

# Franklin Township

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## REQUIRED RESIDENTIAL PERMITS

The majority of construction and home improvement projects require a permit. The list below covers only the most common residential projects. If your project does not appear on the list, please contact Jeff Vogels, the Township Building Official, to determine if a permit is required.

A permit **IS NOT REQUIRED** for:

- Fences (6' and less), Retaining Walls (4' and less) and General Landscaping. These shall not impede vision of traffic, be placed in a Right of Way, Easement, or Drainage Swale
- Siding replacement.
- Painting or wall covering
- Repairing or replacing a roof where no structural changes are occurring
- Window/ Door replacement, (a building permit is required if an opening is enlarged)
- Kitchen and bath fixture replacement in same location
- Electric fixture replacement, (lights, switches, and receptacles)
- Repairs to HVAC and Plumbing systems

A permit **IS REQUIRED** for:

- New homes
- Additions
- Interior and exterior alterations, replacements & repairs
- Re-Roofing
- Decks and Deck repairs
- Structural changes for window or door replacements
- Finishing basements
- New or altered plumbing work / Sewer and water laterals
- HVAC replacements
- Wood stoves / Fireplace
- Sheds & Accessory Structures
- Pools & Hot tubs
- Solar Panels
- Emergency Generators
- Demolition
- Retaining Walls (over 4' in height)
- Fence (over 6' in height)
- Driveways
- Patio
- Sign

# Stormwater

Any project involving impervious cover of 1000 S.F. or more, or ground disturbance of 5000 S.F. or more, requires a stormwater application. [http://www.franklintownship.us/uploads/stormwater\\_permit\\_form.pdf](http://www.franklintownship.us/uploads/stormwater_permit_form.pdf)

## SUBMISSION REQUIREMENTS FOR PERMITS

The following is required:

**NEW HOMES** - Completed Zoning/Building permit application with associated Electrical, and Plumbing permit applications. (2) Sets of architectural sealed plans. REScheck Energy Compliance Report, or alternative. Stormwater / grading permit application, Sewer and Water Connection Agreement or Private Sewage and Well permit from Chester County Board of Health shall accompany the building application.

**ADDITIONS** - Completed Zoning/Building permit application with associated Electrical and Plumbing permit applications. (2) Sets of architectural sealed plans. REScheck Energy Compliance Report, or alternative. Note: if the addition adds to the number of bedrooms and the property utilizes a private in-ground septic system, approval from Chester County Board of Health is required and shall accompany the building application. Depending on the size of the addition, a Stormwater/grading permit application may be required.

**INTERIOR AND EXTERIOR ALTERATIONS** - All alterations that involve a structural change, change to the Means of Egress, or extension of the electrical or plumbing system require a permit. A completed building permit application with associated mechanical permit applications and (2) sets of plans is required. See Examples below:

Kitchen Renovation:

Option #1 - new cabinets, new flooring, and new fixtures and appliances all replaced in identical location. **NO** permits required.

Option #2 - new kitchen plan requires removal of a load bearing wall, with a sink and oven relocation. A Building, Plumbing, and Electrical permit shall be required.

Bath Renovation:

Option #1 - new plumbing fixtures, light fixtures, vanity, and flooring are being installed with fixtures in identical locations. **NO** permit is required.

Option #2 - bathroom is being enlarged. No load bearing walls are involved but the plumbing and electrical fixtures are relocated. A Plumbing and Electrical permit shall be required. (If walls are load bearing a building permit shall be required).

**RE-ROOFING** - A permit is only required if there is structural damage or the roofline is changed. A Building permit application is required, accompanied with (2) sets of plans for the intended repair or change.

**DECKS** - A completed Zoning/Building permit application is required for all new decks and extensions to existing decks. The height of the deck-walking surface shall be provided on the application. The height of the walking surface shall be measured at its highest point above finish grade. If **ALL** areas of the deck-walking surface are less than 30" above finish grade, **ONLY A ZONING PERMIT** is required. All decks 30" and higher require a Building permit application with (2) complete sets of plans. Plans shall include footer details, structural information, attachment schedule, railing, and stair details.

[http://www.franklintownship.us/uploads/Deck\\_Construction\\_Guide.pdf](http://www.franklintownship.us/uploads/Deck_Construction_Guide.pdf)

**DECK REPAIRS** - Repairs involving the structural members, handrails, or stairs, require a Building permit application accompanied with (2) sets of plans for the proposed repair. Replacement of decking only does not

require a permit. If the deck-walking surface is less than 30" above finish grade at the highest point, a permit for repairs is not required.

