one)**

Residential  Business  Mercantile  Assembly  Utility  Health Care  Industrial/Factory

Educational  Institutional  Storage  High Hazard  Other \_\_\_\_\_

**Contractors Emergency Contact Numbers:**

DAY PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ NIGHT/HOLIDAY PHONE: \_\_\_\_\_

FEES: (check one)

**RESIDENTIAL (Single Family Dwelling only)**  \$50.00

**COMMERCIAL:** Square Footage: \_\_\_\_\_  1-2000sf. \$100.00  2001-5000sf \$150.00  
 5001-10,000sf \$200.00  10,001-100,000sf \$250.00  100,001 and above \$500.00

**Applicants Signature** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

**PH** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Do Not Write Below This line**

Building Code Edition: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_

Use Group/Occupancy Type: \_\_\_\_\_ Sprinkler System: \_\_\_\_\_ Required: \_\_\_\_\_

Hazard Classification: \_\_\_\_\_ Demand At Base of Riser: Sprinkler: \_\_\_\_\_ Stand Pipe: \_\_\_\_\_

\_\_\_\_\_  
BUILDING OR ZONING OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLUMBING INSP. & M.I.P.P. COORDINATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWNSHIP ENGINEER

\_\_\_\_\_  
DATE

Use & Occupancy: A change in the Use or Occupancy of any commercial space requires the issuance of a Use and Occupancy permit from Plymouth Township.

For existing spaces undergoing **change of tenant only** without any new work, or change in use group.

We require:

Tenant use change from \_\_\_\_\_ to \_\_\_\_\_

Tenant name change from \_\_\_\_\_ to \_\_\_\_\_

- A Completed Application and permit fee
- **3 sets of drawings** showing the layout of:
  - The space
  - Emergency lighting
  - Exit signs
  - Locations of means of egress
  - Occupancy loads
  - Egress Calculations
  - Fire extinguisher locations
  - Sprinkler Protection existing / required?
  - Date of last Fire extinguisher service \_\_\_\_\_ -

**Changes in Use and Occupancy requiring construction or changes in the Use Group of the building shall be subject to all provisions of the applicable codes, including the need for Sealed drawings.**

**PLYMOUTH TOWNSHIP**  
**Ph. 610-277-4104 Fax. 610-277-4335**

**ELECTRICAL PERMIT APPLICATION**

Application must be filled out completely or it will be rejected. Fees & contracts must accompany all applications

**Date:** \_\_\_\_\_

I (We) hereby make application for a permit to perform or install: \_\_\_\_\_

Location of work to be done: \_\_\_\_\_

**Occupancy Type: (check one)**

- Residential                       Office/Business                       Mercantile                       Assembly                       Utility  
 Industrial/Factory                       Educational                       Institutional                       Storage  High Hazard                       Pool

**Type of Work:**     New     Alterations                       Addition                       Upgrade     Repair                       Tele/Data

**Service Size:** 100 AMP \_\_\_\_\_ 200 AMP \_\_\_\_\_ 400 AMP \_\_\_\_\_ If higher than 400 AMP List here \_\_\_\_\_

**Inspection Agency:** \_\_\_\_\_ Choose from 3<sup>rd</sup>. Party List

**Number of Outlets:** Switches: \_\_\_\_\_ Smoke Detectors: \_\_\_\_\_ Receptacles: \_\_\_\_\_ Lighting: \_\_\_\_\_

Tele/Data Boxes: \_\_\_\_\_                      **Total Number of Fixtures:** \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_                      Square Footage: \_\_\_\_\_

Cost of construction: \$ \_\_\_\_\_                      Permit Fee: \$ \_\_\_\_\_

Owners Name: \_\_\_\_\_                      Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_                      Phone: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_                      Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_                      Phone: \_\_\_\_\_                      Fax: \_\_\_\_\_

Contractor Co. Name: \_\_\_\_\_                      Contractor Name or Contact Person \_\_\_\_\_

Address: \_\_\_\_\_                      City, State & Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_                      Cell Phone: \_\_\_\_\_                      Fax Number: \_\_\_\_\_

