

## SILVER SPRING TOWNSHIP PLANNING AND DEVELOPMENT DEPARTMENT BUILDING PERMIT APPLICATION CHECKLIST FORM

*This form must be completed and signed by the applicant and accompany the application*

Construction Location: \_\_\_\_\_

Yes	No	N/A	Description	Comment	Date Received
			Application Fee (See current fee schedule)		
			Zoning Permit Application		
			Building Permit Application		
			Commercial Demo (DEP Approval)		
			Sewer / Reservation Letter or Septic permit ( <b>New Construction</b> )		
			Private Septic System Letter from SEO ( <b>For Existing Systems</b> )		
			Contractor Verification Form, Annually		
			Authorized Agent Affidavit		
			Worker's Comp Insurance Certificate or Exemption Form		
			Sprinkler Option Affidavit ( <b>New homes only</b> )		
			2 Sets <b>Complete &amp; Legible</b> Construction Drawings		
			Mechanical, Energy, Plumbing and Electrical Plans		
			Swimming Pool Specifications		
			Expedited Residential Plans –Stamped by Engineer (See current fee schedule)		
			Flood Plain Approval (Elevation Cert. / LOMA)		

**Knox Boxes are required for all new commercial buildings and commercial tenant fit-outs / change of use. Knox Box Order Forms will be included with approved building permit.**

Applicant agrees, by signing this checklist that **plan review**, as required by Act 45, PA Uniform Construction Code, **will not** commence until **all** necessary construction documents, information, permits and approvals are submitted to Silver Spring Township.

**X** \_\_\_\_\_  
 Signature of Owner or Applicant    Print name    Date

Received by: \_\_\_\_\_  
     Township Official Signature    Date