

MECHANICAL/HVAC PERMIT INSTRUCTIONS

Please complete the following forms:

1. Mechanical/HVAC Permit Application. A detailed description of the work being performed is required. If a new unit is being installed, the manufacturer's specs on the unit are also required.
2. Workers Compensations Insurance Coverage Information for the general contractor and all subcontractors working on the job. Contractors/subcontractors with no employees must provide a copy of their Certificate of Liability Insurance naming Kennett Township as the Certificate Holder.
 - a. If Home Owner is doing the work, signify on form.
 - b. Contractor shall Provide Certificate of Liability Insurance naming as Certificate Holder:

**KENNETT TOWNSHIP
801 BURROWS RUN ROAD
CHADDS FORD, PA 19317**

3. Complete and sign the UCC Inspection Requirements/Procedures Statement
4. Complete Tax Certificate of Registration for Contractors & Subcontractors.
5. Homeowners Association Approval (if applicable).
6. Kennett Township Liability Statement
7. UCC Inspection Requirements/Procedures Statement
8. PA Contractor's Registration number is required.

NOTE: Before the Certificate of Compliance can be issued, a final third party electrical inspection is required on all electrical work.



801 BURROWS RUN ROAD, CHADDS FORD, PA 19317
PHONE: 610-388-1300 FAX: 610-388-0461

Permit # _____

Date: _____

Fee: _____

MECHANICAL/HVAC PERMIT APPLICATION

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

Application for a permit to perform or install (give description of work being done):

Site Address: _____ Tax Parcel # 62 - _____

Lot # _____ Subdivision/Land Development: _____ Phase/Section: _____

Zoning District: _____ Proposed Start Date: _____ **Cost of Mechanical Construction: \$** _____

Owner: _____ Phone: _____

Mailing Address: _____ Mobile/Cell Phone: _____

Email: _____ Fax Number: _____

Contractor: _____ Phone: _____

Mailing Address: _____ Mobile/Cell Phone: _____

Email: _____ Fax Number: _____

Architect/Engineer: _____ Phone: _____

Mailing Address: _____ Mobile/Cell Phone: _____

Email: _____ Fax Number: _____

Mechanical plans with calculations are required. Indicate on plans the duct size, type, and CFM per register. Unit specifications should also be included.

Type of Work: New Building Alteration Addition Repair Upgrade Change in use

Fuel Source: Electric _____ Natural Gas: _____ Propane: _____ Oil: _____

I certify that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniformed Construction Code) and any additional applicable codes, ordinances and regulation of Kennett Township. I understand issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of Kennett Township or any other governing body. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant's Name _____ Phone: _____

Signature of Owner _____ Print Name of Owner _____
or Authorized Agent: _____ or Authorized Agent: _____

Signature of Contractor: _____ Contractor Print Name: _____

Permit Denied: Date _____ Reason Denied: _____

Permit Approved: Date _____ Building Code Official _____

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION
(attach to building permit application)

A. The Applicant is

A contractor within the meaning of the Pennsylvania Workers' Compensation Law.

YES NO

If the answer is "yes", complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant: _____

Federal or State Employer Identification No.: _____

Applicant is a qualified self-insurer for workers compensation.

Certificate attached

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No.: _____

Certification attached

Policy Expiration Date: _____

C. Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated.

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this

_____ day of 20_____

(Signature of Notary Public)

My commission expires: _____

Signature of Applicant _____

Address _____

County of _____

Municipality of _____

(Seal)

**Income Tax Certificate of Registration
for Contractors and Subcontractors**



Kennett Township requires all contractors working within the Township to file a Certificate of Registration with Kennett Township (per Ordinance #209). Building Permits will not be issued without the Certificate of Registration.

Will this job take more than 90 days to complete? _____ Yes _____ No

Have you done work in the Township since January 1st of this year? _____ Yes _____ No

Trade name: _____ Owner/s: _____

Address: _____ City: _____ State: _____ Zip: _____

FED ID #: _____ Soc. Sec.# (If No FED #): _____

Phone#: _____ Email: _____ Fax#: _____

Nature of Business: _____ Job Location: _____

Start Date: _____ Projected Finish Date: _____ Cost of Job: _____

Residential Commercial Both Dec. 31 Fiscal Year-End

Any Subcontractors? _____ Yes _____ No (If yes, list names and addresses below)

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Will you have employees working in Kennett Township limits? _____ Yes _____ No

If the answer is yes, you are required to withhold 1% of their gross wages toward the Kennett Township Income Tax.

