BOROUGH OF CONSHOHOCKEN
400 Fayette Street, Suite 200 Conshohocken, PA 19428
Phone (610) 828-1092 Fax (610) 828-0920

BUILDING PERMIT APPLICATION PACKET PERMIT # _____

For Zoning Use Only
Present Zoning District:_____ Lot Size:_____
Proposed Zoning Use:_____Approved or Disapproved
Conditions:_____
Date proposed work was reviewed by zoning:___/___/___
Has the Zoning Board of Conshohocken issued a special exception, variance, or other ruling concerning this proposed work or zoning classification?_____
_____

For Office Use Only
Date Application Received:

Receipt #_____
Permit Fee _____ □ Cash □ Check #_____
Parcel # 0-500-_____

Date Permit Issued:_____ Issued By _____

TYPES OF PERMITS THAT YOU ARE APPLYING FOR (PLEASE CHECK ALL THAT APPLY)

YES □ or NO □	Building	Total Fee $ .00
YES □ or NO □	Electrical	Total Fee $ .00
YES □ or NO □	Voice/Data (Commercial only)	Total Fee $ .00
YES □ or NO □	Plumbing	Total Fee $ .00
YES □ or NO □	Sewer	Total Fee $ .00
YES □ or NO □	Mechanical	Total Fee $ .00
YES □ or NO □	Fire Alarm (Commercial only)	Total Fee $ .00
YES □ or NO □	Sprinkler	Total Fee $ .00
	PA State Surcharge	Total Fee $ 4.00
	TOTAL COST OF PERMIT	$ .00

Project Address _____ Floor or Suite # _____, CONSHOHOCKEN, PA 19428

□ New Construction □ Addition □ Alteration □ Deck □ Tenant Fit-Out □ Demo □ Roof □ Other _____

USE GROUP (Please check Residential or Commercial and check which use group applies)

□ Residential = □ Single Family Dwelling or □ Two Family Dwelling **OR**

□ Commercial = □ Business/Office □ Restaurant □ Apartment Building □ Triplex □ Other _____

PROPERTY INFORMATION

Property Owner's Name _____
Property Owner's Mailing Address _____
Property Owner's Daytime Phone (_____) _____ Cell Phone (_____) _____
Fax # (_____) _____ E-Mail Address_____

APPLICANT'S INFORMATION (if different than Property Owner)

Applicant's Name (Contact Person) _____
Company's Name _____
Applicant's Address _____
Applicant's Daytime Phone (_____) _____ Cell Phone (_____) _____
Fax # (_____) _____E-Mail Address_____
Applicant's Borough of Conshohocken Contractor's License # _____ □ Check if applying today

Is there a written contract between the Owner and the Contractor? □ Yes Copy Must Be Attached or □ No

The information provided in this Application is true and correct to the best of my knowledge, information and belief and that these statements are made subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities. The undersigned is the owner of said structure or has been authorized by the owner(s) to act as agent in procuring the building permit herein requested. The undersigned also takes full responsibility for all work performed and will comply with all provisions of the Zoning Ordinance, the Building Code and with all other applicable ordinances of Conshohocken.

APPLICATION MUST BE APPROVED, PERMIT ISSUED AND POSTED ON JOB SITE PRIOR TO BEGINNING WORK!

_____ Signature of Owner

_____ Date

(OFFICE USE ONLY) Permit #_____ and Project Address_____

BUILDING PERMIT SECTION

I hereby make application to (state nature of work) _____

_____

_____

BUILDING CONTRACTOR INFORMATION

Field Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

General Contractor -

_____ ☐

Excavation -

_____ ☐

Concrete -

_____ ☐

Masonry -

_____ ☐

Carpentry -

_____ ☐

Insulation -

_____ ☐

Drywall –

_____ ☐

Painting-

_____ ☐

Roofing -

_____ ☐

Paving –

_____ ☐

Estimated cost of construction (Building construction only) $ _____ Total Permit Fee $_____

BUILDING PERMIT FEE SCHEDULE

Residential Permit Fee: minimum $35 up to $1000 plus $10 each additional $1000 or portion of.

