

BRISTOL TOWNSHIP

COMMERCIAL

Building Permits Checklist

Please read and apply the areas that pertain to your project.

Please provide a Fax Number if possible.

**If you have any questions, please call 215-785-3680
or fax @ 215-788-8541**

**Thank you for your cooperation.
Department of Building, Planning & Development**

Township of Bristol
Department of Building, Planning & Development
2501 Bath Road, Bristol, PA 19007
(215) 785-3680 Fax: (215) 788-8541

Zoning Determination Application
(please print or type)

- 1) Property in Question (address): _____
2) Business/Homeowner Name: _____
3) Applicant Name: _____
4) Address: _____ Phone: _____
5) Property/Building Owner Name: _____
6) Address: _____ Phone: _____
7) Tax Map Parcel #: _____
8) Present Use: _____
9) Intended Use: _____
10) Details of Intended Use: _____
11) Height of New Structure or Addition, (if applicable), from grade plane to roof or peak (include stories and/or feet): _____

- *) AN IMPERVIOUS SURFACE CALCULATION SHEET MUST BE FILLED OUT COMPLETELY AND ACCOMPANY THIS FORM FOR REVIEW.
- *) PECO MUST BE NOTIFIED IF NEW STRUCTURE OR ADDITION WILL INFRINGE ON ANY ALLOWABLE DISTANCES TO ANY POWER LINES. IT IS YOUR RESPONSIBILITY TO HAVE POWER LINES MOVED OR REDESIGN YOUR INTENDED STRUCTURE TO COMPLY WITH THESE DISTANCES. CALL PECO FOR NECESSARY INFORMATION.
- *) THIS APPLICATION MUST BE FILLED OUT COMPLETELY FOR ACCEPTANCE FOR REVIEW.

>) SIGNATURE OF APPLICANT: _____ Date: _____

OFFICIAL USE ONLY BELOW:

Zoning District: _____ Zoning Approved _____ Zoning Not Approved _____

Comments: _____

Zoning Officer: _____ Date: _____

Permit #: _____ Receipt #: _____ Check #: _____ Fee: _____

Additional Comments: _____

MAXIMUM IMPERVIOUS SURFACE AND MAXIMUM BUILDING COVERAGE CALCULATION SHEET

ALL PERMIT APPLICATIONS (RESIDENTIAL AND COMMERCIAL) FOR BUILDING ADDITIONS, SHEDS, POOLS, OR OTHER ACCESSORY STRUCTURES MUST BE ACCOMPANIED BY A PLOT PLAN INDICATING ALL STRUCTURES AND IMPERVIOUS SURFACES THAT EXIST ON THE PROPERTY, INCLUDING PROPOSED ADDITION.

PLEASE COMPLETE THE FOLLOWING, WHERE APPLICABLE:

- A. TOTAL SQUARE FOOTAGE OF FOOTPRINT OF HOUSE/BUILDING: _____
 - B. SQUARE FOOTAGE OF FOOTPRINT OR CARPORT OR GARAGE: _____
 - C. SQUARE FOOTAGE OF CONCRETE AROUND POOL: _____
 - D. SQUARE FOOTAGE OF SHED AND/OR ASSESSORY BUILDING: _____
 - E. SQUARE FOOTAGE OF COVERED OR ENCLOSED PORCH: _____
 - F. SQUARE FOOTAGE OF FOOTPRINT OF PROPOSED ADDITION: _____
 - G. TOTAL SQUARE FOOTAGE OF BUILDING COVERAGE:
(A + B + C + D + E + F = G) _____
 - H. SQUARE FOOTAGE OF DRIVEWAY/PARKING LOTS: _____
 - I. SQUARE FOOTAGE OF WALKWAYS/SIDEWALKS: _____
 - J. SQUARE FOOTAGE OF PATIO OR UNENCLOSED PORCH: _____
 - K. TOTAL SQUARE FOOTAGE OF IMPERVIOUS COVERAGE:
(G + H + I + J = K) _____
- TOTAL SQUARE FOOTAGE OF LOT: _____

NOTE: IMPERVIOUS SURFACE – Surfaces which do not absorb water, including all buildings and paved or hard surfaces. In addition, other areas determined by the Township Engineer to be impervious within the meaning of this definition shall also be classified as impervious. For purposes of this definition, that area of a swimming pool located inside the coping (concrete) shall not be classified as impervious.

COMMERCIAL PERMIT CHECKLIST

...As per the 2015 International Building Code and all pertinent 2015 International Codes including the 2014 NEC, ICC/ANSI 117.1-2009 Accessibility Code

ZONING

- 1)____ Tax parcel number
- 2)____ Three copies signed & sealed plot plan by Engineer.
- 3)____ Complete zoning determination form.

BUILDING

- 1)____ Description of Building Use, showing all structural design; firewalls, occupant loads and construction type.
- 2)____ Construction drawings showing paths of egress and all required accessibility.
- 3)____ Three copies of detailed plans signed & sealed by Architect.
- 4)____ Include all Accessibility information on plans

ELECTRIC

- 1)____ Three copies of detailed plans signed & sealed by Architect.

PLUMBING

- 1)____ Three copies of detailed plans signed & sealed by Architect.
- 2)____ Approval from the Lower Bucks Municipal Authority, if applicable (**SEE ATTACHED**)

H.V.A.C.

- 1)____ Three copies of detailed plans signed & sealed by Architect.

FIRE

- 1)____ Three copies of alarm system layout and/or sprinkler system layout.

