

Upper Makefield Township
Department of Planning & Zoning
General Instructions for Permit Applications

1076 Eagle Road
Newtown, PA 18940
Phone: 215-968-3340
Fax: 215-968-9228
info@uppermakefield.org
www.uppermakefield.org

Office Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

Permit Forms may be downloaded from the Planning & Zoning section at www.uppermakefield.org.

Key Permits and Forms Mentioned in this Document

- Building Permit Application**
- Zoning Use and Occupancy Permit Application**
- Professional Services Agreement**

A list of all forms and permits is on Page 14 at the end of this document.

This Packet includes application information, but not the permit forms. If you are reading this online, you should be able to download the permit from a link. Please view the [Permits List](#) located on our website. Please know that this list is not inclusive; permits for other activities may be required. Please contact us if you have any questions.

- Accessory Buildings and Sheds**–Page 3
- Additions, Renovations, and Garages**–Page 4
- Basement or Interior Renovation**–Page 5
- Decks**–Page 6
- Emergency Generators**–Page 7
- Fences**–Page 8
- Fire Place/ Wood Burning Stove/ Gas Logs/ Furnace** – Page 9
- New House Construction**–Page 10
- Pavers, Patio/Sidewalks**–Page 11
- Pools**–Page 12
- Roofing**-Page 13
- Sport Courts**–Page 14
- Water Wells**–Page 15

General Instructions

1. Please carefully review the requirements for your project and complete all the documents described for your project.
2. Please allow 3 weeks for processing.

Building Codes Adopted by Upper Makefield Township

- 2015 International Building Code
- 2015 Plumbing and Heating HVAC International Plumbing Code
- 2014 (NEC) Electrical Code

Copies of these codes may be reviewed at the Township office.

Electrical Work

You need an Electrical Permit for any projects that include electrical work. Before submitting a permit application to the Township, electrical work plans must be reviewed for approval by a third-party electrical inspection agency. The plan must be stamped “Approved” and include the inspection firm’s name, reviewer’s name, and the date of approved review.

Rough and Final inspections of electrical work must be completed, with the inspector’s inspection approval sticker placed on the electrical panel. All electrical inspections must be performed by the same agency that approved the electrical work plans. Plan approval and inspection fees are paid by the Builder/Homeowner to the third party.

Title Block on Sealed Plans or Plot Plans

Each page of sealed building plans or plot plans must have a title block for identification. A contractor’s business card must be attached to the permit packet.

Township Listed as “Certificate Holder”

Insurance. Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for all contractors, electricians and/or plumbers for **all applications**.

Bucks County Conservation District Approval

Any construction with earth disturbance over 1,000 square feet must first have Grading Permit approval from the Bucks County Conservation District. A form is available from the Conservation District. **An additional Grading Permit from Upper Makefield Township is required.**

Bucks County Department of Health Approval

Please see Bucks County’s specific permit requirements for details relating to septic systems and wells.

Accessory Buildings and Sheds

General Information

- Setback from Property Lines**
 - Please contact the Planning & Zoning Department for details on setbacks.
- Anchors**
 - Sheds must be anchored on all 4 sides.
- Stormwater Management**
 - Any area of disturbance over 1,000 square feet requires grading plans that have to be approved by the Bucks County Conservation District and Upper Makefield Township.
 - Areas under 1,000 square feet of disturbance do not require a grading or drainage permit plan. However, water quality, recharge, and stormwater requirements must be met.

Required Forms and Submissions

- Building Permit Application**
- Zoning Use and Occupancy Permit Application** (with impervious calculations)
- Grading Permit Application.** With this application, you must submit 2 sets of sealed grading plans. The submission must include a copy of the completed Bucks County Conservation District application. The Conservation District's application is called the Erosion and Sediment Control Application.
- Professional Services Agreement** to pay for Township consultant reviews.
- Electrical Permit Application**
- Plumbing Permit Application** must include 2 riser diagrams.
- Insurance.** Upper Makefield Township must be listed as "Certificate Holder" on a current Certificate of Insurance for all contractors, electricians and/or plumbers.

If the property owner is doing the work, please provide a copy of the homeowner's liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.

