

**CAREFULLY REVIEW AND COMPLETE ALL THE
ENCLOSED DOCUMENTS PLEASE ALLOW THREE (3)
WEEKS FOR PROCESSING**

**U.M.T. HOURS ARE 8:30 A.M. TO 4:30 P.M. WEEKDAYS.
PERMIT FORMS ARE AVAILABLE FOR DOWNLOADING AT
WWW. UPPERMAKEFIELD.ORG**

**BUILDING CODE IS 2009 INTERNATIONAL BUILDING CODE.
PLUMBING AND HEATING HVAC INTERNATIONAL PLUMBING CODE ARE 2006.
ELECTRICAL CODE IS NEC 2008.**

**ALL PROJECTS THAT INCLUDE ELECTRICAL WORK MUST BE PERMITTED. PLANS OF ELECTRICAL
WORK MUST BE REVIEWED BY A THIRD PARTY ELECTRICAL AGENCY FOR APPROVAL. THE PLAN
MUST BE STAMPED "APPROVED" AND INCLUDE THE INSPECTION FIRM NAME, REVIEWER NAME,
DATE AND THEN SUBMITTED TO THE TOWNSHIP. THE ELECTRIC PLANS MUST BE APPROVED PRIOR
TO THE ISSUANCE OF A PERMIT FROM THE UPPER MAKEFIELD TOWNSHIP PLANNING & ZONING
DEPARTMENT. ALL ELECTRICAL INSPECTIONS MUST BE PERFORMED BY THE SAME AGENCY,
ARRANGED FOR AND PAID BY THE BUILDER/HOMEOWNER.**

**ANY POOLS WITH EARTH DISTURBANCE OF 2,000' SQUARE FEET
OR ANY ADDITIONS WITH EARTH DISTURBANCE OF 1,000
SQUARE FEET OR MORE MUST HAVE APPROVAL FROM THE BUCKS
COUNTY CONSERVATION DISTRICT (BCCD) (FORM AVAILABLE).**

**EACH PAGE OF SEALED PLANS OR PLOT PLANS MUST HAVE A
TITLE BLOCK OR IDENTIFICATION ON EACH PAGE. TWO (2)
BUSINESS CARDS OF THE CONTRACTOR MUST BE ATTACHED
TO THE PERMIT PACKET.**

**UPPER MAKEFIELD TOWNSHIP
MUST BE LISTED AS "**ADDITIONAL INSURED**"
ON A CURRENT CERTIFICATE OF INSURANCE FOR ALL CONTRACTORS,
ELECTRICIANS AND/OR PLUMBERS FOR ALL APPLICATIONS.**

**RETURN TO UPPER MAKEFIELD TOWNSHIP
WITH THE FOLLOWING ADDITIONAL
INFORMATION:**

NEW HOUSE CONSTRUCTION

THREE (3) SETS SEALED STRUCTURAL PLANS THREE (3) SETS OF
SEALED GRADING PLANS WITH ALL REQUIREMENTS AS STATED
ON THE GRADING APPLICATION GRADING APPLICATION *including*
Bucks County Conservation District (BCCD) approval for earth
disturbance 1,000 square feet or over (form enclosed)

REQUIRED FORMS:

INFORMATION APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT
ELECTRICAL PERMIT
PLUMBING PERMIT (INCLUDE THREE (3) RISER DIAGRAMS and HVAC PLANS)
DRIVEWAY PERMIT
APPLICATION FOR ZONING PERMIT
GRADING PERMIT WITH PROFESSIONAL SERVICE AGREEMENT
SEPTIC PERMIT (Issued by the Bucks County Department of Health)
APPLICATION FOR PERMIT TO DRILL WELL AND REGISTRATION WELL WATER
TEST RESULTS; PERMIT TO MODIFY/INSTALL A WELL
(Issued by the Bucks County Department of Health).

PROPERTY MUST BE CLEARLY MARKED WITH THE ADDRESS AND
LOT NUMBERS.

