

NEW HANOVER TOWNSHIP
PROCEDURE FOR SUBMITTING APPLICATION AND
SECURING BUILDING AND OCCUPANCY PERMITS

New Home Construction

The following application and/or permits are required to be submitted with application for building permit:

A. DRIVEWAY PERMIT

1. State Road - Return completed application and five copies of plans to Township office for review and comment letter from Road Superintendent - application will be returned to applicant for submission to Penn DOT.
2. County Road - application available at Township Office or contact Montgomery County Dept. of Highways 610-278-3612
3. Township Road - application available at Township Office

B. SEWAGE PERMIT

1. On-site system
 - a. Issued by Montgomery County Health Department - for information call 610-970-5040.
 - b. When submitted with building application, permit must be in property owners name. If transfer is required, contact County Health Department.
2. Public Sewer-permit issued by New Hanover Township Sewer Authority

C. PLUMBING PERMIT (Private and Public System)

D. PERMIT TO CONNECT TO PUBLIC SEWER SYSTEM

1. Application available at Township Office
2. Permit allows for connection from building into the public sewer lateral-plumber must be licensed in New Hanover Township.

E. Electrical Application

F. Mechanical Application

G. PUBLIC SEWER - CAPACITY/CONVEYANCE CERTIFICATION

Application to be processed through the Sewer Administration Office. Processing fee of \$20. Certification must be *issued* by Sewer Administrator prior to building permit application.

H. WELL PERMIT - (Issued by Montgomery County Health Dept.)
Applications available at Pottstown Office
610-970-5040

I. BUILDING PERMIT APPLICATION

1. Application is available at the Township Office and must be completed fully and accurately.
2. Accompanying application must be:
 - a. Full construction drawings.
 - b. Sketch showing sediment and erosion controls, to be implemented during construction; a copy of this plan to be kept on site during construction.
 - c. Any project disturbing 1 acre or more may require a NPDES permit - contact Montgomery County Conservation District - 610-489-4506.
 - d. Building inspector will either grant or deny application for residential uses within 15 days of submission date. All other uses within 30 days.
 - e. Project must be started within 6 months of issuance of permit and must be completed within 1 year (work must be continuous).
 - f. Projects creating more than 1000 sq. ft. of impervious area must maximize the ground water recharge capacity of the area being developed by submitting a recharge system designed by an engineer.

J. ZONING PERMIT APPLICATION

Zoning permit application must be submitted along with any building permit application.