WITHHOLDING FORMS

BUSINESS NET PROFIT/LOSS FORM

Name: _____ Name: _____

Address: _____ Address: _____

Cost of Registration: \$5.00 (jobs to \$5000)
\$25.00 (jobs \$5,000-\$50,000)
\$50.00 (jobs over \$50,000)

Kennett Township 610-388-1300 (T)
801 Burrows Run Rd. 610-388-0461 (F)
Chadds Ford, PA 19317 Kennett.twp@kennett.pa.us

UCC Inspection Requirements/Procedures
Kennett Township Code Enforcement Department

A minimum of 48 hours' notice shall be provided to the Code Enforcement Officer for the purpose of scheduling inspections.

- **FOOTING:** to be performed after footing is dug with chairs and rods in place and before concrete is poured.
- **FOUNDATION:** to be performed for all poured concrete work; steel rebar shall be installed at time of inspection. This is to be performed before framing work begins, backfill is installed, or concrete is poured. Grease traps (if applicable) cleanouts, foundation and building drains must be in place; foundation coating must be applied, anchor bolts and top plate shall be installed. All underground plumbing, mechanical, and electrical trenching must remain open. All piping, sleeves and/or conduit required for underground utilities shall be in place and provided with rodent-proofing.
- **PLUMBING, INCLUDING SPRINKLERS:** (All underground) - encased or otherwise concealed systems, shall be inspected including: Sanitary system, domestic water service or line, sprinkler service or system, alteration/additions to any existing sanitary system, service, drain or any other sanitary drain or line, any domestic water service or line. (Aboveground sanitary or water systems, including sprinklers) – All items listed above shall be inspected prior to any encasement. Pressure tests shall be as follows: Sanitary systems at 5 p.s.i. for 15 minutes, water system per code (or twice the static pressure of a well or public water system) for 15 minutes. Pressure tests for Business, Commercial, Industrial; or other non-residential underground sprinkler system(s) shall be per NFPA requirements as applicable.
- **MECHANICAL:** Any underground or aboveground rough mechanical systems of any type shall be inspected prior to encasement. Business, Commercial, Industrial; or other non-residential mechanical systems shall have: balance reports, PA steam boiler license, system operator license, special inspection reports, or other as may be required for compliance with the applicable codes.
- **ELECTRICAL:** Any electrical work, including low voltage or specialty, applicant shall submit two (2) sets of "Third Party Reviewed and Approved" plans. At a minimum, there shall be a "Service" when applicable, "Rough" and "Final" inspection approval by a qualified third party inspection agency. Final inspection approvals shall be placed on the electrical panel(s), and a "cut card" indicating final approval shall be sent to the Township for their permanent record.
- **PRE-SLAB:** to be performed before concrete is poured. This shall be required for all basements, crawl spaces, slabs on grade and attached garages. At time of inspection, a 6 mm vapor retarder, with joints taped a minimum of 6 inches, and all joints must be taped with an approved tape product.
- **FRAMING:** to be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. Framing inspections will not be done until all mechanical, electrical, plumbing and fire protection material is installed.
- **INSULATION:** to be performed before wallboard is installed.
- **DRYWALL:** to be performed prior to taping and spackling.
- **FIRE PROTECTION SYSTEMS:** to be performed after fire alarm systems and/or fire suppression systems are installed and functioning. Kennett Township has the option to accept signed and sealed installation and testing certification(s) from a qualified Hydraulic Engineer registered in Pennsylvania. Please note that, if they were not submitted with the initial application, shop drawings must be submitted for Kennett Township review and approval at least thirty days before the projected installation date.
- **DEMOLITION:** Contractors responsible for demolition work where an entire structure is razed will be required to submit signed documentation that certifies that the vacant lot is filled to existing grade and that all service connections have been discontinued and lines have been capped. Demolition work being performed on existing buildings as part of renovation work or the erection of an addition may be subject to inspection by the Department. Contractors must insure that pedestrian protection measures have been installed prior to commencing demolition. Contractors may not negatively impact existing means of egress until alternate egress routes have been provided. No on-site burning or burial of debris. All debris must be removed and legally disposed of. The permit applicant is required to call requesting an inspection when demolition work has been concluded and the lot has been restored to existing grade.
- Projects that have applied for a permit based on accelerated construction may only proceed with construction up to but not including the erection of foundation walls. Projects reviewed as "accelerated construction" are subject to inspection of the footing environment, foundation, underground plumbing, underground electrical (if applicable) and underground mechanical (if applicable) before any additional work is performed.