POOLS

APPROVAL FROM THE BUCKS COUNTY CONSERVATION DISTRICT (BCCD) IS REQUIRED ON ALL POOL PERMITS WITH EARTH DISTURBANCE OF 2,000' SQUARE FEET OR MORE (form enclosed)

POOL PERMITS REQUIRE THREE (3) SETS OF SEALED GRADING PLANS WITH APPROVAL FROM THE BCCD (where applicable).

THREE (3) SETS OF SEALED POOL CONSTRUCTION PLANS
ELECTRICAL CODE USED IS NEC 2008.

ALL EQUIPMENT, LANDSCAPING, OR ANY PARTS OF THE POOL MUST BE KEPT 10'
OFF THE PROPERTY LINE IN ANY DIRECTION.

POOL FENCING MUST COMPLETELY SURROUND THE POOL WITH SELF-CLOSING
AND SELF-LATCHING GATES AND MUST BE A MINIMUM OF 4' HIGH -SLATS NO
FARTHER APART THAN 4".

IF USING POST AND RAIL-CHICKEN WIRE WITH SMALL GAUGE HOLES AND
HEAVY GAUGE, WIRING IS REQUIRED.

SEPTIC SYSTEM MUST BE MINIMUM OF 25' FROM POOL.

REQUIRED FORMS:

INSPECTION CHECKLIST AND INFORMATION APPLICATION FOR
PLAN EXAMINATION AND BUILDING PERMIT ELECTRICAL
PERMIT APPLICATION FOR ZONING PERMIT GRADING PERMIT
(with approval from BCCD) PROFESSIONAL SERVICE AGREEMENT

CERTIFICATE OF INSURANCE REQUIRED LISTING

“Upper Makefield Township as Additional Insured”

FEE IS SUBMITTED AT TIME OF APPLICATION

\$1000.00 ESCROW CHECK TO BE HELD THROUGH THE
COMPLETION OF POOL BUILDING UNTIL CERTIFICATE OF
OCCUPANCY IS ISSUED.

ADDITIONS AND GARAGES

- *IF AN ADDITION IS 1,000' SQUARE FEET OR OVER THREE (3) SETS OF SEALED GRADING PLANS ARE REQUIRED WITH A GRADING PERMIT AND APPROVAL FROM THE BUCKS COUNTY CONSERVATION DISTRICT (form enclosed)*
- *GRADING/DRAINAGE PERMIT & PLAN*
Stormwater Management required being satisfied on all projects which increase a lots impervious ratio.
 - *999 sq. ft. or more of disturbed area requires Township grading review and approval and approval from Bucks County Conservation District.*
 - *1,000 sq. ft. or less no grading or drainage permit plan required, however, water quality and recharge requirements need to be met. See attached guidelines.*

IF ADDING A BEDROOM, APPROVAL MUST BE OBTAINED FOR THE EXISTING SEPTIC SYSTEM FROM THE BUCKS COUNTY DEPARTMENT OF HEALTH AT (215) 345-3329

DISTANCE FROM WELL AND SEPTIC MUST BE 10' FOUR (4) SETS OF SEALED STRUCTURAL PLANS THREE (3) COPIES OF THE PLOT PLAN SHOWING THE DIMENSIONS OF THE ADDITION INCLUDING DISTANCES TO SIDE AND REAR PROPERTY LINES

REQUIRED FORMS:

**INFORMATION APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT
ELECTRICAL PERMIT
PLUMBING PERMIT (INCLUDE THREE (3) RISER DIAGRAMS and HVAC PLANS)
APPLICATION FOR ZONING PERMIT GRADING PERMIT
(if over 1,000' – include approval from BCCD & PROFESSIONAL SERVICE AGREEMENT)
SEPTIC PERMIT**

RENOVATIONS AND ADDITIONS

IF AN ADDITION IS 1,000' SQUARE FEET OR OVER THREE (3) SETS OF SEALED GRADING PLANS ARE REQUIRED WITH A GRADING PERMIT AND APPROVAL FROM THE BUCKS COUNTY CONSERVATION DISTRICT.