Commercial Permit Fee: minimum $55 up to $1000 plus $10 each additional $1000 or portion of.

(OFFICE USE ONLY) Building permit application reviewed by_____ and approved _____/_____/_____

ELECTRICAL PERMIT SECTION

I hereby make application to (state nature of work) _____

_____

_____

Is a new service being added? If so _____-AMPS

ELECTRICAL CONTRACTOR INFORMATION

Electrical Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

_____ ☐

Estimated cost of Electrical work $ _____Total Permit Fee $_____

ELECTRICAL PERMIT FEE SCHEDULE

Residential and Commercial Electrical Permit Fee: minimum $75.00 plus 5% of the total cost of construction (rounded up to the next $100.00 increment)

For projects exceeding 1 Million dollars please call the Borough.

(OFFICE USE ONLY) Electrical permit application reviewed by_____ and approved _____/_____/_____

VOICE/DATA PERMIT SECTION

I hereby make application to (state nature of work) _____

_____

VOICE/DATA CONTRACTOR INFORMATION

VOICE/DATA Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

_____ ☐

Estimated cost of Voice/Data work $ _____Total Permit Fee $_____

VOICE/DATA PERMIT FEE SCHEDULE

Commercial Voice/Data Permit Fee: minimum $75.00 plus 5% of the total cost of construction (rounded up to the next $100.00 increment)

No Voice/Data permit is required for Residential work. For projects exceeding 1 Million dollars please call the Borough.

(OFFICE USE ONLY) Voice/Data permit application reviewed by_____ and approved _____/_____/_____

(OFFICE USE ONLY) Permit #_____ and Project Address_____

PLUMBING PERMIT SECTION

I hereby make application to (state nature of work and materials to be used) _____

_____

_____

Number of plumbing fixtures _____

PLUMBING CONTRACTOR INFORMATION

PLUMBING Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

_____ ☐

Estimated cost of Plumbing work $ _____ Total Permit Fee $_____

PLUMBING PERMIT FEE

Residential	Permit Fee
New Construction (plumbing) single family dwelling per unit	$300.00
Minimum permit (includes first 3 fixtures)	$50.00
Each additional fixture	$25.00
Water heater	$50.00
Non-Residential	
Minimum permit first $1000 cost of work	$75.00
For each additional increment of $1000 or portion of	$10.00
Miscellaneous	
Irrigation systems per backflow device	$75.00

(OFFICE USE ONLY) Plumbing permit application reviewed by_____ and approved _____/_____/_____

SEWER PERMIT SECTION

I hereby make application to connect building Main Drain to public Sanitary Sewer
Size of main drain _____ Size of pipe to be installed _____
Type of pipe to be installed_____ Type of joints in pipe _____
Location of fresh air inlet _____ No of plumbing fixtures inside building _____
No of garbage grinders in building _____ No of dwelling units inside building _____
Water supply: Public ☐ or Private ☐ Does the building presently have a private disposal system? YES ☐ or NO ☐
Are the existing connections on the property from which storm water could enter sewer? YES ☐ or NO ☐

SEWER CONTRACTOR INFORMATION

Sewer Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

_____ ☐

Estimated cost of Sewer work $ _____ Total Permit Fee $_____

SEWER PERMIT FEE SCHEDULE

Building sewer including traps, new or replacement	$100.00
Storm sewer work per inlet	$75.00

(OFFICE USE ONLY) Sewer permit application reviewed by_____ and approved _____/_____/_____

MECHANICAL PERMIT SECTION

I hereby make application to (state nature of work and materials to be used) _____