**The applicant acknowledges his/her responsibility to be familiar with and comply with the requirements of all codes, as amended, and all ordinances of Plymouth Township.**

Applicant's Signature: \_\_\_\_\_                      Print Name: \_\_\_\_\_

**☐ FOR PERMIT PICK UP CONTACT \_\_\_\_\_ @ Ph. \_\_\_\_\_**

**Do not write below this line**

**Building Official:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

Insurance:                      Expiration:	Plan Review cost                      +
Cost of Construction:	Inspection Cost                      +
Contract:	TOTAL BV COST =
Plans:	Plus 20% Admin.                      +
	State fee                      +                      \$4.00
	TOTAL PERMIT FEE =



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### Single Family Dwelling Electrical Load Calculation Worksheet

Square feet of living space \_\_\_\_\_ x 3 watts each = \_\_\_\_\_

Small Appliance Circuits \_\_\_\_\_ x 1500 watts each = \_\_\_\_\_

220V Dryer Circuits \_\_\_\_\_ x 5000 watts each = \_\_\_\_\_

220V Range/Oven Circuits \_\_\_\_\_ x 8000 watts each = \_\_\_\_\_

220V Oven Circuits \_\_\_\_\_ x 4000 watts each = \_\_\_\_\_

220V Cook top Circuits \_\_\_\_\_ x 4500 watts each = \_\_\_\_\_

220V Water Heater Circuits \_\_\_\_\_ x 3000 watts each = \_\_\_\_\_

110V Laundry Circuits \_\_\_\_\_ x 1500 watts each = \_\_\_\_\_

110V Dishwasher Circuits \_\_\_\_\_ x 1500 watts each = \_\_\_\_\_

110V Garbage Disposal Circuits \_\_\_\_\_ x 750 watts each = \_\_\_\_\_

110V Trash Compacter Circuits \_\_\_\_\_ x 1500 watts each = \_\_\_\_\_

110V Forced Air Unit Circuits \_\_\_\_\_ x 690 watts each = \_\_\_\_\_

**Sub-Total Watts =** \_\_\_\_\_

---

First 10000 Watts @ 100% = \_\_\_\_\_

Remaining \_\_\_\_\_ @ 40% = \_\_\_\_\_

\_\_\_\_\_ Tons of A/C X 1720 Watts per ton = \_\_\_\_\_

**TOTAL WATTS =** \_\_\_\_\_

**TOTAL WATTS / 240 VOLTS =** \_\_\_\_\_ **TOTAL AMPS**

Use a \_\_\_\_\_ Amp Main Service

**PLYMOUTH TOWNSHIP  
700 BELVOIR ROAD  
PLYMOUTH MEETING, PA 19462  
610-277-4104 Fax 610-277-4335**

**Mechanical/HVAC Permit**

Application must be filled out completely or it will be rejected. Fees & contracts must accompany all applications

**Date:** \_\_\_\_\_

I (We) hereby make application for a permit to install: \_\_\_\_\_

Location of work to be done: \_\_\_\_\_

**Occupancy Type: (check one)**

- Residential                       Office/Business                       Mercantile                       Assembly                       Utility    Industrial/Factory  
 Educational                       Institutional                       Storage                       High Hazard                       Pool

**Type of Work:**     New     Alterations     Addition     Upgrade     Repair

**Fuel Source:** Electric \_\_\_\_\_      Natural Gas \_\_\_\_\_      Propane: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Cost of Construction:** \_\_\_\_\_  signed contract.    **Permit Fee:** \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

City, State& Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Address: \_\_\_\_\_

City, State& Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor Co. Name:** \_\_\_\_\_ **Contractor Name or Contact Person** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State& Zip:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**\*The applicant acknowledges his/her responsibility to be familiar with and comply with the requirements of all codes, as amended, and all ordinances of Plymouth Township.**

Applicant's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**☐ FOR PERMIT PICK UP CONTACT \_\_\_\_\_ @ Ph. \_\_\_\_\_**

**Do not write below this line**

Reviewed By

**Building:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

Insurance:	Expiration:	Plan Review cost	+	
Cost of Construction:		Inspection Cost	+	
Contract:		TOTAL BV COST	=	
Plans:		Plus 20% Admin.	+	
		State fee	+	\$4.00
		TOTAL PERMIT FEE	=	

