

East Fallowfield Township
Building Code Official / Inspector
Rob McLarnon
C) 610-842-8163 F) 610-544-6411 Email: rmclarnon@yahoo.com

INSPECTION OUTLINE

ALL LOTS MUST BE IDENTIFIED

- I. FOOTINGS
 - A. Approved Plans on Job
 - B. Survey Stakes Exposed
 - C. Check Location Against Approved Plot Plan
 - D. Check Bearing Soil Conditions
 - E. Check Forms Against Approved Plans

- II. BASEMENT AND FOUNDATION WALL FORMS
 - A. Approved Plans on Job
 - B. Check Forms Against Approved Plans (Footings)

- III. OPEN TRENCH INSPECTION
 - A. Check Trench Locations, Width and Depth Against the Approved Plans
 - B. Check Trench Bottom for Fill or Other Inadequate Bearing Properties
 - C. Check for Alignment and Proper Jointing with Previously Poured Lead Walls

- IV. FOOTING DRAINS AND DAMP PROOFING
 - A. Approved Plans on Job
 - B. Check Foundation Walls Against Approved Plans for Required Openings
 - C. Check Damp Proofing
 - D. Check Window Wells
 - E. Check Subsoil Drains and pea Gravel or Crushed Stone Cover
 - F. Check Anchor Bolts or Straps

- V. FRAMING
 - A. Approved Plans on Job
 - B. Check Room Sizes and Arrangements
 - C. Check All Framing Members
 - D. Check Roof Trusses Against Truss Diagram
 - E. Check Roof Sheathing
 - F. Check HVAC Openings
 - G. Rough Electrical Sticker
 - H. Insulations Inspection

- VI. WALLBOARD
 - A. Approved Plans on Job
 - B. Check Room Arrangements
 - C. Check Wallboard Nailing
 - D. Check for Water Resistant Wallboard

(OVER)

VII. FINAL

- A. Approved Plans on Job**
- B. Check all Aspects of the Building's Interior and Exterior for Compliance with Approved Plans and All Code Requirements**
- C. Check for Installation and Operability of all Fixture and Equipment Shown on Approved Plans**
- D. Check Interior Trim and Finish for Conformity to the Approved Plans and Acceptable Workmanship**
- E. Check Fireplace**
- F. Check Exterior**
- G. Check Roof**
- H. Check Required Retaining Walls**
- I. Check Finished Grade**
- J. Check for Final Approvals**

NOTE:

Grip able Handrails – In and Out
Hot Water On
Electric On
Number of Property

East Fallowfield Township
2264 Strasburg Road
East Fallowfield, PA 19320-4437
(610) 384-7144
Fax (610) 384-7143

BOARD OF SUPERVISORS
Mr. George Broadbent, Chairman
Mr. Chris Makely, Vice Chairman
Mr. Garth Monaghan, Member

SECRETARY
Denise Miller
TREASURER
Mark Espie

IMPORTANT PLEASE READ!!!!!!!!!!!!

The Permit Application Process will take approximately 15 workings days. If any construction commences before a permit is issued and paid for your permit fees will doubled!!!

The township requires 2 copies of your plot plan showing your **SET BACKS**, 2 copies of your prints and the estimated cost of your project accompany your permit application. See Section B of your application. Your application cannot be approved without this information showing your **SET BACKS**.

As of 04/08/04, The Pennsylvania Statewide Building Code will require a second means of Egress when applying for a Building Permits to finish a basement. The means may be a walkout exit door, a Bilco type door or an egress window having a minimum of 5.7 square feet or clear opening with an approved window exit well.

KEYSTONE MUNICIPAL SERVICES:

**ROB MCLARNON - BUILDING CODE OFFICIAL /
INSPECTOR/ZONING OFFICER**

C) 484-325-0041 Calls accepted between 8am - 3pm M-F

F) 610-544-6411

Email Address: rmclarnon@yahoo.com

Schedules all inspections and provides answers to building questions.

