

LYNN TOWNSHIP ZONING OFFICE
7911 Kings Highway - New Tripoli PA 18066-4519
Phone (610) 298-2645 Fax (610) 298-2896

**APPLICATION FOR BUILDING, ALTERATION OR REPAIR AND ACCESSORY STRUCTURES
 1,000 SQ. FT. OR MORE CONSTRUCTED UNDER ACT 45 OF 1999 AS AMENDED**

Application is hereby made for a permit to erect a building or make alterations described. Applicant agrees that such work will be done as described in accordance with plans and specification submitted, and in compliance with all provisions of the zoning ordinance, and all other applicable ordinances or requirements of **Lynn Township**.

PLOT PLAN: Outline the shape of the building lot, show dimensions, and locate NORTH Point. Outline building to be constructed, designate any other buildings on the same plot, show dimensions, show setback of front yard, rear yard and side yards, and locate water well, sanitary system and driveway.

(3 copies of a plot plan and 3 copies of construction plans must be submitted with application)

BUILDING PERMIT FEES: At time of submission: Application Fee- \$50.00 and - Residential Construction/Alterations (over 500 SF) Plan Review Fee- \$150.00
After inspector's review: Permit Fee - \$15.00 per 100 sq. ft. or fraction thereof, Minimum permit fee \$250.00 -Bldg. Permit Extension Fee- \$50.00 - **State Fee \$ 4.00**

If construction is 500 square feet or less, Plan Review Fee \$50.00 & Permit Fee of \$250.00

*Note: If construction is **Commercial**, Permit Fee - \$20.00 per 100 sq. feet, Plan Review Fee \$250.00 up to 2500 gross SF and \$450.00 from 2501 – 5000 gross SF (Any additional SF will be charged at \$0.08 SF) Minimum Permit Fee-\$250.00

All fees incurred by an applicant during the permitting and inspection process shall be the sole responsibility of the property owner or applicant.
ALL FEES ARE NON-REFUNDABLE.

1. **Location Address** _____

2. **Record Owner(s)** _____ **Address** _____

3. **Proposed Construction:** _____ **Total Sq.Ft.** _____
Size of Structure: Length _____ New Use _____ # of Stories _____
 Width _____ Change Use _____ # of Bedrooms _____ Bathrooms _____
 Height _____ Expansion _____ Basement: yes / no
 Addition _____ Heat _____ Garage: 0 – 1 – 2 – 3 Car
 Detached _____ Framing _____ Exterior Finish _____

4. **Lot Size** _____ 5. **Type of Water Supply** _____ 6. **Type of Sewage Disposal** _____

7. **Building Setbacks** (actual distances, measurements from road center line of road, if applicable)
 Front _____ Rear _____ Right Side _____ Left Side _____

8. **Work will be started** _____ 9. **Completed** _____ 10. **Value of Construction \$** _____

11. **Applicant** _____ **Phone** _____
 Address _____
 Signature _____ **Date** _____

12. **Builder** _____ **Phone** _____
 Address _____
 Signature _____ **Date** _____
 Gen. Contractor Registration # _____ **Registration Expiration Date:** _____

Township Use Only- Zoning District _____ Tile No. /Pin No. _____
 Type of Use: Main _____ Accessory _____ Special Exception _____ Variance _____
 Application Approved: Yes _____ No _____ Reason for Denial _____
 Reviewed by Zoning Officer: _____ **Date:** _____
 Reviewed by Building Inspector: _____ **Date:** _____

App. Fee	Plan Review Fee	Permit Fee	State Fee	Permit Number	Date of Issuance
\$50.00	\$		\$ 4.00		

ALL FEES ARE NON-REFUNDABLE. (Please make checks payable to Lynn Township.)

bldgapp.doc *** PERMIT EXPIRES ONE (1) YEAR FROM DATE OF ISSUANCE ***

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 below as appropriate.*

B. 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 township.**

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this _____ day of _____ 20 _____

** Notarization required if signature is not witnessed by township personnel.

Signature of Applicant _____

Address _____

County of _____

Municipality of _____

{Signature of Notary Public}

My commission expires : _____

Seal

PROJECT ADDRESS: _____

MUNICIPALITY: _____

WORKSCOPE: _____

APPLICANT: _____

PHONE NO: _____

All fees incurred by an applicant during the permitting and inspection process shall be the sole responsibility of the property owner or applicant.

REQUIRED INSPECTIONS

- Construction work must be inspected in accordance with these instructions.
- Request for inspections should be made at least forty-eight (48) hours in advanced to needed the inspection.
- Re-Inspections fees will be charged for all failed inspections.
- Approved plans shall be on site at time of inspection(s).