IF ADDING A BEDROOM, APPROVAL MUST BE OBTAINED FOR THE EXISTING SEPTIC SYSTEM FROM THE BUCKS COUNTY DEPARTMENT OF HEALTH AT (215) 345-3329

DISTANCE FROM WELL AND SEPTIC MUST BE 10' FOUR (4) SETS OF SEALED STRUCTURAL PLANS THREE (3) COPIES OF THE PLOT PLAN SHOWING THE DIMENSIONS OF THE ADDITION INCLUDING DISTANCES TO SIDE AND REAR PROPERTY LINES

REQUIRED FORMS:

**APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT
ELECTRICAL PERMIT
PLUMBING PERMIT (INCLUDE THREE(3) RISER DIAGRAMS and HVAC PLANS)
APPLICATION FOR ZONING PERMIT GRADING PERMIT &
PROFESSIONAL SERVICE AGREEMENT
SEPTIC PERMIT**

Stormwater Management required being satisfied on all projects which increase a lots impervious ratio.

- ***999 sq. ft. or more of disturbed area requires Township grading review and approval and approval from Bucks County Conservation District.***
- ***1,000 sq. ft. or less no grading or drainage permit plan required, however, water quality and recharge requirements need to be met. See attached guidelines.***

DECKS

DECKS REQUIRE 36" MINIMUM DEPTH FOR EACH PIER TOP OF PIER 2" MINIMUM ABOVE GRADE AND 12" WIDE THREE (3) SETS OF STRUCTURAL PLANS, EACH PAGE MUST HAVE A TITLE BLOCK THREE (3) COPIES OF A PLOT PLAN SHOWING DIMENSIONS OF PROPOSED DECK INCLUDING DISTANCE TO SIDE AND REAR YARD IDENTIFICATION ON EACH PAGE

REQUIRED FORMS:

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT
ELECTRICAL PERMIT (when applicable)
PLUMBING PERMIT (when applicable)
HOMEOWNERS' ASSOCIATION APPROVAL (when applicable)
APPLICATION FOR ZONING PERMIT GRADING PERMIT

PAVER PATIO/SIDEWALK

PLOT PLAN SHOWING DIMENSIONS OF PROPOSED PATIO INCLUDING DISTANCE TO SIDE AND REAR YARDS

REQUIRED FORMS:

APPLICATION FOR ZONING PERMIT
ELECTRICAL PERMIT (when applicable)
GRADING PERMIT & PROFESSIONAL SERVICE AGREEMENT
(where applicable)

Stormwater Management required being satisfied on all projects which increase a lots impervious ratio.

- 999 sq. ft. or more of disturbed area requires Township grading review and approval and approval from Bucks County Conservation District.
- 1,000 sq. ft. or less no grading or drainage permit plan required, however, water quality and recharge requirements need to be met.

ACCESSORY BUILDING AND SHEDS

STRUCTURE MUST BE PLACED 12' OFF PROPERTY LINE SIDE AND REAR
NEVER IN THE FRONT OF THE HOUSE

THREE (3) COPIES OF A PLOT PLAN SHOWING DIMENSIONS OF ACCESSORY
BUILDING OR SHED AND DISTANCE TO THE SIDE AND REAR YARDS.

FOUR (4) SETS OF STRUCTURAL PLANS FOR THE ACCESSORY
BUILDING OR SHED.

GRADING/DRAINAGE PERMIT & PLAN

*Stormwater Management required being satisfied on all projects which
increase a lots impervious ratio.*

- **999 sq. ft. or more** of disturbed area requires Township grading review and approval and approval from Bucks County Conservation District.
- **1,000 sq. ft. or less** no grading or drainage permit plan required, however, water quality and recharge requirements need to be met. See attached guidelines.