- PA Contractor Registration Certificate.** Please submit a copy of the contractor's PA contractor Registration certificate.

Additions, Renovations, and Garages

General Information

Size of Addition. If an addition's footprint requires more than 1,000 square feet of earth disturbance, sealed grading plans are required with a grading permit and approval from the Bucks County Conservation District. The form is available at www.bucksccd.org

Stormwater Management Practices. Your project must comply with established stormwater management practices, as outlined by the Conservation District.

Septic System Distance from Renovation or Addition. Your renovation or addition must be located at least 10 feet from your water well and septic system. **Pools** must be a minimum of 25 feet from the septic system.

New Bedrooms Require Septic System Approvals. If you are adding a bedroom, you must obtain approval for the existing septic system from the Bucks County Department of Health. Their phone number is (215) 345-3329. Online, visit www.buckscounty.org and look for >Health Department>OnSiteSewage.

Required Forms and Submissions

- Building Permit Application**
- Zoning Occupancy and Use Permit Application**
- Grading Permit Application.** With this application, you must submit 2 sets of sealed grading plans. The submission must include a copy of the completed Bucks County Conservation District application. The Conservation District's application is called the Erosion and Sediment Control Application.
- Professional Services Agreement** to pay for Township consultant reviews.
- Septic Permit from the Bucks County Department of Health**
- Sealed Structural Building Plans:** Two copies of the plot plan showing
 - Dimensions of the addition, and
 - Distances to side and rear property lines
- Plot Plans** are required for less than 1,000 square feet of disturbance.
- Electrical Permit**
- Plumbing Permit** (Include 2 riser diagrams.)
- Insurance.** Upper Makefield Township must be listed as "Certificate Holder" on a current Certificate of Insurance for all contractors, electricians and/or plumbers.

If the property owner is doing the work, please provide a copy of the homeowner's liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.

- PA Contractor Registration Certificate.** Please submit a copy of the contractor's PA contractor Registration certificate.

Basement or Interior Renovation

Safety Requirements

- Egress**
 - **Two Means of Egress.** Any basement renovation requires 2 means of egress, in compliance with the International Building Code (2015).
 - **Minimum Egress Requirements by Window or Door Size.**
 - Minimum window or door size of 5.7 square feet
 - Minimum opening width of 20 inches
 - Minimum height of 24 inches
 - Maximum height from floor must be 44 inches

- Fireproofing**
 - **1st Floor Fireproofing.** Fireproofing is required to isolate all wall cavities from 1st floor framing.

- Smoke Detectors**
 - **New Construction: Hard-wired Smoke detectors** with battery back-up *are required* on each level of the home, in hallways adjacent to sleeping rooms, and in all bedrooms.
 - **Existing Homes: One smoke detector** on each level of the home and in hallways adjacent to sleeping rooms.

- Heat Detectors**
 - **Required for HVAC room and garages.**
 - **Heat Detectors** are required for any closed space.

The Fire Marshal *recommends* wireless interconnected smoke alarms in existing homes. Alarms are also recommended for garages, attics and crawl spaces, heater rooms, laundry rooms, rooms or hallways adjacent to kitchens and rooms or hallways adjacent to fireplaces.

Required Forms and Submissions

- Zoning Application for Occupancy and Use**
- Building Permit Application**
- Electrical Permit Application** (if applicable)
- Plumbing Permit Application** (if applicable)
- Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for all contractors, electricians and/or plumbers. If the property owner is doing the work, please provide a copy of the homeowner’s liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.
- PA Contractor Registration Certificate.** Please submit a copy of the contractor’s PA contractor Registration certificate.
- Workers’ Compensation** insurance information. (Coverage Page)
- Floor Plan.** Three copies of the floor plan (include dimensions of proposed renovation).
- Proposed Materials List.** Two copies of proposed materials list.