PLYMOUTH TOWNSHIP  
700 Belvoir Road  
Plymouth Meeting, PA 19462  
(610) 277-4103

**Sec. 18-30. Registration--Licensed by other municipalities.**

(a) A master plumber holding a **license granted by the examining board** of any municipality in the metropolitan Philadelphia area (defined hereby as Bucks, Montgomery, Chester, Delaware and Philadelphia counties) who engages in or works at the business of plumbing, drainage and sewage or who desires to engage in or work at the business of plumbing, drainage and sewage in the township shall, without further examination, be registered in the office of the board of health of Plymouth Township as a registered master plumber upon payment, each calendar year, of a registration fee established from time to time by resolution of township council, and the board of health, by its properly constituted agent or officer, shall issue a certificate of such registration.

(b) A journeyman plumber holding a license granted by the examining board of any municipality in the metropolitan Philadelphia area (defined hereby as Bucks, Montgomery, Chester, Delaware and Philadelphia counties) who engages in or works at the business of plumbing, drainage and sewage or who desires to engage in or work at the business of plumbing, drainage and sewage in the township shall, without further examination, be registered in the office of the board of health of Plymouth Township as a registered journeyman plumber upon payment, each calendar year, of a registration fee established from time to time by resolution of township council, and the board of health, by its properly constituted agent or officer, shall issue a journeyman's certificate of such registration.

(Ord. No. 873, § 1, 4-12-1982; Ord. No. 1026, § 1, 2-19-1990; Ord. No. 1168, §§ 1, 2, 1-16-1995)

**Sec. 18-31. Same--Suspension or revocation of certificate.**

A certificate of registration granted under this chapter may be suspended or revoked by the township in the event that the plumber, or a representative thereof, shall violate any of the rules or regulations of this chapter, shall refuse or neglect to make necessary corrections to work not approved by the township within a reasonable time after notification so to do, or who shall permit the use of his name by a person for the purpose of obtaining a permit to do plumbing work. (Ord. No. 873, § 1, 4-12-1982)

**Sec. 18-32. Same--Term; renewal.**

At the expiration of each calendar year, plumbers' certificates shall be null and void. A licensed master plumber desiring to continue in or to work at the business of plumbing, building drainage or sewer drainage for the ensuing year shall, between the first and thirty-first days of December of each and every year, surrender the certificate to the plumbing inspector and reregister his/their

name and address upon such form as may be furnished by the board of health. (Ord. No. 873, § I, 4-12-1982)

**Sec. 18-33. Plumbers not to allow name to be used.**

No person carrying on the business of plumbing, building drainage or sewer drainage shall allow his/their name to be used by any other person, either directly or indirectly, to obtain a permit or permits to do any work under the registered plumber's license. (Ord. No. 873, § 1, 4-12-1982)

**Sec. 18-34. Required actions upon change in or cessation of business.**

Every registered plumber shall give immediate notice of a change in his/their place of business and upon retirement from business shall surrender his/their certificate of registry to the plumbing inspector. (Ord. No. 873, § 1, 4-12-1982)

PLYMOUTH TOWNSHIP  
700 Belvoir Road  
Plymouth Meeting, PA 19462  
(610) 277-4103

**APPLICATION FOR JOURNEYMAN**

Date: \_\_\_\_\_

I hereby make application for a license to engage in and carry on the business of plumbing in Plymouth Township as a Journeyman. (PLEASE TYPE OR PRINT CLEARLY)

NAME OF FIRM REPRESENTED: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Fax: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

FIRM IS:

Individual                       Corporation                       Partnership

APPLICANTS' TITLE IN THE FIRM: \_\_\_\_\_

You must include a copy of a **license granted by the examining board** of any municipality or state in the Philadelphia area.