_____ **Footers/Piers:** Before placement of concrete. The bottom of footing trenches and piers shall be dry, clean, and solid. Rebar shall be installed if indicated on the approved plans. All forms shall be completed with gaps no greater than 3-inches.

_____ **Foundations:** Foundations and all walls shall be completed up to grade level, prior to backfilling. Foundation coating and exterior perimeter drains shall be completed.

_____ **Water & Sewer Service/Rough Plumbing:** Plumbing underground services and/or rough plumbing shall be completed. Underground supply lines shall **not** be covered by limestone screening. Sand or other suitable fill shall be utilized. *Note:* Plumbing tests are required for all water supply lines and drainage lines. Water supply line tests require working pressure of the system or an air test not less than 50 psi. Drainage line tests require 10-foot head of water test or air test of 5 psi.

_____ **Pre-Slab:** All underground utilities shall be completed. Stone base, welded wire (if indicated), and 6-mil polyethylene (if indicated) shall be completed.

_____ **Rough Electrical:** All splicing to be completed. All underground trenches shall be inspected prior to backfill.

_____ **Rough Mechanical:** Ductwork and/or concealed piping shall be completed. Required duct insulation shall be installed. *Note:* Pressure tests are required for gas lines. Test pressure shall be not less than 1-1/2 times the proposed maximum working pressure, but not less than 3 psig. *Note:* Propane systems and piping are excluded as per Act 35.

_____ **Framing:** All structural framing, fire caulking, fire blocking and draft stopping shall be completed. Mechanical, electrical and plumbing systems shall be completed. Installation of insulation shall not be initiated.

_____ **Insulation:** All insulation (to be concealed) shall be complete. *Note:* Chosen energy path information (ComCheck, International Energy Code Prescriptive, ResCheck, PA Alternatives, International Residential Code prescriptive) must be on site, including manufacturer's stickers on all glazing.

_____ **Drywall:** Wallboard shall be completed, prior to taping and spackling.

_____ **Above Ceiling:** All penetrations shall be sealed. Fire-rated and smoke-rated walls shall be labeled. Ceiling grid shall be properly supported. Ceiling tile shall **not** be installed.

_____ **Sprinkler:** Piping shall be exposed. Tests shall be conducted as per NFPA requirements.

_____ **Kitchen Hood:** All tests, including balloon, fusible link and pull station, to be conducted as per NFPA requirements.

_____ **Other:** _____

_____ **Final Plumbing:** All fixtures shall be installed. Hot water shall be operational. Drains for uninstalled fixtures shall be capped.

_____ **Final Electrical:** All devices, fixtures, and equipment shall be installed and operational. Unused wire connections shall be capped.

_____ **Final Mechanical:** All heating and air conditioning and other mechanical appliances shall be operational. *Note:* Propane systems and piping are excluded as per Act 35.

_____ **Final Building:** Any above inspections that apply shall be completed. Smoke detectors, handrails, guardrails, plus exterior landings and steps shall be completed. Permanent display of the address assigned to the respective property must be completed.

_____ **Pot ability Test:** A copy of water test on new home construction must be supplied to the Township and on site so inspector can review when he is on site for final inspections.

_____ **Well Drilling Report:** Please supply the Township with a well drilling report so this can be on file for future homeowners.

_____ **Manufactured Home Certificate of Compliance:** Must be supplied to the Township and on site so inspector can review when he is on site for final inspections.

The fees include one inspection per required phase per permit. When builder/applicant requests phasing, there is a \$50.00 inspection for each phase. Any additional re-inspections will require a re-inspection fee of \$50.00 each.

NO BUILDING SHALL BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED.

Lynn Township

My signature below certifies that I have received a copy of the Required Inspections list and I am aware of my responsibility to have each required inspection done. No Certificate of Occupancy shall be issued without the required inspections having been completed.

Once an applicant/homeowner/builder chooses an inspection agency on the Townships list they must continue to use that agency through completion of permitted project.

Choose one inspection agency:

- Barry Isett & Associates** 7450 Tilghman Street – Suite 109, Allentown PA 18106 (610)-398-0904
- Blue Mountain Inspection Services** 6 Old State Road, New Ringgold PA 17960 (570) 943-2577
- CodeMaster Inspection Services** 1209 Hausman Road - Suite B, Allentown PA 18104 (484)-223-0763
- Keller Inspection Services** 21 N. Broad Street, Nazareth PA 18064 (610) 759-8227

Property Location Address: _____

Signature of Owner _____ Date: _____

AND

Signature of Builder _____ Date: _____

**** No building permit shall be issued prior to the zoning office receiving this signed form****

APPLYING FOR PERMITS IN LYNN TOWNSHIP

(Please Read Prior to Filling Out the Permit Application)

BUILDING PERMITS

Application must include Three (3) copies of a plot plan showing all existing or proposed improvements upon the lot. Improvements include all structures, well location, septic tank and drain field or central sewer lines and driveway area. Exact dimensions and setbacks must be shown if improvements are proposed less than ten (10) feet from the required setbacks.

