



MONTGOMERY TOWNSHIP
DEPARTMENT OF PLANNING AND
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Building Permit Submittal Requirements

For Additions and Single Family Dwelling Construction

Permits Needed: Zoning, Building, Electrical, Plumbing (if applicable) and Mechanical.

General Requirements:

Montgomery Township utilizes the 2003 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 or scope of the specific project, the plan reviewer may request plans be signed and sealed by a design professional, licensed in the Commonwealth of Pennsylvania. 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 Plan:** 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 sheets (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 drawing:** 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. 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, which states 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 scope of project. A full list of required inspections will be provided with each application approved.