**WINDOW AND DOOR REPLACEMENT** - A permit is not required for replacement windows and doors provided that the replacements are identical in size. If one or more openings are increased in size, a Building permit is required. (2) Sets of plans shall accompany the building permit application.

**BASEMENT RENOVATIONS** - Basement renovations require a Building and Electrical permit applications accompanied with (2) sets of plans. All rooms shall be identified for intended use, i.e. family room, rec room bedroom, etc. One Means of Emergency Egress is required and each sleeping area shall have its own means of Emergency Egress. Means of Emergency Egress shall be identified and opening size shall be provided. A Plumbing permit shall be required if plumbing fixtures are included in the renovation. It is required that all habitable areas be insulated and conditioned for occupancy.

**PLUMBING** - Any addition or extension to the water distribution system and/or a sanitary line requires a permit. Normal repairs of the existing plumbing system and associated fixtures do not require a permit.

**HVAC** - Due to the variety of installations, a permit may be required; contact the Building Official to discuss the parameters of the project.

**WOOD STOVES AND FIREPLACES** - Due to the variety of installations, a permit may be required; contact the Building Official to discuss the parameters of the project

**ACCESSORY STRUCTURES** - A Zoning/ Building permit application is required for all accessory structures. A plot plan demonstrating all existing structures, well, septic fields, and drainage swales, along with the proposed location, size and height of the structure, with set back measurements to property lines shall accompany application. All structures over **200** square feet shall require (2) sets of building plans. An Electrical permit shall be required if the accessory structure is to be wired. Accessory structures 200 square feet or less that are supplied with a utility shall make a permit application for the utility supplied. (electric, plumbing, etc.).

**POOLS AND HOT TUBS** - A Zoning/Building permit application and an Electrical permit is required. A plot plan shall accompany the application demonstrating pool/hot tub size (including aprons) and location. Location shall include measurements to property lines and distance from the dwelling.

**IN-GROUND POOL** permit applications require (2) sets of sealed plans and pool barrier plans.

**ABOVE GROUND POOL** permit applications require size and depth of pool. Means of egress into the pool shall be included. If a deck is intended, (2) complete set of plans demonstrating structural and pool barrier compliance shall accompany application.

**HOT TUB** applications located on decks require an engineer's signed sealed letter approving the additional loads imposed on the deck

## **SOLAR PANELS**

**ROOF MOUNT** - Applications for roof mounted PV panels shall include an Electrical permit with manufacturer product information (including attachment schedule complying with 90 MPH wind speeds), wiring schematics, and number of panels. Applications shall include a signed, sealed engineers report stating that the existing roof members are capable of additional loading imposed on the roof. If the roof members are not capable of additional loading, the report shall provide remedial requirements for the structural members. A building permit shall be required if the engineer requires remedial work.

**PEDESTAL MOUNT** - Application for Pedestal Mounted PV panels shall include a Zoning/Building Permit Application, and an Electrical application with manufacturer product information, (including attachment schedule complying with 90 MPH wind speeds), wiring schematics, and number of panels. Pedestal footing specifications demonstrating design for 90 MPH wind speeds shall be signed and sealed by an engineer. The application shall include a plot plan demonstrating all structures on the property, swales, and easements. Measurements to the property lines are required.

**EMERGENCY GENERATORS** - All applications require an Electrical permit and a plot plan. The application shall include generator size, and wiring diagrams. The plot plan shall demonstrate location and distance to property lines, electric meter location, distance to any fuel storage containers, and proper distance from any openings in the dwelling.

**DEMOLITION** - A Demolition permit shall be required prior to the removal of any structure.

**RETAINING WALLS** - A retaining wall greater than 4' requires a Building permit. Application shall include a plot plan and manufacturer approved installation design for the required height of installation.

**FENCE** - A fence greater than 6' in height requires a building permit accompanied with a signed, sealed engineer's report demonstrating a 90 MPH wind speed design installation, and plot plan showing location of proposed fence.

**DRIVEWAYS** - New driveways, driveway expansions, paving of existing stone driveways, or removal and replacement of existing paved driveways require a driveway permit application accompanied with a plot plan. The plot plan should include all structures, septic system and well with dimensions of structures and measurements to property lines for proposed work.

**PATIO / WALKWAYS** - All patio and walkways require a zoning permit application accompanied with a plot plan. The plot plan should include all structures, septic system and well with dimensions of structures and measurements to property lines for proposed work.

**SIGNS** - A Zoning application is required demonstrating the type, size and location of the sign. A plot plan demonstrating dimensions to property lines shall accompany the application.