

# BASIC SUBMISSION REQUIREMENTS FOR COMMERCIAL, RENOVATIONS & REPAIRS

## ADDITIONS

### **NO PERMIT APPLICATION WILL BE ACCEPTED WITH OUT:**

1. **A PLOT PLAN** DRAWN TO AN ACCURATE SCALE, WITH PROPERTY MARKERS SHOWN. THIS PLAN SHOULD SHOW ALL STRUCTURES ON THE LOT, DISTANCE FROM STRUCTURES TO PROPERTY LINE AND DISTANCE FROM THE PROPOSED IMPROVEMENT TO THE PROPERTY.
2. **BUILDING COVERAGE** (THE PERCENT OF THE LOT OCCUPIED BY ALL BUILDINGS) AND **IMPERVIOUS SURFACE** (THE PERCENT OF THE LOT OCCUPIED BY ALL IMPERVIOUS SURFACES INCLUDING BUILDING, DRIVWAYS, and WALKWAYS & PATIO) MUST BE GIVEN. *CALCULATION SHEET FOR IMPERVIOUS SURFACE & BUILDING COVERAGE IS IN THE CODES DEPARTMENT*
3. **COMPLETED APPLICATION** FOR BUILDING, PLUMBING, ELECTRICAL AND MECHANICAL MUST BE SUBMITTED AS A SINGLE PACKET.
4. A CURRENT **Haverford Township Contractors Licenses** for all contractors **Certificates of Liability Insurance with Workers Compensation** for all contractors **working at job site.**  
*(Certificates holder to be Haverford Township)*
5. **2- Sets of Detailed Structural Drawings. Including Accessibility** (Architect or Engineer Seal)  
\*\*no commercial plans containing **ADA requirements will be accepted unless** submitted by a design professional. There will be no exceptions.
6. **SIGNED CONTRACT BETWEEN PROPERTY OWNER & CONTRACTOR**
7. **FEES** FOR ALL PERMITS **WHEN** PERMITS APPROVED

## RENOVATIONS AND REPAIRS

### **NO PERMIT APPLICATION WILL BE ACCEPTED WITH OUT:**

1. **COMPLETED APPLICATION** FOR BUILDING, PLUMBING, ELECTRICAL AND MECHANICAL MUST BE SUBMITTED AS A SINGLE PACKET.
2. **CURRENT Haverford Township Contractors Licenses** for all contractors, **Certificates of Insurance with Workers Comp.** for all contractors **working at job site**  
*(Certificates holder to be Haverford Township)*
3. **2 - Sets of Detail Drawings Including Accessibility** (Architect or Engineer Seal)  
\* no commercial plans containing **ADA requirements will be accepted unless** submitted by a **design professional.** There will be no exceptions.
4. **SIGNED CONTRACT BETWEEN PROPERTY OWNER & CONTRACTOR**
5. **FEES** FOR ALL PERMITS **WHEN** PERMITS APPROVED

NOTE: CERTIFICATES OF INSURANCE CAN BE FAXED TO 484-454-4186 OR EMAILED TO  
[LFAVACCHIA@HAVTWP.ORG](mailto:LFAVACCHIA@HAVTWP.ORG) CERTIFICATES HOLDER TO BE HAVERFORD TOWNSHIP  
1014 DARBY ROAD HAVERTOWN, PA 19083