SHEDS MUST BE ANCHORED ON ALL FOUR (4) SIDES

REQUIRED FORMS:

INFORMATION APPLICATION FOR PLAN EXAMINATION AND BUILDING
PERMIT ELECTRICAL PERMIT (when applicable)

PLUMBING PERMIT (INCLUDE THREE (3) RISER DIAGRAMS and HVAC PLANS)

APPLICATION FOR ZONING PERMIT (with impervious calculations)

GRADING PERMIT (if 1,000sq.' or over, include approval from Bucks County
Conservation District, Professional Service Agreement)

BASEMENT OR INTERIOR RENOVATION

IBC 2009 BUILDING CODE TWO (2) MEANS OF EGRESS OUT
OF BASEMENT

BASEMENT EGRESS REQUIREMENTS:

MINIMUM WINDOW OR DOOR SIZE..... 5.7 SQ. FT.

MINIMUM OPENING WIDTH.....20 INCHES

MINIMUM HEIGHT.....24 INCHES

MAXIMUM HEIGHT FROM FLOOR..... 44 INCHES

SMOKE DETECTORS REQUIRED AT TOP OF STAIRS EACH
BEDROOM AND ANY CLOSED SPACE HEAT DETECTOR REQUIRED
IN HVAC ROOM

REQUIRED FORMS:

APPLICATION FOR ZONING/
WORKMAN'S COMPENSATION INSURANCE INFORMATION.
INFORMATION APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT
ELECTRICAL PERMIT (if applicable)
PLUMBING PERMIT (if applicable)
THREE (3) COPIES OF THE FLOOR PLAN (include dimensions of proposed renovation)
THREE (3) COPIES OF PROPOSED MATERIALS LIST

*****FIREPROOFING IS REQUIRED TO ISOLATE ALL WALL
CAVATIES FROM 1ST FLOOR FRAMING*****

FENCES

FENCES MAY BE PLACED ON PROPERTY LINE, BUT IT IS RECOMMENDED THAT FENCES BE PLACED AS FAR INSIDE PROPERTY LINE AS POSSIBLE

- **3 FOOT IN HEIGHT ALLOWED IN THE FRONT**
- **MAXIMUM ON 7' HIGH ON SIDES AND REAR**
- **NO FENCES ALLOWED IN DRAINAGE EASEMENTS OR SWALES**
- **LOTS WITH 300 OR MORE FEET OF FRONTAGE MAY HAVE "POST AND RAIL" FENCE WITH A MAXIMUM HEIGHT OF 4' IN THE FRON YARD AS LONG AS THERE IS A MINIMUM OF 50% OPEN AREA BETWEEN RAILS**
- **ANY FENCE OVER 5' IN HEIGHT NO LESS THAN 25% OF THE SURFACE AREA IF THE SURFACE AREA IS IN ONE PLANE, AND NO LESS THAN 40% OF THE SURFACE AREA IS SURFACES AND STAGGERED**
- **ANY FENCE IN THE SIDE YARD WHICH IS OVER 5' HIGH MUST BE LANDSCAPED ON THE SIDE TOWARD THE STREET UNLESS IT IS PARALLEL TO OR ON THE SIDE LOT LINE**
- **ON A REVERSE FRONTAGE LOT, ANY BACKYARD FENCE OVER 5' HIGH SHALL BE LANDSCAPED ON THE SIDE TOWARD THE STREET**
- **IF A LOT FRONTS ON 2 OR MORE STREETS, THE 3' MAXIMUM HEIGHT SHALL APPLY ALONG ALL OF THE STREETS. HOWEVER, LOTS WITH AT LEAST 300' OF ROAD FRONTAGE MAY HAVE A " POST AND RAIL " FENCE WITH A MAXIMUM HEIGHT OF 4' AS LONG AS THE FENCE HAS A 50% OPEN AREA BETWEEN RAILS OR BOARDS.**

REQUIRED FORM:

**ZONING/OCCUPANCY PERMIT
THREE SETS (3) OF PLOT PLAN SHOWING LOCATION OF
FENCE FROM PROPERTY LINE.**

CERTIFICATE OF INSURANCE INFORMATION:

