

## **DOCUMENTS REQUIRED FOR SUBMISSION OF BUILDING PERMITS**

When completing a building permit for Franconia Township, please complete the **highlighted information** on the building permit application (found in this section of website). Section A is only completed for the specific items listed. For a fence, shed, patio, porch, deck, pool, gazebo, generators, etc., please check "Other" under Section D Proposed Use. Include fence heights in this section or dimensions of structures or other uses.

Under Section IV. IDENTIFICATION, please complete information for the Owner and Contractor. If a Contractor can supply their PA Builder's License Number, we do not require insurance. If a Contractor does not have a PA Builder's License Number, please provide an insurance certificate naming Franconia Township as additional insured. If the homeowner is doing the work, indicate that in the Contractor section and please print, sign and date D. "Homeowner ONLY doing work, NO contractors or employees involved" on the Worker's Compensation Insurance Coverage Form found in this section of the website to include with the permit.

For all permits, we require:

- Two copies of a plot plan of the property showing the house and all structures on the property and where the project is proposed, indicating the distance from any abutting property lines (sides and rear).
- Fences must be at least 6" off the property line. If a fence is proposed closer than that, a letter from the neighboring homeowner must be obtained agreeing to the proposed distance.
- For fence and shed permits, we need two pictures of the proposed fence/shed type.
- Properties located in an HOA must receive HOA written approval of the project to be submitted with the permit.
- Two copies of detailed plans (diagrams) and/or spec sheets outlining the scope of work are required.
- Two copies of quote or estimate for project.
- If plumbing and/or electrical are part of the project, please complete those forms (also found in this section of the website) to include with your permit.

If work is being done for an item not listed and you are uncertain or have any additional questions, please call the township at 215-723-1137 for direction. Thank you.