



**MONTGOMERY TOWNSHIP
DEPARTMENT OF PLANNING AND ZONING**

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REQUIREMENTS FOR RESIDENTIAL PERMIT SUBMITTALS

1. A copy of the Homeowner’s Association approval is required for the following developments:

Ashburn Village	De La Salle	Gwynedd Pointe	Highview
Montgomery Glen	Montgomery Greene	Montgomery Place	Montgomery Pointe
Montgomery Walk	Pine Crest	Pine Tree Ridge	Terrace at Montgomery
Victoria Court	Wethersfield	Winner’s Circle	Woodhollow
Montgomery Preserve	Maplewood Estates		

2. All permits must be signed by the property owner.

3. **All permit fees must be paid at time of permit submittal.** Please be advised that Montgomery Township deposits permit fees immediately upon permit submission. Deposit, however, does not constitute permit approval. Your permit is not approved until you receive the signed permit card from Montgomery Township.

4. **All Commercial, Electrical, and Plumbing Contractors are required to register with the Township** and submit the \$50 fee. If the general contractor has **no employees**, the form must be signed and notarized. The contractor must also submit a certificate of insurance noting Montgomery Twp as the certificate holder and additional insured with respects to general liability.

5. **All Home Improvement Contractors (HIC)** currently registered with the State must complete the Contractor Registration form and provide proof of Workers Compensation Insurance. No fee is required. If the HIC is not currently registered with the State then the contractor must register fully with the Township (see #4 above).

5. **In order for the review process to run smoothly and efficiently, permit applications should be submitted with all of the required paperwork and information requested.**

ADDITIONAL INFORMATION REQUIRED FOR SPECIFIC PROJECTS:

ADDITION - Provide a site plan indicating location of the proposed addition and distances to all property lines. Provide a signed contract between the homeowner and the contractor. Provide 2 complete sets of plans including electrical, plumbing, and HVAC. **Note:** In most cases, (1) one-story additions and structures which do not alter existing load-bearing walls, do not need plans to be signed and sealed by a design professional. It is ultimately left to the discretion of the plan reviewer to determine the need for design professional approval. All other structural plans must be signed and sealed by a design professional, licensed in the Commonwealth of Pennsylvania. A curb escrow fee of \$1200 must be submitted if deemed necessary by the Code Enforcement official.

BASEMENT RENOVATIONS – Complete all applicable sections of the building permit application. Provide the square footage of the finished area. Attach 2 detailed drawings indicating locations of the mechanical equipment, electrical fixtures (existing and new). Indicate the location of all new plumbing fixtures and provide ejector equipment cut sheets. Indicate the location of smoke and carbon monoxide detectors. Indicate how the living space will be heated. Provide heat load calculations if existing heater is being utilized for the additional square footage.

BATHROOM / KITCHEN REMODELS – Provide 2 sets of drawings indicating locations of plumbing and electrical fixtures (existing and new).

DECK / GAZEBO – Provide size of deck, height, and square footage. Attach 2 detailed structural drawings indicating size, height/span, and spacing for columns, joists, decking, beams, and footing details or provide a brochure (for gazebo kits). Depending on the scope of the project, the Code Official may require the plans to be **signed and sealed** by an Architect or Engineer. Provide a site plan indicating location and distances from the property lines.

DEMOLITION – See Demolition Permit Application.

DRIVEWAY – Provide the width, percent of grade, depth & type of base aggregate, and depth & type of paving surface. Provide a site plan indicating location and distance from the property lines and distance from nearest street intersection (if within 100 feet).

ELECTRIC – All inspections and plan reviews must be completed and approved by a Township authorized electrical underwriter. See building permit application for list of 3rd party underwriters.

ENCLOSED PATIO – Provide a site plan indicating location and distances from the property lines. Provide 2 detailed structural drawings including square footage.

FENCE – Provide a site plan indicating locations and distances from the property lines. **Attractive side of fence must face outward. Fence must be at least 2 inches within the property line.** An additional fee must be submitted for all applications with an easement agreement.

FIREPLACE / INSERTS / CHIMNEYS / STOVES – Provide model #, serial #, U.L. approval # of unit. Provide cut sheets of unit being installed. Provide 2 sectional drawings. Provide site plan indicating location and distances from property the lines if exterior work is being done.

GEO-THERMAL INSTALLATIONS – Provide site plan indicating location of underground piping; must not encroach into the public right-of-way, easements, and protected well head areas. Provide specification sheets and copy of the permit issued by the Montgomery County Health Department.

PATIO – Attach 2 detailed drawings indicating footing, if any, for concrete patio. Provide type of patio (concrete or pavers), size, and foundation/base information. Provide a site plan indicating location and distances from the property lines. A curb escrow fee of \$1200 may be required.

POOLS – Provide a site plan indicating location of the pool (with fence), distances from the property lines, measuring from the decking and pool equipment. Provide cut sheets for filter pump and heater equipment. A curb escrow fee of \$1200 must be submitted. **Above-ground pools;** provide product info. (Cut sheets/brochures)

ROOF – See Roof permit application. Copy of signed contract must be provided.

SEWER LATERALS / WATER LINES – Complete the plumbing section of the building permit application. A permit must also be obtained from the Sewer Authority for the sewer lateral.

SHED – Attach 2 detailed drawings or a brochure (if prefab or kit). Indicate size, type of foundation and method of anchoring shed to the ground, if applicable. Provide a site plan indicating location and distances from the property lines.

WALKWAYS – Attach 2 drawings. Provide square footage, foundation/base information, and type of material (concrete, pavers...).

WINDOWS / DOORS – A permit is not required for direct replacement (size for size). If changing the size or adding a window/door, provide 2 detailed structural drawings.

WELLS – Provide depth of well, length of casing, gallons per minutes.