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Signature

Journeyman license fee is \$75.00 per year

Date approved: \_\_\_\_\_

Card Number: \_\_\_\_\_

Approved by: \_\_\_\_\_

PLYMOUTH TOWNSHIP  
700 Belvoir Road  
Plymouth Meeting, PA 19462  
(610) 277-4103

**APPLICATION FOR MASTER PLUMBER**

Date: \_\_\_\_\_

I hereby make application for a license to engage in and carry on the business of plumbing in Plymouth Township as a MASTER PLUMBER. (PLEASE TYPE OR PRINT CLEARLY)

NAME OF FIRM REPRESENTED: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Fax: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

FIRM IS:

Individual                       Corporation                       Partnership

APPLICANTS' TITLE IN THE FIRM: \_\_\_\_\_

You must include:

1. A copy of a **license granted by the examining board** of any municipality or state in the Philadelphia area.
2. Certificate of insurance covering liability and workers compensation. Certificate holder must be Plymouth Township.

**Application missing the above information will not be processed.**

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Signature

Master Plumber license fee is \$100.00 per year

Date approved: \_\_\_\_\_

Card Number: \_\_\_\_\_

Approved by: \_\_\_\_\_

**PLYMOUTH TOWNSHIP**  
**700 BELVOIR ROAD**  
**PLYMOUTH MEETING, PA 19462**  
**610-277-4104**

## Interior Plumbing Permit

---

Application must be filled out completely or it will be rejected. Fees and plans must accompany all applications

**Date:** \_\_\_\_\_

I (We) hereby make application for a permit to install: \_\_\_\_\_

Address of work to be done: \_\_\_\_\_

**Occupancy Type: (check one)**

- Residential                       Office/Business                       Mercantile                       Assembly                       Utility  
 Industrial/Factory                       Educational                       Institutional                       Storage  High Hazard                       Pool

**Type of Work:**     New     Alterations                       Addition                       Upgrade     Repair

**Fuel Source:** Electric \_\_\_\_\_                      Natural Gas \_\_\_\_\_                      Propane: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Contract Price:** \_\_\_\_\_

**Permit Fee:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State& Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State& Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State& Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**The applicant acknowledges his/her responsibility to be familiar with and comply with the requirements of all codes, as amended, and all ordinances of Plymouth Township. The applicant hereby attests that all information above is true and correct. Permits will be revoked if false statements or information has been made or submitted.**

**Applicant's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

---

**Do not write below this line**

Reviewed By

**Building:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

**PLYMOUTH TOWNSHIP**  
700 BELVOIR ROAD  
PLYMOUTH MEETING, PA 19462  
610-277-4104

**Application for Plumbing Permit to Connect Building to Public Sewer**

---

Application must be filled out completely or it will be rejected.

Fees and plans must accompany all applications

**Date:** \_\_\_\_\_ **I (We) hereby make application to connect to public sanitary sewer:**

**Building Address:** \_\_\_\_\_ **Type of Work:**  New  Upgrade  Repair

**Occupancy Type: (check one)**  Residential  Office/Business  Mercantile  Assembly

Industrial/Factory  Educational  Institutional  Storage  High Hazard

**Size of Main Building Drain:** \_\_\_\_\_ **Size of Pipe to be installed:** \_\_\_\_\_

**Type of Pipe to be installed:** \_\_\_\_\_ **Type of joints to be installed:** \_\_\_\_\_

**Number of Plumbing Fixtures in Building:** \_\_\_\_\_ **Number of Garbage Grinders in Building:** \_\_\_\_\_

**Number of Dwelling Units in Building:** \_\_\_\_\_ **Water Supply:** \_\_\_ Public \_\_\_ Private

**Do Connections Exist on Property from which Storm Water Could Enter Sewer?** \_\_\_\_\_

**Does Building Presently Have a Private Disposal System?** \_\_\_\_\_

**Contract Price:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City, State& Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City, State& Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City, State& Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**The applicant acknowledges his/her responsibility to be familiar with and comply with the requirements of all codes, as amended, and all ordinances of Plymouth Township. The applicant hereby attests that all information above is true and correct. Permits will be rejected for false statements made.**

**Applicant's Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

---

**Do not write below this line**

Reviewed By

Building: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

# PLYMOUTH TOWNSHIP

## APPLICATION FOR FIRE PROTECTION PERMIT

**Plymouth Township**  
**700 Belvoir Road, Plymouth Meeting, PA. 19462**  
**Ph. 610-277-4103 Fax. 610-277-4335**

Date: \_\_\_\_\_

I (we) hereby make application for a permit to erect/install/alter (indicate one per application)