_____

_____

MECHANICAL CONTRACTOR INFORMATION

Mechanical Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

_____ ☐

Estimated cost of Mechanical work $ _____ Total Permit Fee $_____

MECHANICAL PERMIT FEE SCHEDULE

Residential	Permit Fee
New Construction (mechanical) single family dwelling per unit	$200.00
Boiler or Furnace up to 250,000 Btu's ($10.00 per 100 BTU's over 250,000)	$50.00
Air condition or heat pump	$50.00
Fuel gas piping $10.00 per outlet (first 5 outlets min Permit Fee)	$50.00
Non-Residential	
Minimum permit first $1000 cost of work	$75.00
For each additional increment of $1000 or portion of	$10.00

(OFFICE USE ONLY) Mechanical permit application reviewed by_____ and approved _____/_____/_____

(OFFICE USE ONLY) Permit #_____ and Project Address_____

FIRE ALARM PERMIT SECTION

I hereby make application to (state nature of work and materials to be used) _____

_____

_____

Type of system_____

# of fire alarm initiating devices being installed or modified _____

Local alarm notification or off site alarm monitoring_____

FIRE ALARM CONTRACTOR INFORMATION

Fire Alarm Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

_____ ☐

Estimated cost of Fire Alarm work $ _____ **Total Permit Fee $**_____

FIRE ALARM FEE SCHEDULE

Number of Fire Alarm Devices -With 2 Inspections (1 Rough & 1 Final)

1 to 10	$255.00	76 to 100	$1170.00
11 to 25	$360.00	100 to 125	$1335.00
26 to 50	$540.00	Over 125 = $1335.00 plus $4.00 for each device over 125	
51 to 75	$1020.00		

(OFFICE USE ONLY) Fire Alarm permit application reviewed by_____ and approved _____/_____/_____

SPRINKLER PERMIT SECTION

I hereby make application to (state nature of work and materials to be used) _____

_____

_____

Type of system _____

Installation of Fire Pump YES ☐ or NO ☐ Standpipes YES ☐ or NO ☐ Fire System Lateral YES ☐ or NO ☐

# of sprinkler heads being installed or modified _____ # of separate range hood systems being installed _____

SPRINKLER CONTRACTOR INFORMATION

Sprinkler Contractor's Name Street Address City/State/Zip Phone BOC Lic # or v if applying today

_____ ☐

Estimated cost of Sprinkler work $ _____ **Total Permit Fee $**_____

SPRINKLER FEE SCHEDULE

Fire Suppression Systems (Commercial)

Number of Sprinklers - With 2 Inspections (1 Rough & 1 Final)

1 to 20	$155.00
21 to 100	$340.00
101 to 200	$680.00
201 to 300	$920.00
301 to 500	$1540.00

Over 500 = $1540.00 plus $1.16 for each sprinkler over 500

Fire Suppression Systems (Residential 13D)

Numbers of Sprinklers - With 2 Inspections (1 Rough & 1 Final)

1 to 25	$75.00
26 to 50	$110.00
51 to 100	$140.00

Over 100 = $140.00 plus $1.16 for each sprinkler over 100

Standpipe, Fire Pumps, & Underground Water Main Systems

Standpipes	$275.00
Fire Pumps	$255.00
Underground Water Main	$360.00

Restaurant Wet Chemical System

Numbers of Nozzles - Inspection and Balloon test

1 to 15	$250.00
16 to 30	$390.00
31 to 50	$625.00

Over 50 = $625.00 plus $10.00 for each nozzle over 50

Gas Suppression Systems or Dry Chemical Systems (FM200)

Pounds of Agent - With 2 Inspections (1 Rough & 1 Final)

1 to 50	$330.00
51 to 100	$400.00
101 to 200	$410.00
201 to 300	$430.00
301 to 400	$465.00
401 to 500	$865.00
501 to 750	$925.00
751 to 1000	$980.00

Over 1000 = $980.00 plus $.46 for each pound of agent over 1000

(OFFICE USE ONLY) Sprinkler permit application reviewed by_____ and approved _____/_____/_____

