

Borough of Souderton

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

DECK/PATIO PERMIT PROCEDURES

A deck/patio permit is required for all construction including decks, concrete patio, paver patio, retaining walls renovation of existing decks, concrete patio, paver patios, and retaining walls.

DECK/PATIO PERMIT APPLICATION FORM

Location of Property – Address, Zoning District, Parcel Number and Lot & Block 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 be registered with the township prior to starting construction.

Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides. The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications for deck permit. Cross Section Drawings, giving structural details as outlined below, must be included

A. DIMENSIONS – Show all dimensions of proposed deck – height (ground level to highest point of roof), width and length. Give overall floor plan showing all dimensions.

B. PIER/ FOOTINGS (SEE G) – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 36"). Indicate PSI (pounds per square inch) of concrete and/or other sub-materials.

C. MAIN BEAMS (SEE G) – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using Manufactured Beams, structural plans must be sealed by engineer or architect.

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D. FLOORS (SEE G) – Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of floor.

E. WALL – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.

F. CEILING & ROOF FRAMING (SEE G) – Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Roof sheathing and type of roof materials to cover it should be shown. If using Manufactured Roof Trusses, structural plans must be sealed by engineer or architect.

G. ATTACHING TO EXISTING STRUCTURE – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.

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 Borough codes and ordinances.

PERMIT GRANTED – If approved, the permit will be processed and issued to you within fifteen (15) 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.

PLUMBING and ELECTRICAL - All plumbing, electrical will require a permit, 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. 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 reinspection fee will be required prior to a third inspection.

Note: All enclosed or open decks and patios require a building permit.

Commercial projects may require a design professional seal

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**BUILDING 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. BUILDING CHARACTERISTICS

RESIDENTIAL ALTERATION COMMERCIAL ALTERATION

| USE GROUP | PRESENT | PROPOSED |
|---------------------------|-------------|----------|
| CONSTRUCTION CLASS | PRESENT | PROPOSED |
| NO OF STORIES | _____ | _____ |
| HEIGHT OF STRUCTURE | _____ FT | _____ |
| AREA OF LARGEST FLOOR | _____ SQ FT | _____ |
| NEW BLDG AREA/ ALL FLOORS | _____ SQ FT | _____ |
| VOLUME OF NEW STRUCTURE | _____ CU FT | _____ |
| TOTAL LAND AREA DISTURBED | _____ SQ FT | _____ |

(IF SPRINKLERS ARE REQUIRED FIRE PROTECTION PERMIT IS REQUIRED)

| DISRIPTION | LENGTH | WIDTH | TOTAL SQ FT |
|-------------------------------------|--------|-------|-------------|
| SINGLE FAMILY | _____ | _____ | _____ |
| SEMI DETACHED | _____ | _____ | _____ |
| TOWNHOME | _____ | _____ | _____ |
| DUPLEX | _____ | _____ | _____ |
| MULTY FAMILY | _____ | _____ | _____ |
| COMMERCIAL | _____ | _____ | _____ |
| NEW | _____ | _____ | _____ |
| ALTERATION/TENANT FITOUT | _____ | _____ | _____ |
| ACCESSIBILITY | _____ | _____ | _____ |
| DECK | _____ | _____ | _____ |
| PATIO | _____ | _____ | _____ |
| ACCESSORY STRUCTURE / WITH FOOTINGS | _____ | _____ | _____ |

JOB SUMMARY (Office Use Only)
 PLAN REVIEW
 NO PLANS REQUIRED
 JOINT PLAN REVIEW REQUIRED
 BUILDING
 FIRE
 PLUMBING
 MECHANICAL
 ELECTRIC
 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 _____