Additional information is needed for all new residential uses including accessory structures 1000 sq. ft. or more, swimming pools, fences greater than 6' in height and retaining walls greater than 4' in height and commercial construction. The 2006 International Residential Code/International Building Code will apply.

A **\$150.00** Plan Review Fee (may vary, see application) along with a **\$50.00** Application Fee must accompany building plan submission. If 500 sq. feet or less, Plan Review Fee is only **\$50.00** and Permit Fee is **\$250.00**. All plans must be reviewed by the Building Inspector prior to permit issuance. **NOTE: ALL FEES ARE NON-REFUNDABLE!**

All fees incurred by an applicant during the permitting and inspection process shall be the sole responsibility of the property owner or applicant.

Three (3) sets of construction plans indicating all the information required by the IRC/International Residential Code/IBC/International Building Code 2006, as amended, including the square footage of the total floor area of the structure (living area, basement, finished attic, garages, decks and porches). (See attached Building Plan Submission Requirements Sheet.)

*** For any construction or development proposed in the **BM-Blue Mountain Preservation District** an Existing Resource and Site Analysis Plan must be submitted. (See Sec. 339 of the Lynn Township Zoning Ordinance)***

For commercial structures, the floor area utilized by the public must be shown separately from the total square footage of the building area. The length, width and height (from average landscaping to the peak, excluding chimneys) of the total structure is also needed.

For additions to residential dwellings only (including decks)— If no construction plans are drafted, the Building Inspector *may* approve a list of materials to be used if the load strengths can be determined by the identification of the rafters, joists, and the spacing of each.

A hand-drawn plan is acceptable.

PLUMBING PERMITS:

If plumbing fixtures will be installed, a plumbing permit is required. Submission of the plumbing application is required at the time of the building permit application submission. Plumbing fixtures must be identified on the construction plans. Any unit accepting waste water which is separately trapped and required to be located within two (2) feet of a vent, trapped separately, or is a mechanized device must be identified as a plumbing fixture on the permit application. Prior to the building permit being issued, the plumber must sign the plumbing permit application and be registered with the township. The plumbing permit fee must also be paid. Applicant must submit (2) copies of a plumbing plan for proposed improvement. Submission requirements are enclosed with the Plumbing applications.

ELECTRICAL PERMITS:

If electrical work will be done, an electrical permit is required. Submission of the electrical permit application is required prior to any electrical work being started. Electrical contractors must be registered with the township and must sign the permit application. All fees must be paid prior to the electrical permit issuance.

ON-LOT SEPTIC PERMITS:

If an on-lot septic system is required, this permit must be issued prior to or in conjunction with the building permit. Four (4) copies of the system design must accompany the permit application. **This permit must be issued before any building permit can be issued! Contact Carl Wolfe, SEO @ 1-800-453-1493 for this information and to schedule all septic inspections.**

DRIVEWAY PERMITS:

Driveway permits are required for all new driveway installations onto township roads and paving of any existing driveways. The driveway must be staked on both sides about ten (10) feet off of the public cartway. **The township requires a copy of this permit prior to any building permits being issued! If the driveway abuts a state road, you must apply for a permit at the local PennDot office. A copy of this PennDot permit should be supplied to the Township.**

ALL APPLICATIONS, WHERE REQUIRED, MUST BE SIGNED BY THE RECORD OWNER AND CONTRACTORS. ALL FEES MUST BE PAID PRIOR TO ANY PERMITS BEING ISSUED. PERMITS WILL BE ISSUED OR DENIED WITHIN FIFTEEN (15) WORKING DAYS FOR RESIDENTIAL APPLICATIONS AND (30) WORKING DAYS FOR COMMERCIAL APPLICATIONS AFTER THE APPLICATIONS ARE SIGNED AND RECEIVED.

Residential Plan Submittal Guide

(This is only a guide.)