OFFICE NOTES

_____

_____

_____

BOROUGH OF CONSHOHOCKEN

BUILDING PERMIT CHECK LIST

The following checklist shall be completed and submitted with all Building Permit Applications:
(Check "YES" if included. Check "NO" if not included or not applicable)

☐ **Two complete sets** of signed/sealed plans and calculations (plus PDF file)

YES	NO	
☐	☐	Architectural
☐	☐	Structural
☐	☐	Mechanical/HVAC
☐	☐	Electrical
☐	☐	Plumbing
☐	☐	Energy
☐	☐	Site *(including parking and accessible routes)*
☐	☐	Accessibility
☐	☐	Fire Alarm
☐	☐	Sprinkler System
☐	☐	Kitchen Exhaust
☐	☐	Kitchen Hood Suppression
☐	☐	Structural Calculations *(signed/sealed by registered Engineer)*
☐	☐	Mechanical Calculations *(signed/sealed by registered Engineer)*
☐	☐	Fire Sprinkler Hydraulic Calculations *(signed/sealed by registered Engineer)*

Additional Submission Items:

	YES	NO	
1.	☐	☐	Completed Building Permit Application
2.	☐	☐	Building Permit Application signed by Owner or Authorized Agent
3.	☐	☐	Completed Electrical Permit Application
4.	☐	☐	Completed Electrical Permit for Tele/Data
5.	☐	☐	Completed HVAC Permit Application
6.	☐	☐	Completed Use and Occupancy Application
7.	☐	☐	Completed Plumbing Permit Application
8.	☐	☐	Completed General Contractor Registration
9.	☐	☐	Plumbing Contractor Registration
10.	☐	☐	Plumbing connection application and fees completed
11.	☐	☐	Completed Fire Alarm Application, with check list
12.	☐	☐	Completed Fire Sprinkler Application
13.	☐	☐	Fire alarm, sprinkler, and extinguishing systems contractor registration
14.	☐	☐	Com-Check Energy Calculations (signed/sealed by registered Engineer)
15.	☐	☐	Res-Check Energy Calculations (signed/sealed by registered Engineer)

(Check "YES" if included. Check "NO" if not included or not applicable)

	YES	NO	
16.	☐	☐	Permit Fees (all permit fees shall be paid before plan reviews begin)
17.	☐	☐	Approved Zoning Decision (if applicable)
18.	☐	☐	Variance Copy (if applicable)
19.	☐	☐	Recorded Land Development Plans (if applicable)
a.	☐	☐	Land Development Agreement (if applicable)
b.	☐	☐	Recorded Plans (if applicable)
c.	☐	☐	Escrow Checks (if applicable)
d.	☐	☐	Compliance Checklist Completed (if applicable)
20.	☐	☐	Highway Occupancy Permit (if applicable)
21.	☐	☐	NPDES Permit (if applicable)
22.	☐	☐	1 copy of geotechnical report (New Buildings and additions)
23.	☐	☐	Special Inspection agency/agencies
24.	☐	☐	Insurance Certificates (If not on file previously)
25.	☐	☐	Emergency contact numbers for contractors

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

Design Professional in Charge: _____

Signature: _____

Address: _____

City, State and Zip: _____

Phone Number: _____ **or Cell:** _____

Email: _____

Fax Number: _____

BUILDING PERMIT ISSUANCE CHECKLIST ***BOROUGH OFFICIAL USE ONLY***

Permit Being Issued: ☐ Building ☐ Demolition ☐ Foundation Only

☐ Permit Fees Collected
☐ Demolition Escrow Posted (Demolition Only Permits)
☐ Demolition Inspection Escrow Posted (Demolition Only Permits)
☐ Site Improvements Escrow Posted
☐ Site Inspection, Administrative/Legal Escrow Posted (2 Checks)
☐ Land Development Agreement Executed
☐ Land Development Plans Recorded (3 hard copies and PDF set provided)
☐ PDF set of Approved Building Plans
☐ Inspection Tracking Form Completed and Attached to Permit
☐ Construction Standards Booklet Attached to Permit