

HOME IMPROVEMENT CONSUMER PROTECTION ACT 132

THE PENNSYLVANIA LEGISLATURE IN 2008 PASSED THE HOME IMPROVEMENT CONSUMER PROTECTION ACT. THE LAW REQUIRES THAT ALL CONTRACTORS WHO PERFORM AT LEAST \$5,000 WORTH OF HOME IMPROVEMENTS PER YEAR REGISTER WITH THE ATTORNEY GENERAL'S OFFICE. EFFECTIVE JULY 1, 2009, ANY CONTRACTOR THAT IS NOT REGISTERED WILL BE PROHIBITED FROM OFFERING OR PERFORMING HOME IMPROVEMENTS UNTIL THEY BECOME REGISTERED.

HOME IMPROVEMENT CONTRACTORS CAN REGISTER ONLINE AT www.attorneygeneral.gov OR BY MAILING AN APPLICATION TO THE ATTORNEY GENERAL'S OFFICE TO OBTAIN THE REQUIRED REGISTRATION.

**Pennsylvania Office of Attorney General
Bureau of Consumer Protection
15th Floor, Strawberry Square
Harrisburg, PA 17120
Attention : Home Improvement Contractor Registration**

EFFECTIVE JULY 1, 2009, ZONING AND BUILDING PERMITS WILL BE ISSUED ONLY UPON HOME IMPROVEMENT CONTRACTORS PROVIDING DOCUMENTATION THAT THEY HAVE OBTAINED THE REQUIRED REGISTRATION FROM THE ATTORNEY GENERAL'S OFFICE.

RICHLAND TOWNSHIP ZONING AND BUILDING PERMIT APPLICATION PROCEDURES

PLEASE READ CAREFULLY

Effective July 8, 2004, Richland Township will not accept a Building Permit Application for any proposed construction requiring a building permit until such time that a Zoning Permit Application is submitted for a zoning review. Along with the Zoning Permit Application, please attach a description of the property, drawing, proposed construction and relationship to the boundary lines (setbacks). Upon submission, the Zoning Officer will review the application as submitted, to determine if the proposed construction is in compliance with applicable Township Ordinances. The Zoning Permit Application approval is required prior to the submission of a Building Permit Application.

Fee _____ Permit No. _____
B.C.T.M. No. _____ Date _____

Richland Township
1328 California Road, Suite A
Quakertown, PA 18951
Phone 215-536-4066
Fax 215-538-3020
www.richlandtownship.org

RICHLAND TOWNSHIP APPLICATION FOR ZONING PERMIT

Name of Applicant _____ Address _____ Telephone No. _____

Street Address or Location of Property: _____

Authorized Agent: Name _____ Address _____ Telephone No. _____

Contractor: Name _____ Address _____ Telephone No. _____

Property Size: Width Depth Area: (Sq. Ft./acres) Present Zoning

Proposed Use _____

Class of Work New Alter Add Move Demolition/Razing

Existing structures on property: _____

1. Is the street on which proposed work fronts paved? Yes No
Is the street accepted by the Township? Yes No
2. Does above-named property provide adequate surface drainage? Yes No
3. What facilities for disposal of sanitary sewage are to be provided?
Public sewer Septic tank Other
4. Do any natural water courses, or drains, pipes, culverts, open ditches or any other arterial water courses discharge water upon the lot or land? Yes No
Or from the lot or land? Yes No
5. Is the work to be performed to be located within any land subdivisions, as defined in the Richland Township Subdivision Ordinance? Yes No
If answer is yes, was the Subdivision Plan approved by the Township Planning Commission?
 Yes No
Subdivision Name _____
6. Has this parcel ever been before the Zoning Hearing Board? Yes No
7. If answer is yes, give date of appearance. _____
8. If razing, complete the Historical Preservation Requirements Section 1003 b.

I hereby certify that all the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Signature of Applicant _____

NOTE: This form is NOT a permit. Your permit will be issued upon approval of your application by the Zoning Officer. (Instructions for completing this form are on the instruction sheet accompanying this form.)