Inspections are conducted Tuesdays & Thursdays

*Electrical Inspections w/ name, address,
date + time + type of inspection to
P) 215-542-9977 F) 215-540-9721
all others Fax, to 610-384-7143 no phone
calls.*

As of May 4th, 2008 all Contractors have to be registered with the Township.

There is a \$50.00 registration fee for each contractor.

This form is available upon request and on our website at www.eastfallowfield.org

(Ordinance 2008-3)

If any form in this packet does not apply to you, you must put N/A and submit it with your application.

Thank you.

**East Fallowfield Township
OFFICE OF CODE ENFORCEMENT
2264 Strasburg Road
East Fallowfield, Pa. 19320
PHONE 610-384-7144 FAX 610-384-7143**

PERMIT REQUIREMENTS

East Fallowfield adopts the Uniform Construction Code and amendments. Therefore, all building permit applications for residential and commercial construction must comply with the Uniform Construction Code Administrative and Enforcement Regulations of The Uniform Construction Code, Act 45 of 1999 of the Commonwealth of Pennsylvania.

RESIDENTIAL PERMITS AND INSPECTIONS:

1. All permit applications will follow the guidelines of Section 403.62a of the Rules and Regulations of the Uniform Construction Code Administrative and Enforcement Regulations.
2. A completed application for Building Permit Application and (2) copies of all construction drawing of project must be submitted.
3. A completed Plumbing Permit Application and two (2) copies of riser drawings must be submitted.
4. A completed Mechanical Permit Application and two (2) copies of shop drawings of the ductwork must be submitted.
5. A completed Electrical Permit Application and two (2) copies of all wiring diagrams.
6. Submit a res-check or equal for the compliance of the Energy Code of the UCC.
7. Submit 2 copies of all Construction drawings of the structure to be built for plan review.
8. Submit a Contractors Certificate of Insurance for all contractors who require a permit.
9. Submit a completed Zoning Permit Application with all required information and **PLOT PLAN.**
10. All plot plans are to show all structures and all distances to all property lines.
11. Two (2) copies of all documents must be submitted.
12. Failure to complete all above items will result in a delay for the permit being reviewed for compliance and issued.
13. **United Inspections Inc.** will do all Electrical Inspections and can be contacted by phone at 215- 542-9977 to schedule an inspection
14. A Letter from your Home Owner's Association approving you proposed application. If your community has a Home Owner's Association.

REQUIRED INSPECTIONS:

1. **ALL BUILDING, PLUMBING AND MECHANICAL INSPECTION REQUESTS ARE REQUIRED TO BE IN WRITING WITH 48-HOUR ADVANCE NOTICE AND FAXED TO THE TOWNSHIP AT 610-384-7143**
2. Foundation Inspections:
 - A. Footing Inspection required prior to placing of any footing materials.
 - B. Foundation Inspection required for poured concrete walls.
 - C. A Backfill Inspection for proper support of all foundation on footing and foundation water protection and foundation drainage.
3. Frame and Masonry inspections.
4. Plumbing, Mechanical and Electrical systems inspections.
5. All Sewer and Water lines are to be inspected prior to backfilling of the piping.

6. Wallboard inspections.
7. All Construction and or Shop drawings will be required at the time of all inspections prior to the placement of any wall coverings.
8. If applicable, a Grading Inspection will be required prior to the issuance of a Certificate of Occupancy.
9. A Certificate of Occupancy will be issued after all inspections are signed off by all parties that have performed the required inspections for the occupancy request.
10. The International Residential Code 2006 and the International Existing Building Code applies to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one (1) and two (2) family dwellings and multiple single family dwellings no more than three (3) stories in height with a separate means of egress and their accessory structures.