Decks

General Information

- Deck Piers.** Each deck pier must be a minimum of 36 inches in depth. Each pier top must be a minimum of 8 inches above grade and 12 inches wide.
- Grading Permit Application.** With this application, you must submit 2 sets of sealed grading plans. The submission must include a copy of the completed Bucks County Conservation District application. The Conservation District's application is called the Erosion and Sediment Control Application.
- An additional Grading Permit from Upper Makefield Township is required.**

Required Forms and Submissions

- Zoning Application for Occupancy and Use**
- Building Permit Application**
- Professional Services Agreement** to pay for Township consultant reviews.
- Grading Permit Application.** With this application, you must submit 2 sets of sealed grading plans that have first been approved by the Bucks County Conservation District (if over 1,000 square feet). The Conservation District's form is called the Erosion and Settlement Application.
- Electrical Permit** (when applicable)
- Plumbing Permit** (when applicable)
- Insurance.** Upper Makefield Township must be listed as "Certificate Holder" on a current Certificate of Insurance for all contractors, electricians and/or plumbers.

If the property owner is doing the work, please provide a copy of the homeowner's liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.

- PA Contractor Registration Certificate.** Please submit a copy of the contractor's PA contractor Registration certificate.
- Plot plan showing dimensions of proposed construction.** Please submit 2 copies.
 - The plot plan must show the distance to side, front, and rear yard on each page.
- Structural Plans.** Each page must have a title block.
- Homeowners Association** approval (when applicable)

Emergency Generators

General Information

- Emergency generators must be located on an approved pad behind the front line of the house and within the building envelope, within the building setback line.
- The generator and any propane gas tanks must be screened from view from all neighboring properties and street.

Required Forms and Submissions

- Zoning Application for Occupancy and Use**
- Plot Plan**, showing location
- Electrical Permit**
- Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for all contractors, electricians and/or plumbers.

If the property owner is doing the work, please provide a copy of the homeowner’s liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.

- PA Contractor Registration Certificate.** Please submit a copy of the contractor’s PA contractor Registration certificate.

Inspections

- Rough and Final inspection reports from electrical underwriter
- Final inspection by the Township when complete

Fences

General Information

Placement

Fences should not be placed directly on the property line. The Township recommends placing fences inside the property lines. No fencing is allowed in drainage easements, swales or road right-of-ways.

Types of Fences

Please contact the Department of Planning & Zoning with regard to fence styles and height limitations. If your fence is post and rail, you may install wire mesh.

Height Restrictions

- Front yard fences and fences along street frontage may be not more than 4 feet high.
- Rear and Side fences may be built to a maximum of 7 feet high.
- On a reverse frontage lot, any backyard fence over 6 feet high must be landscaped on the side toward the street.

Required Forms and Submissions

- Zoning Use and Occupancy Permit Application**
- Plot Plan.** Please submit two sets of plot plans, showing the location of the fence in relation to the property line.
- Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for all contractors, electricians and/or plumbers.

If the property owner is doing the work, please provide a copy of the homeowner’s liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.

- PA Contractor Registration Certificate.** Please submit a copy of the contractor’s PA contractor Registration certificate.

Fire Place / Wood Burning Stove / Gas Logs / Furnace

General Information

- Permit requirements are for the following types of projects:
 - Fire Place Install or Repair
 - Wood Burning Stove Install or Repair
 - Fire Place Insert Install
 - Gas Log Install
 - Furnace Install or Replacement
 - Chimney Replacement

- All installs must be done per manufactures instructions and all appliance Codes.

Required Forms and Submissions

- Zoning Use and Occupancy Permit Application**
- Building Permit Application (New Install of Fire Place)**
- Mechanical Permit Application (Furnace)**
- Certification of existing masonry chimney state that it has been inspected and cleaned. Certification must be on contactor or engineer letterhead.**
- Appliance and chimney liner cut sheets.**
- Installation Details.**
- Insulation details.**
- Documentation that installer is Certified by the National Fireplace Institute (NFI). (Not required for Furnace)**

Inspections

- Pictures of the liner insulation install prior to sealing, to include pictures from the top of the chimney looking down, sent to Township.
- Pictures of final project install sent to Township.
- Final inspection by the Township when complete.

New House Construction

General Information

Lot Numbers and Address. All documents submitted must show the property clearly marked with lot numbers and address. Address number placards are available for purchase at the Township Municipal Building.

Fee Schedule. A current fee schedule (updated annually) can be found on our website>Planning & Zoning.