Issued By: _____

Inspected By _____

Date: _____

**APPLICATION FOR PLAN EXAMINATION
 AND BUILDING PERMIT**

APPLICANT TO COMPLETE ALL ITEMS

B.C.T.M. NO. 36- _____ - _____ Zoning District _____

Location of Building _____
 No. Street

Between _____ and _____
 Cross Street Cross Street

TYPE AND COST OF BUILDING - All applicants complete Parts A-D

A. TYPE OF IMPROVEMENT

1. New building
2. Addition (If residential, enter number of new housing units added, if any, in Part D.13)
3. Alteration (See 2 above)
4. Repair, replacement
5. Wrecking (if multifamily residential, enter number of units in building in Part D.13)
6. Moving (relocation)
7. Foundation only

D. PROPOSED USE - For "Wrecking" most recent use

- | | |
|---|--|
| Residential | Nonresidential |
| 12. One Family | 18. Amusement, recreational |
| 13. Two or more families – Enter
number of units _____ | 19. Church, other religious |
| 14. Transient hotel, motel or
dormitory - Enter
number of units _____ | 20. Industrial |
| 15. Garage | 21. Parking Spaces |
| 16. Carport | 22. Service station, repair garage |
| 17. Other - Specify _____
_____ | 23. Hospital, institutional |
| | 24. Office, bank, professional |
| | 25. School, library, other educational |
| | 26. Stores, mercantile |
| | 27. Tanks, towers |
| | 28. Other - Specify _____
_____ |

B. OWNERSHIP

8. Private (industrial, corporation, nonprofit institution, etc.)
9. Public (Federal, State or Local)

Nonresidential – Describe in detail the proposed use of building: e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

C. COST

10. Cost of improvement to be installed but not included in the above cost
 - a. Electrical _____
 - b. Plumbing _____
 - c. Heating, air conditioning _____
 - d. Other (elevator, etc.) _____
11. Total Cost of Improvements _____

SELECTED CHARACTERISTICS OF THE BUILDING – For new buildings and additions, complete Parts E – L; for wrecking, complete only part J

E. PRINCIPAL TYPE OF FRAME

30. Masonry (wall bearing)
31. Wood frame
32. Structural steel
33. Reinforced concrete
34. Other – Specify _____

G. TYPE OF SEWAGE DISPOSAL

40. Public or private company
41. Private (septic tank, etc.)

I. TYPE OF MECHANICAL

- Will there be central air conditioning?
44. Yes _____ 45. No _____

H. TYPE OF WATER SUPPLY

42. Public or private company
43. Private (well, cistern)

Will there be an elevator?

46. Yes _____ 47. No _____

F. PRINCIPAL TYPE OF HEATING FUEL

35. Gas
36. Oil
37. Electricity
38. Coal
39. Other – Specify _____

J. DIMENSIONS

48. Number of stories _____
49. Total square feet of floor area, all floors, based on exterior or dimensions _____
50. Total land area, sq. ft. _____

K. NUMBER OF OFF-STREET PARKING SPACES

51. Enclosed _____
52. Outdoors _____

L. RESIDENTIAL BUILDINGS ONLY

53. Number of bedrooms _____
54. Number of bathrooms Full _____
Partial _____

IDENTIFICATION – To be completed by all applicants

	Name	Mailing address – Number, street, city and state	Zip Code	Telephone No.
Owner or Lessee				
Contractor				
Architect or Engineer				
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to confirm to all applicable laws of this jurisdiction.				
Signature of applicant		Address	Application Date	

DO NOT WRITE BELOW THIS LINE

VALIDATION	FOR DEPARTMENT USE ONLY
Building Permit number _____	Use Group _____
Building Permit Issued _____	Fire Grading _____
Building Permit Fee \$ _____	Live Loading _____
Certificate of Occupancy \$ _____	Occupancy Load _____
Drain Tile \$ _____	Approved by: _____
Plan review fee \$ _____	_____
	Title
<i>Notes and Comments</i>	
<p>The construction documents for new construction, alteration, repairs, expansion, addition or modification for buildings or structures shall be prepared by a registered design professional. All construction documents required for a building permit application shall be prepared by a registered design professional consistent with the professional registration laws of Pennsylvania. The construction documents shall include the name and address of the registered design professional and shall be signed, sealed and dated by the registered design professional in accordance with the professional registration laws of Pennsylvania.</p>	

Workers' Compensation Insurance Coverage Information

(attach to Building Permit application)

A. The applicant is:

A contractor within the meaning of the Pennsylvania Workers' Compensation Law
_____ Yes _____ No

If the answer is "yes", complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for workers' compensation
_____ Certificate Attached

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy No. _____
_____ certificate attached

Policy Expiration Date _____

C. Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

_____ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

_____ Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this

_____ day of _____ 20____

Notary Public

(seal)

My Commission Expires: _____

Signature of Applicant

Address _____

County _____

Municipality of _____

RICHLAND TOWNSHIP
ZONING DEPARTMENT

1328 California Rd., Suite A, Quakertown, PA 18951 215-536-4066 ~ 215-538-3020 (Fax)
www.richlandtownship.org

EROSION AND SEDIMENTATION CONTROL AND GRADING PERMIT APPLICATION
(aka "Earth Disturbance Permit Application")