- **FINAL BUILDING:** to be performed after all items pertaining to the issued building permit have been completed. Items include:
 - Electrical
 - Plumbing
 - Mechanical (HVAC)
 - Emergency lighting system
 - Fire Extinguishers
 - Egress
 - Fire Protection Systems (including required fire-rated construction components)
 - Grading
 - Site plan compliance
 - Accessibility
 - Energy conservation

Contact the Code Enforcement Officer for clarification on any inspection questions prior to the work being started at 610-388-1300.

Accessibility provisions and Energy Conservation Code compliance inspection(s) shall be inspected as part of other identified inspections, as they apply to the work being performed. All Accessibility elements shall comply with current A.N.S.I. A-117.1. All Energy Conservation requirements shall comply with the latest edition of the ICC Energy Conservation Code.

Accessibility inspections must be conducted at the time the building is ready to have a framing inspection performed and continue until all provisions governing accessibility are met. Accessibility inspections shall include all exterior accessibility elements, including accessible concrete and wood ramps prior to and after concrete pour for compliance determination. The municipality may not issue the certificate of occupancy until Kennett Township approves the building's accessible elements and features.

- **SIGNS:** are required to be inspected regarding their location, design and construction and must meet all applicable UCC requirements. The permit applicant is required to call requesting an inspection prior to installation. A final inspection of the sign is also required. If the sign erected is a ground sign, the permit holder must provide an engineered design that conforms to all UCC requirements.
- **SPECIAL INSPECTIONS:** When required these shall be conducted by a certified inspection agency for the following items:
 - Soils
 - Concrete Construction, including footings and slab placement, mix and proper strength
 - Masonry
 - Steel
 - Welding
 - E.I.F.S. (if applicable)

Special inspectors shall keep records of all inspections. The special inspector shall furnish inspection reports to the code official on a weekly basis, and to the registered design professional in responsible charge. All discrepancies shall be brought to the immediate attention of the contractor for correction and noted on the daily report. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the code official and to the registered design professional in responsible charge prior to the completion of that phase of the work.

A final report of inspections documenting completion of all required special inspections and correction of any discrepancies noted in the inspections shall be submitted prior to the issuance of a certificate of occupancy. Interim reports shall be submitted periodically at a frequency agreed upon by the permit applicant and the code official prior to the start of work.

All work shall be conducted in a professional and workmanlike manner consistent with all Kennett Township Codes, as well as Pennsylvania and Federal Regulations.

No work may be concealed from view, until Kennett Township has approved it.

I fully understand that it is my responsibility or the person that I have listed below as my designee to call for inspections and that, if inspections are not made according to this procedure, I or my designee may be in violation of the UCC and may be subject to prosecution. I/we also understand that no one may occupy the structure (or portion thereof) until a UCC Certificate of Occupancy is obtained.

Name of permit applicant: _____ Permit # _____

Address: _____

Signature: _____

Date: _____

**HOMEOWNER ASSOCIATION PROJECT
APPROVAL AND/OR DEED RESTRICTIONS**



RE: Property Location: _____

Tax Parcel # _____

Is this property subject to a Homeowner Association and/or deed restrictions (your deed or adjacent properties)?

YES _____ NO _____

If so, please provide relevant approval documents which are required prior to building application filing.

Signed: _____ Date: _____

Address: _____

Phone # _____

Email _____

TOWNSHIP OF KENNETT
801 BURROWS RUN ROAD
CHADDS FORD, PA 19317
Phone 610-388-1300 Fax 610-388-0461
Email Address: Kennett.twp@kennett.pa.us

KENNETT TOWNSHIP LIABILITY STATEMENT

TO BE COMPLETED BY OWNER OR AN AUTHORIZED AGENT

Owner or authorized agent of property at:

Permit# _____

Property Address

Phone Number

The issuance of this permit is conditioned upon compliance with all facets of the approved permit application and/or the subdivision plan from which this lot was created, to include, but not be limited to, soil erosion controls, stormwater management, grading plan, monument placing and all other details of the subdivision approval.

If, upon inspection, work is being done other than as approved, a Stop Work Order will be issued with the condition that corrections be made before any work is resumed.

If it is necessary to make a change, the proposed change shall be detailed by the applicant and submitted in writing. A written approval must be received prior to proceeding, as requested. Failure to procure written change approval will result in an obligation to construct as originally approved.

When inspection for a Use and Occupancy Permit is made and it is noted that the provisions of the permit issuance and/or subdivision approval have not been accomplished, a Use and Occupancy Permit will NOT be issued.

Print Name

Print Name

Sign Name

Sign Name

Date

Date

THIS PAGE MUST BE COMPLETED & RETURNED WITH YOUR APPLICATION