The construction plans shall consist of the following:

- Elevation Drawings** (Indicating the heights, and finished grade.)
- Floor Plan** (Indicate all the room sizes and label their use, and the location and sizes of all the windows and doors.)
- Foundation Plan**
- Roof framing Plan**
- Cross Section of the structure**
- Plans shall be to scale or have all the dimensions noted on the plans.**

Please submit **3 sets** of complete construction plans that include the following:

1. ___ All the design criteria shall be noted on the plans.
2. ___ Bathroom and/or powder room fixture layout. (to scale)
3. ___ Safety glass locations (Glass next to stairs, tub/showers, doors, floors)
4. ___ Fire rating of walls and/or doors (Garage and/or Townhouse separations, exterior walls less than 5 Feet from a property line.)
5. ___ Basement and Sleeping room egress compliance (Type and size of window well if applicable.)
6. ___ Stair (Width, landing size and location, also the step rise, and step run.)
7. ___ Handrails (Height, size, and location)
8. ___ Guardrails (Height, size, and location)
9. ___ Stair lighting (Over the stairs or one at each landing.)
10. ___ Ramps (Slope, landings, handrail, guards.)
11. ___ Smoke detectors (Type, power source, locations)
12. ___ Soil type on the construction site. (Check the site soil and compare the soil to the soils table in Chapter 4 of the 2006 International Residential Code.)
13. ___ Footing size. (Including any exterior piers or any other piers.)
14. ___ Concrete (Indicate concrete strength for all concrete.)
15. ___ Footer (Depth below frost line: 36 inch minimum.)
16. ___ Foundation (Type, wall thickness, re-bar size & spacing, wall height, height of unbalanced fill.)
17. ___ Type of foundation coating (Damp-proofing, water-proofing)
18. ___ Foundation exterior drains (With stone and an approved filter membrane.)
19. ___ Foundation anchoring (Anchor bolts/straps, size and spacing, as well as joist clips: per Section R4040 of the 2006 International Residential Code)
20. ___ Sill plate (Type and size)
21. ___ Columns/Posts (Size and method of anchoring)
22. ___ Crawl space (Access, indicate one of the following vented or conditioned, and indicate how it will be vented or conditioned.)
23. ___ Concrete slab (Thickness, vapor barrier)
24. ___ Floor joists (Size, type, cantilever distance, and spacing)
25. ___ Beams (Types, sizes, spans, and loading information)
26. ___ Framing around openings (Indicate the number of framing members around an opening in the following vented or conditioned.)
27. ___ Floor sheathing (Type and thickness)
28. ___ Wall construction (Stud size and spacing, sheathing type and size, type and location of wall and bracing.)
29. ___ Headers (Size and type of typical headers)
30. ___ Window sill height (Any sill height less than 24 inches off the floor may not open greater than 4 inches, if the window sill is equal to or greater than 72 inches above the finished grade.)
31. ___ Interior wall coverings (Size and type of all coverings, moisture resistant wall board is not permitted in shower/tub areas, or used for a tile backer board.)
32. ___ Exterior wall coverings (Size and type of all coverings, provide details for masonry installations.)
33. ___ Ceiling Joists (Size, type, and spacing.)
34. ___ Bearing walls (All bearing walls shall be within 1 foot horizontally of the beam or bearing wall below. The loads shall stack.)

35. ____ Roof pitches (Indicate the pitches of all the roofs.)
36. ____ Roof rafters (Size, type, and spacing. If trusses are to be used provide the PA engineer sealed truss designs.)
37. ____ Hip and valley rafters (Indicate the size of all hip and valley rafters. All hip and valley rafters shall be posted down to a bearing wall or property sized beam where the hip or valley meets the ridge.)
38. ____ Rafter ties (Rafter ties shall be 4 feet on center to tie the rafters together where the ceiling joists are not parallel to the rafters.)
39. ____ Structural ridge beam (Where the ceiling joists are deleted a properly sized ridge beam shall be designed.)
40. ____ Attic access (Size and location of the opening for all attic areas)
41. ____ Roof Sheathing (Size, type, and thickness)
42. ____ Roof Covering (Felt paper, ice guard, and type of roofing material.)
43. ____ Roof ventilation (Method of ventilation to comply with the 1/150 ratio).
44. ____ Fireplaces (Manufactured fireplaces, wood and gas, provide the installation instructions, if masonry provide construction details)
45. ____ Insulation/Energy (Provide information on which Energy path will be used, along with the design, notes, and/or calculations to support the path: 2006 IRC chapter 11, 2006 PA Alternative Energy Provisions www.dli.state.pa.us, or RES-check www.doe.gov .)
46. ____ Heating and Air Conditioning (Providing heating, ventilation, and air conditioning information, locations, and designs including the type of fuel and efficiencies. All appliances shall be listed and labeled.)
47. ____ Gas piping (Provide the type of piping material, appliance loads, and piping sizing.)
48. ____ Plumbing (Provide the type of piping and sizing for the water supply and the drainage system.)
49. ____ Electrical (Indicate the locations of all the switches, receptacles, lighting outlets, and appliance feeds.)