Fire Alarm     Sprinkler     Standpipe NFPA 14 Class     Kitchen Hood     Clean Agent     Fire Pump  
 Fire Service Main

Type of System:     WET     PRE-ACTION     DRY     DELUGE

OTHER: EXPLAIN: \_\_\_\_\_

Location Complete Address including floor and/or suite # \_\_\_\_\_

(If street number is not given, state side of street and distance from nearest intersection): \_\_\_\_\_

Intended Use of Building (if dwelling, state number of families): \_\_\_\_\_

Work Proposed and materials to be used \_\_\_\_\_

Attach plans with PE Seal/NICET III/IV Stamp:

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Inspection Agency for fire alarm wiring: \_\_\_\_\_

Permit fee: \$ \_\_\_\_\_ Based on contract Price \_\_\_\_\_ Copies of all contracts required

Contractor Co. Name: \_\_\_\_\_ Contact Person Name: \_\_\_\_\_

Designers must be a minimum of NICET Level III Minimum or a Fire Protection Engineer

Co. Address: \_\_\_\_\_

Co. Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor Registration: \_\_\_\_\_ Installer Name: \_\_\_\_\_

\*\*CONTRACTOR MUST HAVE A REGISTRATION NUMBER FOR PERMIT APPROVAL/ All installers must be a minimum of NICET Level 2 or provide proof of factory training

FOR PERMIT PICK UP CONTACT \_\_\_\_\_ @ PH. # \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Applicant's Name (Print) \_\_\_\_\_

---

Application reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLYMOUTH TOWNSHIP**  
**700 Belvoir Road**  
**Plymouth Meeting, PA 19462**  
**Ph. (610) 277-4103 Fax. 610-277-4335**

**REGISTRATION APPLICATION FOR ALARM OR SPRINKLER AND STANDPIPE CONTRACTOR**

Date: \_\_\_\_\_

I (we) hereby make application for registration to engage in and carry on the business of alarm or sprinkler and standpipe installation and service in Plymouth Township.

Check appropriate Category:

Alarm                       Sprinkler and Standpipe                       Extinguishing System

**Name of Firm Represented:** \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address of Firm: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**Installer Name(s):** \_\_\_\_\_

NICET Level & Number: \_\_\_\_\_ NICET expiration Date: \_\_\_\_\_

Designers or Architect Name: \_\_\_\_\_

NICET Level & # (if designer is NOT an Architect) \_\_\_\_\_ NICET expiration Date: \_\_\_\_\_

**Contact Name & Phone Number(s):** \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Title in Firm: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**\*Application for Registration must be accompanied by a Certificate of Insurance and Copies of NICET Certificate or Factory Training for all persons working on projects. Or it will be rejected and sent back.**  
Fee for alarm or sprinkler and standpipe registration is seventy-five (\$75.00) dollars annually. Registration is for calendar year (January through December)

**\*\*All installers must be a minimum of NICET Level 2 or provide proof of factory training. Copy of NICET Certificate or Factory Training required for all persons working on project**

**\*\*\*Designers must be a minimum of NICET level 3 or a Fire protection Engineer. Copy of NICET Certificate Required**

For Office Use Only  
Approved by: \_\_\_\_\_

Card Number: \_\_\_\_\_

**PLYMOUTH**  
MONTGOMERY COUNTY



**TOWNSHIP**  
PENNSYLVANIA

**CODE ENFORCEMENT**  
700 BELVOIR ROAD  
PLYMOUTH MEETING, PA 19462  
PHONE: 610-277-4104  
FAX: 610-277-4335

**Approved Third Party Electrical Inspection Agencies  
(Listed Alphabetically)**

Atlantic Inland/Bureau Veritas North America  
857 Sussex Ave.  
Broomall, PA 19008  
610-995-2791 Ext. 15 – Carol Barker  
1-877-392-9445

Commonwealth Inspection Service  
West Chester PA 19382  
610-692-6762  
800-732-0043

Middle Department Inspection Agency  
1337 West Chester Pike  
West Chester, PA 19382  
610-696-3900

