



MONTGOMERY TOWNSHIP DEPARTMENT OF PLANNING AND ZONING

1001 STUMP ROAD
MONTGOMERY VILLE, PA 18936-9605
Telephone: 215-393-6920 · Fax: 215-855-1498
www.montgomerytp.org

RESIDENTIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS For Additions and Single Family Dwelling Construction

Permits needed: Zoning, Building, Electrical, Plumbing, and Mechanical.

General Requirements:

Montgomery Township utilizes the 2018 International Residential Code series as well as the Pennsylvania Uniform Construction Code (Act 45). A list of requirements, summarizing the issues related to all construction projects is available.

Plans needed: (2 sets to scale)

Depending on the complexity of the project, the plan reviewer may request plans to be signed and sealed by a currently licensed design professional. All submittals shall be specific for that lot **only** and indicate the following:

- Floor Plans: Provide complete floor plans for the proposed project. Show additions as they relate to the existing structure. Provide details stating how the addition will be attached to the existing structure. Modifications to any existing structures shall also be indicated.
- Foundation Plans: Provide a comprehensive layout of the foundation. Provide footing and wall sizes as well as the type of reinforcing being used. Indicate the location of foundation drains, sump pits, crawl space ventilation and access.
- Framing Plans: Every level of floor and roof framing shall be indicated. Indicate the size of ALL headers, the type and spacing of floor joists and the location of structural beams. If roof trusses will be utilized, provide a layout and cut sheet (signed and sealed by a design professional). If wood I-joists will be used, provide the appropriate span charts, point load blocking and hole cutting specifications, as required by the manufacturer.
- Sectional Drawings: Provide a wall section which summarizes how the structure will be constructed. Indicate on this drawing insulation values, joist spacing, header sizes, sill anchoring, changes in elevation, sheathing, etc.
- Mechanical Plans: Provide electrical and plumbing plans. Electrical plans must be stamped by an approved 3rd party electrical inspection agency. Indicate on the floor plans how the living space will be heated. If an existing heater will be used, provide written certification from a qualified HVAC contractor, stating that the existing unit can handle the additional living space. Provide product cut sheets for all new equipment being installed. **Note:** For NEW home construction, refer to Section 403.21.e of the Pennsylvania Uniform Construction Code (Act 45) for acceptable energy conservation compliance methods. Provide proof that one of the prescribed methods has been followed.
- Elevation Plans: Provide relevant elevation drawings.

Inspections Needed:

Required inspections vary depending on the scope of the project. A full list of required inspections will be provided with each approved permit.