POLICY REQUIREMENTS:

1. All Inspection requests require a written notice of 48 hours and can be faxed to 610-384-7143
2. All information must appear on the Inspection request: Name of Development, lot number, address and type of inspection requested and contact person's phone number
3. All structures must be clean and free of all construction materials and safety standards met.
4. All items that need to be corrected must be done so and re-inspected before any other work may be performed.
5. All Permit Fees are to be paid as per the Fee Schedule of East Fallowfield Township
6. **Note-** there are special exclusions from the Uniform Construction Code, however, that does not exclude them from East Fallowfield Zoning Permits requirements.
7. All Occupancy requests must be in writing and contain the following information:
 - A. Permit Number and address of residential building.
 - B. Contractor name and address of the building
 - C. A description of the portion of the residential building covered by the occupancy permit.
 - D. Plan Approval date of the permit
 - E. Any special stipulations and conditions relating to the building permit.

Please contact me at 484-325-0041 for questions or information regarding the above.

Robert McLarnon
Building Code Official
Keystone Municipal Services

**East Fallowfield Township
Office of Code Enforcement
2264 Strasburg Road
East Fallowfield, Pa. 19320
Phone 610-384-7144 Fax 610-384-7143**

Zoning Permits Requirements

1. Decks and or Patios
 - A. 2-Copies of the plot plan with the following information
 - B. Name of street and or Streets if corner lot
 - C. Dimensions of Front, Side, and Rear property lines
 - D. Location of all existing structures, (Dwelling, Garage, Barns Sheds etc)
 - E. Proposed location of Deck and or patio to all property lines at the closest Points
 - F. All information must be filled out on the Zoning permit application that pertains to the application
2. Fences and Retaining Walls
 - A. 2- Copies of the plot plan with the following information
 - B. Name of street and or streets if corner lot
 - C. Dimensions of Front, Side and Rear property lines
 - D. Location of all existing Structures, (Dwelling, Garage, Barns, Sheds etc)
 - E. Drawings of the proposed fence must include the Height of the fence and Type of fences
 - F. Proposed location of the fence and total length of the proposed fence
 - G. A Detail of the type of installation of the fence. (Footings etc)
 - H. All information must be filled out on the Zoning Permit application that applies
3. Sheds and Accessory Structures under 500 S.F.
 - A. 2- Copies of the plot plan with the following information
 - B. Name of street and or streets if corner lot
 - C. Dimensions of Front, Side, and Rear property lines
 - D. Location of all existing Structures, (Dwelling, Garage, Barns, Sheds etc)
 - E. Proposed location of the shed with dimensions to the side and rear yards to the closet point of the property lines
 - F. Size of the proposed shed (length, width and height)
 - G. All information must be filled out on the Zoning Permit application that applies

Note: Only Patios, Fences and Sheds under 500 S.F. require Zoning Permits only. All Decks and Retaining walls over 4 feet in height will require a building permit Addition to a Zoning permit

Residential Plan Review Requirements

1. Plan(s) showing to scale the size and location of all new construction and existing structures on the site. Distances from lot lines, established street grades and the proposed finished grades. Site plan shall be drawn in accordance with an accurate boundary line survey.
2. Two(2) sets of plans and specifications signed and sealed by the designer with the following information included.

Building Plan Review Requirements

- Front, rear, and side elevations
- Footing/foundation diagram
- Garage/living area separation wall(s)
- Window and door schedule
- Design loads and design calculations
- Location of all smoke detectors or heat detectors
- "R" Value of wall and ceiling insulation

Plumbing Plan Review Requirements

- Isometric diagram of potable water supply system with fixtures, locations and WSFU values
- Isometric diagram of DMV system with fixtures, location and DFU values

Mechanical Plan Review Requirements

- Location and size of equipment
- Air distribution and return air system
- Ventilation and exhaust schedule(s)
- Combustion air requirements for all new appliances
- Gas piping diagram

Electrical Plan Review Requirements

- Location of electrical devices: lighting, receptacles, switches, equipment, appliances, transformers, panels and subpanels
- Size and type conductors
- Panel and subpanel schedule

* Homeowners are permitted to draw their own plans. All plans must be to scale.