

Borough of Souderton

31 West Summit Street
Souderton, Pa. 18964
215.723.4371
Fax 215.723.5569

MECHANICAL PERMIT PROCEDURES

A Mechanical Permit is required for all Heating, Ventilation & Air Conditioning for new construction, renovations, alterations, fireplaces and insert, wood and gas stoves.

Location of Property – Address, Parcel Number and Lot & Block must be provided on all applications.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or contractor may be reached. PLANS AND SPECIFICATIONS

Three (3) copies of all plans and specifications must be submitted with all applications for HVAC permit.

All Non-Residential plans must be designed and sealed by a design professional.

Plans must also include all calculations of the International Energy Code by using COMcheck EZ software.

Contractor State License Number required for all home improvement work.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Borough of Souderton".

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Souderton Borough codes, ordinances and the State UCC.

PERMIT GRANTED – Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

PLUMBING, ELECTRICAL AND HVAC – All plumbing, electrical, heating and air conditioning contractors and/or their personnel performing commercial or new home construction must provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done.

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval.

Borough of Souderton

31 West Summit Street
Souderton, Pa. 18964
215.723.4371
Fax 215.723.5569

COMMERCIAL KITCHEN HOOD, DUCT AND EXHAUST EQUIPMENT

A Commercial Kitchen Hood, Duct and Exhaust Equipment permit is required for the installation, alteration or relocation of any commercial kitchen exhaust equipment.

Location of Property – Complete address including city, state and zip code must be provided on all applications.

Complete every section.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Borough of Souderton".

PERMIT GRANTED – If approved, the permit will be processed and issued to you within thirty (30) business days. Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval. If an inspection fails twice for the same code violation, a re-inspection fee will be required prior to a third inspection.

Permit Application Submittal Requirements

1. A completed permit application and fee.
2. Three (3) complete copies of the following plans, details and information shall be provided:
3. A site plan, which includes the subject building, and all other buildings within thirty (30) feet of the hood exhaust outlet, including dimension distances from the proposed hood exhaust outlet to make-up air supply inlets, windows, doors, and property lines.
4. An elevation plan, which includes the height of all hood exhaust outlets, make-up air intakes, adjoining grade lines, rooflines, parapets, elevator shafts, etc.

Borough of Souderton

31 West Summit Street
Souderton, Pa. 18964
215.723.4371
Fax 215.723.5569

5. A floor plan, which includes the kitchen layout and hood outline and overhang dimensions with the equipment below (Each piece of equipment must be specifically identified, i.e., grill, convection oven, deep fryer, etc.).
6. A section view, which includes hood, grease filter, duct and fan construction materials and/or details, connection details, adjacent wall, ceiling and roof construction details and clearances between heat producing equipment and the hood, and clearances to all combustible materials.
7. Exhaust and make-up air calculations.
8. The equipment manufacture's installation instructions. Manufactures cut sheets must be provided for all equipment including fire-stopping materials (All equipment shall be listed and/or approved by an approved agency for the proposed installation and use).
9. The design and installation of all commercial kitchen hood, duct, and exhaust equipment shall be in accordance with the Pennsylvania Uniform Construction Code and Souderton Borough requirements.

A FIRE PROTECTION SYSTEM PERMIT SUBMITTAL IS REQUIRED FOR ALL TYPE I HOODS.

SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Souderton Borough. 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 agent and we agree to conform to all applicable laws of Souderton Borough.

Borough of Souderton
 31 West Summit Street
 Souderton, Pa. 18964
 215.723.4371
 Fax 215.723.5569

MECHANICAL PERMIT APPLICATION TECHNICAL SECTION

A. IDENTIFICATION- APPLICANT WHEN MAKING CHANGES TO THE PLANS OR WHEN CHANGING CONTRACTORS OR CHANGING DRAWINGS THIS OFFICE MUST BE NOTIFIED

BLOCK _____ LOT _____

WORK SITE LOCATION _____

OWNER IN FEE _____

ADDRESS _____

TELEPHONE _____ CELL _____

CONTRACTOR ADDRESS _____

TELEPHONE _____ CELL _____

LIC NO _____

FE EMP NO _____

C. TECHNICAL SITE DATA

DESCRIPTION OF WORK

ESTIMATED COST

B. MECHANICAL CHARACTERISTICS

USE GROUP	<input type="checkbox"/> NEW	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
HEATING SYSTEM	<input type="checkbox"/> GAS	<input type="checkbox"/> CONVERSION	<input type="checkbox"/> REPLACEMENT
FUEL TYPE	<input type="checkbox"/> OTHER	<input type="checkbox"/> OIL	<input type="checkbox"/> ELECTRIC
TYPE	<input type="checkbox"/> HYDRONIC	<input type="checkbox"/> HOT AIR	
RESIDENTIAL		<input type="checkbox"/> REPLACEMENT UNIT NO DUCT WORK	
COMMERCIAL		<input type="checkbox"/> OVER 2000 SF OF BUILDING	
COMMERCIAL REPLACEMENT		<input type="checkbox"/> REPLACEMENT UNIT NO DUCT WORK	
FIRE SUPPRESSION HOODS	<input type="checkbox"/> TYPE I		
COMMERCIAL HOOD	<input type="checkbox"/> TYPE II		
FIREPLACES	<input type="checkbox"/> GAS	<input type="checkbox"/> WOOD	<input type="checkbox"/> OTHER
PELLET STOVE			
WOOD STOVE			
FIXTURE/EQUIPMENT			
WATER HEATER			
FUEL OIL PIPING			
GAS PIPING			
STEAM BOILER			
HOT WATER BOILER			
HOT AIR FURNACE			
OIL TANK			
LPG TANK			
OTHER			

QTY

JOB SUMMARY (Office Use Only)

PLAN REVIEW

NO PLANS REQUIRED

JOINT PLAN REVIEW REQUIRED

BUILDING MECHANICAL

FIRE ELECTRIC

PLUMBING ACCESSIBILITY

D. CERTIFICATION IN LIEU OF OATH

I HEREBY CERTIFY THAT I AM THE (AGENT OF) THE OWNER OF RECORD AND AM AUTHORIZED TO MAKE THIS APPLICATION AND PERFORM THE WORK LISTED ON THIS APPLICATION

PRINTED NAME _____

SIGNATURE _____

DATE _____