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR PERMIT IN ACCORDANCE WITH THE PROVISIONS OF ORDINANCE NO. 210 OF RICHLAND TOWNSHIP, ENTITLED AN ORDINANCE OF THE TOWNSHIP OF RICHLAND, BUCKS COUNTY, PENNSYLVANIA, ESTABLISHING REGULATIONS AND STANDARDS TO GOVERN AND REGULATE THE GRADING OF LAND, THE MODIFICATION OF NATURAL TERRAIN, THE ALTERATION OF DRAINAGE, THE MAINTENANCE OF DRAINAGE NECESSARY TO CONTROL SOIL EROSION, THE ISSUANCE OF GRADING PERMITS, PROVIDING FOR THE ENFORCEMENT THEREOF AND PROVIDING FOR PENALTIES IN THE EVENT OF VIOLATION THEREOF.

PERMIT NO. _____

Date of Application _____

DEVELOPER/OWNER INFORMATION

Name _____

Tax Parcel No. _____

Address _____

Lot No. _____

Subdivision _____

Phone No. _____

Fax No. _____

CONTRACTOR/BUILDER INFORMATION

Name _____

Phone No _____

Address _____

PROJECT DESCRIPTION

Applicant's Signature

PERMIT INFORMATION/CERTIFICATION
(Township Use Only)

Fee Paid (amount) _____

Date Paid _____

Accepted By _____

THIS PERMIT IS CONTINGENT UPON THE RICHLAND TOWNSHIP ENGINEER, OR HIS DESIGNEE, HAVING THE RIGHT AT ANY TIME PRIOR, DURING AND AFTER CONSTRUCTION TO ENTER PREMISES TO INSPECT THE STORMWATER MANAGEMENT FACILITIES.

DATE APPROVED _____

TWP. ENGINEER _____

APPROVED FOR OCCUPANCY (_____)
Eng. Initials

APPROVED FOR TEMPORARY OCCUPANCY (_____)
Eng. Initials

Deficiencies if applicable _____

OVER →

**MINIMUM REQUIREMENTS FOR THE SUBMITTAL OF AN APPLICATION FOR
EROSION AND SEDIMENTATION CONTROL AND GRADING PERMIT
RICHLAND TOWNSHIP**

- A. **Application** - The applicant shall submit a completed application on forms supplied by the Township in triplicate.
- B. **Permit** - The applicant shall attach to the completed application, in triplicate, a plan by a registered Professional Engineer (P.E.) or Professional Land Surveyor (P.L.S.) indicating the following minimum requirements.
1. General Information -
 - a. Plan size - minimum 8-1/2" x 14"
 - b. Scale not less than 1" = 50'
 - c. Contour interval - not more than 2'
 - d. Subdivision name
 - e. Tax Map Parcel # and Lot #
 - f. Date
 - g. Acreage
 - h. Plan preparer/Registered Engineer or Land Surveyor.
 2. Existing Features -
 - a. Topography
 - b. Vegetation
 - c. Water Courses
 - d. Manmade Features
 - e. Boundary Line Survey
 - f. Soil Types
 3. Proposed Features -
 - a. Structure location with building dimensions
 - b. Setback dimensions and floor elevations
 - c. Proposed finished contours
 - d. Spot elevations and surface water flow arrows
 - e. Waste disposal systems
 - f. Wells
 - g. Soil erosion and sedimentation control measures to be established prior to construction.
- C. **Time Schedule** - a time schedule stating the anticipated starting and completion dates of the development sequence, the expected date of completion and construction of each of the measures referred to in Subsection (4) herein, and the time of exposure of each area prior to the completion of such measures.
- D. **Grading Plan** - a grading plan of the same scale as Subsection (2) (i.e. topographical survey) herein showing and describing all changes to the site including cuts, fills, structures, paving, utilities, right-of-ways and easements. Also to be shown on the plan is the exact location of on-site waste disposal systems, wells, and reserve waste disposal system areas.
- E. **Final proposed topographical survey** - showing depiction of site in detail after completion of all construction activity.
- F. **Additional requirements** - See §6 and §7 of Ordinance #210.

PERMITS ARE REQUIRED WHEN:

1. Change of Use of Occupancy is involved.
2. Construction of a new building.
3. Structural alterations or repairs are made.
4. Adding new structure, additions, or dwelling units.
5. For sheds, swimming pools, patios, parking lots, and driveways.
6. Plumbing fixtures are installed or replaced.
7. Moving, or relocating a building.
8. Demolition, razing (refer to Ordinance #191)
9. Earth Disturbance over 1,000 square feet. (see ordinance #210)
10. For Fences over 6 feet in height (taken from ground grade).
11. Alteration of Basements

WHO MAY APPLY FOR PERMITS

Zoning and Building permit applications and permits may be applied for and obtained by Owner, Contractor and/or Authorized agent. Contractor is preferred for any major construction (i.e. new residents).