******UPPER MAKEFIELD TOWNSHIP MUST BE LISTED AS
“ADDITIONAL INSURED” ON A CURRENT CERTIFICATE OF
INSURANCE FOR ALL CONTRACTORS, ELECTRICIANS AND
PLUMBERS******

**ALL PERMITS WILL BE CONSIDERED DENIED AND WILL NOT BE PROCESSED UNTIL A
COMPLETED CERTIFICATE OF INSURANCE IS RECEIVED.**

COMPLETING A PERMIT/CERTIFICATE OF OCCUPANCY:

**REMINDER: FINAL ELECTRIC STICKER MUST BE ON
ELECTRICAL BOX PRIOR TO CALLING FOR FINAL
INSPECTION.**

**FINAL INSPECTION MUST BE DONE BEFORE CERTIFICATE
OF OCCUPANCY CAN BE ISSUED.**

EMERGENCY GENERATOR

**MUST BE LOCATED IN BUILDING ENVELOPE OF HOUSE BEHIND
FRONT LINE OF HOUSE**

**STRUCTURE MUST BE PLACED 12' OFF PROPERTY LINE
AND NEEDS TO BE SCREENED**

INSPECTED AT ROUGH AND FINAL BY ELECTRICAL UNDERWRITER

FINAL INSPECTION BY THE TOWNSHIP WHEN COMPLETED

REQUIRED FORMS:

**INSPECTION CHECKLIST AND INFORMATION APPLICATION FOR
PLAN EXAMINATION AND BUILDING PERMIT ELECTRICAL
PERMIT APPLICATION FOR ZONING PERMIT PLOT PLAN
SHOWING LOCATION**

SPORT COURTS

- **THREE (3) SETS OF SEALED GRADING PLANS**

Stormwater Management required being satisfied on all projects which increase a lots impervious ratio.

- *999 sq. ft. or more* of disturbed area requires Township grading review and approval and approval from Bucks County Conservation District.
- *1,000 sq. ft. or less* no grading or drainage permit plan required, however, water quality and recharge requirements need to be met. See attached guidelines.

**12' FROM PROPERTY LINE SIDES AND REAR AND BEHIND
FRONT LINE OF HOUSE**

**LIGHTING FIXTURES MUST BE SHIELDED ON ALL FOUR (4)
SIDES AS TO NOT INTRUDE ON NEIGHBOR'S YARDS AND SHALL
NOT EXCEED 15'**

FENCING SHALL NOT EXCEED 7' HIGH

REQUIRED FORMS:

**INSPECTION CHECKLIST
INFORMATION APPLICATION FOR PLAN EXAMINATION AND
BUILDING PERMIT
ELECTRICAL PERMIT (when applicable)
APPLICATION FOR ZONING PERMIT (with impervious calculations)
GRADING PERMIT (if 1,000 sq.' or over, include approval from Bucks
County Conservation District & PROFESSIONAL SERVICE AGREEMENT)**

WELLS

WITH ANY EXISTING WELLS AND NEAREST SEPTIC SYSTEM: WELL NEEDS TO BE MINIMUM OF 100' FROM ANY SEPTIC SYSTEM.

REQUIRED FORMS:

PRIOR APPROVAL FROM BUCKS COUNTY DEPARTMENT OF HEALTH UPPER MAKEFIELD TOWNSHIP WELL APPLICATION PLOT PLAN WITH LOCATION OF PROPOSED WELL IN RELATIONSHIP TO PROPERTY LINES.

IF A REPLACEMENT WELL, SMALL WATER TEST ATTACHED

IF A NEW WELL, LARGE CHEMICAL TEST REQUIRED, THEN SMALL WATER TEST PRIOR TO TEMPORARY OR CERTIFICATE OF OCCUPANCY.

COMPLETED WELL REGISTRATION FORM COMPLETED WHEN WELL IS FINISHED.