Required Forms and Submissions

- Zoning Use and Occupancy Permit Application**
- Building Permit Application**
- Professional Services Agreement** to pay for Township consultant reviews.
- Review**
- Driveway Permit**
- Grading Permit Application.** With this application, you must submit 2 sets of sealed grading plans that have first been approved by the Bucks County Conservation District (if over 1,000 square feet). The Conservation District's form is called the Erosion and Settlement Application.
- Septic Permit issued by the Bucks County Department of Health**
- Well Drilling Permit Application.** Include permit to modify/install a well, as issued by the Bucks County Department of Health, and water test results.
- Electrical Permit**
- Plumbing Permit.** Include 2 riser diagrams and HVAC plans.
- Structural Plans:** 2 sealed sets
- Insurance.** Upper Makefield Township must be listed as "Certificate Holder" on a current Certificate of Insurance for all contractors, electricians and/or plumbers.
- PA Contractor Registration Certificate.** Please submit a copy of the contractor's PA contractor Registration certificate.
- Residential Disclosure Statement**

Pavers, Patios, Sidewalks

General Information

Any construction with earth disturbance over 1,000 square feet must first have Grading Permit approval from the Bucks County Conservation District. A form is available from the Conservation District. **An additional Grading Permit from Upper Makefield Township is required.**

If your project is under 1,000 square feet, you'll still need to show on plans how water quality and recharge requirements will be met.

Required Forms and Submissions

- Zoning Use and Occupancy Permit Application**
- Professional Services Agreement**
- Grading Permit Application.** With this application, you must submit 2 sets of sealed grading plans. The submission must include a copy of the completed Bucks County Conservation District application. The Conservation District's application is called the Erosion and Sediment Control Application.
- Plot Plan** showing dimensions of proposed patio, pavers, and sidewalks, including distance to side and rear yards.
- Electrical Permit (when applicable)**
- Insurance.** Upper Makefield Township must be listed as "Certificate Holder" on a current Certificate of Insurance for all contractors, electricians and/or plumbers. If the property owner is doing the work, please provide a copy of the homeowner's liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.
- PA Contractor Registration Certificate.** Please submit a copy of the contractor's PA contractor Registration certificate.

Pools

General Information

Pool Requirements vary by the size of earth disturbance during pool construction. Any construction with earth disturbance over 1,000 square feet must first have Grading Permit approval from the Bucks County Conservation District. A form is available from the Conservation District. **An additional Grading Permit from Upper Makefield Township is required.**

Fees

- For current fees, consult our website for the year's Fee Schedule. Please submit this fee at the time of application. In addition, a \$1,300.00 escrow check will be held through the completion of pool building and until a Certificate of Occupancy is issued.

Pool Location

- **Property Line.** All equipment, landscaping, or any parts of the pool must be kept 10 feet from the side and rear property lines.
- **The Septic system** must be minimum of 25 feet from the pool.

Grading Permit. You'll need a Grading Permit from the Bucks County Conservation District for any pool construction with earth disturbance of 1,000 square feet or more. This is to be submitted with the Township's Grading Permit Application.

Pool Fencing must completely surround the pool with self-closing and self-latching gates. The fence and gates must be a minimum of 4-feet high, with openings no larger than 4 inches. Please contact the Department of Planning & Zoning with regard to fence styles and height requirements.

Required Forms and Submissions

- Building Permit Application**
- Zoning Occupancy and Use Permit Application**, with approved grading application from the Bucks County Conservation District
- Professional Services Agreement** to pay for Township consultant reviews.
- Grading Permit Application.** With this application, you must submit 2 sets of sealed grading plans. The submission must include a copy of the completed Bucks County Conservation District application. The Conservation District's application is called the Erosion and Sediment Control Application.
- Electrical Permit**
- Plumbing Permit**
- Construction Plans.** You must submit 2 sets of sealed pool construction plans.
- Insurance.** Upper Makefield Township must be listed as "Certificate Holder" on a current Certificate of Insurance for all contractors, electricians and/or plumbers.
- PA Contractor Registration Certificate.** Please submit a copy of the contractor's PA contractor Registration certificate.

Roofing

General Information

Roof Replacement

- A maximum of two (2) layers of shingles permitted. This would include the existing layer and the new layer.