Underwriter Inspection Service  
PO Box 416  
Royersford, PA 19468  
610-495-2803

United Inspection Agency  
PO Box 3367  
Maple Glenn PA 19002  
215-542-9977

**All companies have inspectors in our area. Work inspected by other agencies shall not be accepted by Plymouth Township.**

Rev. January 2010

**INFORMATION REQUIRED FOR FIRE PROTECTION SUBMITTAL TO BE  
REVIEWED BY PLYMOUTH TOWNSHIP  
→ CHECKLIST MUST ACCOMPANY ALL SUBMITTALS- NO EXCEPTIONS**

**Three copies of signed and sealed plans (Fire protection engineer or NICET III/IV)  
Cut sheets and calculations must be submitted along with this checklist.**

**Sprinkler System Submittals: \*See NFPA 13 for a complete submittal list**

**Location Address**

- Plans must be to scale and clearly show work to be done including a **detailed scope of work**.
- Plan must show the job name and complete address.
- The specific type and quantity of sprinklers must be provided on every page.
- Three sets** of catalog cut sheets for all equipment including sprinklers, valves, etc. must be included and highlighted.
- Fire hydrant flow test information must be dated and **within 6 months**.
- Three sets** of hydraulic calculations must clearly show the friction loss for the backflow preventer and include a graph curve sheet.
- All hydraulic node points must be clearly **shown on the drawings**.
- All ceiling information including soffits, heights, construction type, slope, etc. must be shown and noted with cross section detailed on the plans.
- Specific code sections and storage information must be provided for all design densities over an Ordinary Group II.
- All plans must have the contractors name, address, and phone number.
- Provide a scaled site plan clearly showing the building fire department connection and fire hydrant locations.

**Fire Alarm System Submittals: \*See NFPA 72 for a complete submittal list**

**Location Address**

- Plans must be to scale and include a **scope of work** outlining details of the project.
- Plans must show job name and complete address.
- The square foot area of the building must be noted on the plans.
- A summary sheet or symbol list showing a device count shall be provided.
- Three sets** of catalog cut sheets must be provided and **highlighted** for all components to be installed.
- Specific details must be provided regarding the offsite monitoring of the system including type of transmission means and name and location of receiving station.
- All wiring information must be shown on the plans including size, type, and all point to point wire runs.
- Three sets** of complete battery back up calculations must be provided that clearly note **battery size to be provided**.
- Three sets** of voltage drop calculations using the "RMS" or "UL MAX" values for notification devices must be provided.
- All plans must have the contractors name, address, and phone number.

**Plymouth Township  
Residential Plan Submission Checklist**

The following sheet is to be completed by **general contractor or person coordinating submission** and included with all applications for permit.

**Other requirements as determined by the Code Official may be required or requested based on scope of project.**

1. **Three** sets of plans including
  - a. Site Plan \_\_\_\_\_
  - b. Foundation Details \_\_\_\_\_
  - c. Framing Plans including grade and species of lumber \_\_\_\_\_
  - d. Connection details including model numbers \_\_\_\_\_
  - e. Electrical Plans \_\_\_\_\_
  - f. HVAC Plans Details with calculations \_\_\_\_\_
  - g. Manufacturers Specifications \_\_\_\_\_
  - h. Zoning decisions (if applicable) \_\_\_\_\_
2. Completed Building Permit Application \_\_\_\_\_
3. Completed Electrical Permit Application \_\_\_\_\_
4. Completed HVAC Permit Application \_\_\_\_\_
5. Completed Use and Occupancy Application \_\_\_\_\_
6. Completed Plumbing permit application and fees \_\_\_\_\_
7. Plumbing Plans (Total of 4 copies Total) \_\_\_\_\_
8. Plumbing connection permit \_\_\_\_\_
9. Completed Fire Protection permit applications and checklist \_\_\_\_\_
10. Signed and sealed fire protection drawings \_\_\_\_\_
11. All Fees with contracts \_\_\_\_\_
12. Res-Check Energy Calculations \_\_\_\_\_
13. Insurance Certificate (If not on file previously) \_\_\_\_\_

Person coordinating submission: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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