Montgomery Township
Department of Planning and Zoning
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Montgomery Township – Requirements for Non-Residential and Montgomery Mall Permit Applications

Requirements for Non-Residential and Montgomery Mall Permit Applications

All permits require the following:

1. All permit applications must be submitted with two (2) complete sets of drawings. Sprinkler/Alarm applications **require two (2) complete** sets of drawings. Each sheet of the plan set must bear the signature and seal of a PA registered design professional. The owner, general contractor or architect may submit the application.
2. All electrical plans must be submitted to an approved third-party inspection agency, as noted on page 2 of the permit application. The agency must approve and stamp the plans before they are submitted to Montgomery Township.
3. A complete set of plans in PDF format in addition to the hard copies.
4. All permit applications must be signed by the property owner or an authorized agent of the property owner.
5. A completed contractor registration form must be submitted for all contractors and subcontractors and submitted before the permit will be issued.
6. A signed and executed contract agreement between the owner and general contractor and all subcontractors must be submitted prior to issuance of the permit. The store/facility (owner's) name, signatures of both parties, and cost must be included on all contracts.
7. All permit fees must be paid at the time of submittal. Please be advised that Montgomery Township deposits fees immediately upon submittal. The deposit does not constitute permit approval. The permit is not approved until a signed permit is issued. Permit plan reviews may take up to 30 business days (6 weeks) to complete.

8. A Non-Residential Use & Occupancy Permit application and fee must be submitted with the permit application. The store/facility must be stocked and ready for use at the time of the use & occupancy inspection.
9. Sign permit applications must be submitted separately. (All Montgomery Mall tenants must have the permit application approved and stamped by Montgomery Mall management before submittal to the Township.)

Additional Information Required For Specific Projects:

Blasting: Submit blasting permit application and provide a copy of blasting license, DEP permit, and a copy of a certified letter notifying all residents within 250 feet of the property, along with a list of those notified.

Demolition: Submit demolition permit application and provide photographs of all views of the building and letters from the utility companies stating that the utilities to the building have been disconnected. If your building is found to be historically significant by the Montgomery Township Historical Society, would you consider allowing it to be preserved? Would you allow the Historical Society to enter the building for documentation purposes?

Fire Supression and Fire Alarm Systems: Plans must be submitted with complete application package. Two (2) sets of **NICET Level IV** signed/sealed shop drawings must include battery calculations, hydraulic calculations, riser diagram, devise legend and sequence of operations. Cut sheets for all equipment to be used with the system must also be provided.

Signs: Submit sign permit application for each sign. Free standing signs require two scaled plot plans, signed and sealed by a registered engineer, showing the elevation of the sign, and the distance from the building and the curb line or edge of roadway. If the free standing sign simply involves a change of face, plot plans are not required. Two scaled prints of all signs must be submitted. Wall signs require two copies of attachment details as well as scaled prints.