Required Forms and Submissions

- Zoning Use and Occupancy Permit Application**
- Building Permit Application**
- Building Materials List**
- Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for all contractors, electricians and/or plumbers.

If the property owner is doing the work, please provide a copy of the homeowner’s liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.
- PA Contractor Registration Certificate.** Please submit a copy of the Contractor’s PA contractor Registration certificate.

Inspections

2015 International Building Code Applies for all Inspections

If exterior decking/sheathing or other structural members are found to be damaged, the Township must be called to arrange for an inspection by the Township Building Code Official.

- Final Building** – May include inspection via the attic for sheathing inspection.

Sport Courts

General Information

Sport Courts of all sizes must comply with rules for stormwater management, property setbacks, lighting, and fencing. Please allow for permitting review time for both the Bucks County Conservation District and Upper Makefield's Department of Planning & Zoning.

- Stormwater Management**
 - A sports court measuring over 1,000 square feet of disturbance requires a grading permit from the Bucks County Conservation District, which is submitted with the Grading Permit Application to Upper Makefield Township.
 - A sports court that disturbs less than 1,000 square feet requires no grading or drainage permit plan.
- Setbacks.** Sport courts must be located 12 feet from the side and rear property lines. They must be behind the front line of the house.
- Lighting.** Lighting fixtures must be shielded on all 4 sides so as to not intrude on neighbor's yards and shall not exceed 15 feet high from the ground.
- Fencing.** Fencing shall not exceed 7 feet in height.

Required Forms and Submissions

- Zoning Use and Occupancy Permit Application** (with impervious calculations)
- Professional Services Agreement** to pay for Township consultant reviews.
- Electrical Permit** (when applicable)
- Grading Permit Application.** With this application, you must submit 2 sets of sealed grading plans. The submission must include a copy of the completed Bucks County Conservation District application. The Conservation District's application is called the Erosion and Sediment Control Application.
- Insurance.** Upper Makefield Township must be listed as "Certificate Holder" on a current Certificate of Insurance for all contractors, electricians and/or plumbers. If the property owner is doing the work, please provide a copy of the homeowner's liability insurance. Please sign page three of the zoning application for homeowner exemption and have it notarized.
- PA Contractor Registration Certificate.** Please submit a copy of the contractor's PA contractor Registration certificate.

Water Wells

General Information

- Location.** Wells must be located a minimum of 100 feet from any septic system.
- Water Well Permits** are required from both the Township and the Bucks County Health Department. Township regulations require compliance with Ordinance Number 216, which stipulates well construction, depth, and required water testing. You can also find information about water wells from the EPA.

Required Forms and Submissions

- Well Drilling Permit Application to Upper Makefield Township**
- Permit from the Bucks County Department of Health.** Please review the Bucks County Department of Health “Policy and Procedures to Construct/Modify a Well.”
- Plot Plan.** The Township application must include a plot plan with location of proposed well in relationship to property lines. A sample plot plan is included in the Health Department’s Well Policies document.
- Insurance.** Upper Makefield Township must be listed as “Certificate Holder” on a current Certificate of Insurance for all contractors, electricians and/or plumbers.
- PA Contractor Registration Certificate.** Please submit a copy of the contractor’s PA contractor Registration certificate.

List of Permits and Application Forms Related to Planning & Zoning in Upper Makefield Township

- (This General Information Form)
- 2018 Fee Schedule
- Bucks County Conservation District E&S –effective 1/2018
- Building Permit Application
- Business Occupancy Use
- Demolition Application
- Driveway Application
- Electrical Application
- Elevation Certificate
- Fee Schedule-Updated Annually
- Township Grading - Drainage Application
- Historic Architectural Review Board Application
- Home Occupancy Business Use
- Indoor Fireplace Requirements
- Liquor License Transfer
- Mechanical Permit Application
- Outdoor Fire Pit Permit Application
- Permanent or Temporary Signage Application
- Plumbing Permit Application
- Professional Services Agreement- rev. 2016
- Pumpers Report 2017-Revised
- Resident Concerns Form
- Road Occupancy Application
- Subdivision & Land Development Application
- Temporary Structure Permit Application
- Well Drilling Permit Application
- Zoning Use and Occupancy Permit Application
- Zoning Hearing Board Application