WHERE PERMITS CAN BE APPLIED FOR:

RICHLAND TOWNSHIP MUNICIPAL ADMINISTRATION BUILDING, 1328 CALIFORNIA ROAD, QUAKERTOWN, PA 18951; 8:30 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY. MAILING ADDRESS: 1328 California Road, Suite A, Quakertown, PA 18951. WEBSITE: www.richlandtownship.org. The Code Enforcement Staff does not have scheduled office hours. Appointments can be made by phoning 215-536-4066.

APPLICATION FOR BUILDING AND ZONING PERMITS

All applications for Building and Zoning Permits should include the following:

1. Building and Zoning permit applications (available at the Township Building or on our website at www.richlandtownship.org) with the following information:
 - a. Plot plan including lot dimensions, building setbacks, proposed construction location, existing structures, and easements.
 - b. Description of proposed construction.
 - c. Estimated cost of construction.
 - d. Type of occupancy (Present Use and Proposed Use).
 - e. Types of service (heat, water, sewer, etc.).
 - f. Name, address, and telephone number of owner, contractor, and authorized agent.
2. All Commercial, Office and Industrial Uses over 5,000 sq. ft. or on three (3) or more acres of land must be reviewed by Township Planning Commission and Engineer and approved by the Township Board of Supervisors.
3. Approval of Sewage Disposal from Bucks County Water and Sewer Authority or Bucks County Department of Health prior to issuance of building permits.
4. Highway Occupancy Permit must be obtained prior to issuance of permits. (PennDOT has jurisdiction on permits along state-owned highways).
5. Two sets of building plans. (One will be returned).
 - a) Must show floor layout with dimensions.
 - b) Cross cut detail of proposed fixtures.
 - c) Must show all plumbing fixtures.
 - d) Approvals when required by the Pennsylvania Department of Labor and Industry.

Generally all applications will be reviewed within fifteen working days upon submission.

APPLICATION FOR BUILDING AND ZONING PERMITS FOR DEMOLITION/RAZING

ALL APPLICATIONS WILL BE ACCOMPANIED BY AN INFORMAL SKETCH PLAN SHOWING THE LOCATION OF ALL HISTORIC STRUCTURES AND RESOURCES ON THE SITE. NO ADDITIONAL FEES ARE REQUIRED. THE PLAN WILL STATE OR CONTAIN THE FOLLOWING:

1. Owner of record
2. Location of all buildings, foundations, walls, ruins, historic trees and any other features on the location.
3. Approximate age of the main structure or resource
4. Interior and exterior photographs of the buildings to be taken by the owner at the Township's expense for film and development or by the Township with the permission of the owner after the site to be demolished is vacated. Photographs of the landscape to be taken by the owner at the Township's expense for film and development or by the Township with the permission of the owner after the site to be demolished is vacated.
5. Explanation of the reasons for the demolition
6. Future proposed uses of the site
7. What will be done with the materials from the demolished resource

Richland Township will review the application, conduct an examination of the structure or resource, and make a recommendation to the Board of Supervisors within fifteen (15) working days of receipt of the application from the Zoning Officer.

Richland Township may request a development site of historical significance be inspected by an archaeologist for a possible archaeological dig and or certified report regarding the structural stability of the resource.

- A. For additional requirements see Ordinance #191

GENERAL BUILDING GUIDELINES

1. All permits must be obtained and fees paid prior to starting actual work. Fees are based on type, size and cost of construction.
2. There are 3 basic inspections: foundation or footing, framing, and final. (Inspections are noted on permit cards).
3. Code Enforcement staff requires 24 hours notice for all inspections. (Phone: 536-4066).
4. Contractor is responsible for notifying office for all inspections.
5. Permit cards must be visibly displayed.
6. Building Inspector must be notified of all structural changes in construction after permit is issued.
7. Final inspections must be made and certificate of occupancy issued prior to occupation of any structure.
8. Applicant is responsible for obtaining the necessary electrical inspections and approvals.
9. All construction must commence within six (6) months from the date the permit is issued.
10. Permit fees are not refundable.
11. Approved building plans must be available at the construction site at all times.

ALL CONSTRUCTION MUST CONFORM TO THE REQUIREMENTS AND SPECIFICATIONS OF THE BOCA BASIC BUILDING CODES AS ADOPTED BY RICHLAND TOWNSHIP AND ALL OTHER MUNICIPAL, STATE AND FEDERAL REGULATIONS.