- **Commercial reviews may take up to 30 business days and will commence only after all prior approvals have been satisfied.**
- **Prior Approvals: These include but are not limited to the following:**
 - **Conservation District Approval**
 - **Township Engineer's Approval**
 - **Availability of Utilities; water, sewer, electric**
 - **Zoning or any Zoning Variances**
- **Architect or Engineers must be registered in Pennsylvania.**

**APPLICATIONS WILL NOT BE ACCEPTED OR
PROCESSED WITHOUT THE ABOVE INFORMATION**

PLUMBING PLAN REVIEW:

Any Commercial Plumbing must be approved by Lower Bucks Municipal Authority (L.B.M.A.) in the Levittown area or other parts of the Edgely Industrial Park which include Hartel Street, Harmer Street, Woodside Avenue & Curtis Avenue. Also the 6000–7000 blocks of Radcliffe Street. These “tie-ins” include: septic, floor drains, grease traps (internal grease traps not allowed), neutralizers.

This will be considered a **PRIOR APPROVAL** for release!

REQUIRED INSPECTIONS

Construction work shall be inspected according to these instructions. The Building & Planning Department will carry out all necessary inspections to insure that all work performed is in accordance with all approved plans and applicable codes and ordinances. The property owner or authorized agent will notify the Building & Planning Department when each segment of work is completed and ready for inspection. Required inspections shall be scheduled **24 HOURS** in advance. It is highly recommended that inspections be scheduled as far in advance as possible to minimize the disruption of construction work. If work is not ready for a scheduled inspection, that inspection must be cancelled in advance or that inspection will be deemed a failed inspection. No work is permitted to proceed until all applicable inspections have been performed and approved by the Building & Planning Department.

- **FOOTING** – To be performed when excavation down to virgin soil is complete, all forms and reinforcements are in place, and depth markings are defined. All footings must be trenched or formed. **DO NOT POUR CONCRETE UNTIL INSPECTION IS COMPLETE!!!!**
- **WALL FORMS** – To be performed when all concrete forms are erected and reinforced. All footing keys and/or dowels must be clean and visible.
- **POOL STEEL** – To be performed when all in-ground pool steel reinforcements are complete and an electrical bonding inspection sticker showing the approval of the Township's electrical underwriter is in place.
- **POOL DECKING** - To be performed when deck bonding inspection sticker is in place and all stone and other sub-base materials are in place. **Do not place material until electrical bonding for deck has been completed.**
- **UNDERGROUND GAS LINE** – To be performed when trench is open and gas line and tracer are in place and gas line is under test.
- **GAS LINE PRESSURE TEST** – To be performed when gas lines are in place and 20 lbs. min of pressure is applied to the line for a minimum of 15 minutes.
- **FOUNDATION BACKFILL/WATERPROOFING** – To be performed when all exterior walls have been sealed according to system manufacturer's specifications as indicated on approved plans. Exterior foundation drain (if required) with stone base, cover and filter cover are to be in place.
- **UNDER-SLAB ROUGH PLUMBING/MECHANICAL** – To be performed when all DWV, water piping, HVAC piping is installed and all appropriate line tests and piping protection are in place.
- **CONCRETE SLABS BASE** – To be performed when clean stone base, insulation boards (if needed), 6 mil. vapor barrier, reinforcement and depth markings are in place.
- **FIRE WALLS** – To be performed when firewall components including clips, anchors, screws, fireblocking, firestopping, firecaulk, etc., are installed.
- **ROUGH PLUMBING** – To be performed at the time of framing inspection when all supply and DWV lines are in place, properly anchored and protected, and line tests have been applied.
- **ROUGH ELECTRIC** – A rough electrical inspection sticker must be in place the time of the framing inspection showing all work has been approved by the Township's electrical underwriting agency.
- **ROUGH MECHANICAL** – To be performed at framing inspection when all ductwork is secured.
- **FRAMING** – To be performed when all framing is complete and secured, all fire-stopping in place, all rough plumbing, mechanical and electrical is complete and access to all levels by stairs is provided.
- **INSULATION** – To be performed when all insulation batts, vapor barriers and baffles are in place.
- **ROUGH SPRINKLER** – To be performed when all piping is installed and test line is in place.
- **FIREPLACE** – Four (4) inspections required: Footing, Hearth, Smoke Chamber and Final.
- **FINAL SPRINKLER** – To be performed prior to final occupancy and includes a flow test and any other tests/inspections required.
- **FINAL ELECTRIC** – A final electrical inspection sticker from the Township's electrical underwriting agency shall be in place at time of final occupancy inspection.
- **FINAL OCCUPANCY** – To be performed when all construction activity is complete and prior to any type of occupancy or use of structure occurring.

TAX INFORMATION

Earned Income and Local Service Tax

Our Earned Income and Local Service Tax Collector is
Keystone Collection Group.

Their Bucks County Office address is:

Keystone Collection Group
1243 Easton Road – Suite 101
Warrington, PA. 18976
888-519-3898
Mon-Fri 8:00 AM to 4:00 PM

Keystone Collection Group website:
www.keystonecollects.com

Tax Rate:

Total Resident Income Tax Rate = .50%
Municipal Non-resident EIT rate = .50%

Local Services Tax
\$52 per year from employees
(Bristol Township \$47- School District \$5)

PSD Code: 090804

Other Taxes

Other Taxes are collected by Berkheimer Associates.

Berkheimer
325A N. Pottstown Pk
Exton, PA. 19341
610-363-7214 or 800-360-7214
Fax 610-524-2981
Email: BPT@hab-inc.com

Other Taxes Include:

Per Cap

10 per resident whose gross annual income from all sources exceeds \$5000.
(Split with School District)

Mercantile Tax:

(Split with School District)

Wholesale – 1%

Retail – 1.5 %

Amusement Tax – 5%

Mechanical Devices -\$150 per year

Real Estate Tax

(Township & County)

Real Estate for The Township and County is collected by Bristol Township at the
Township Building located at 2501 Bath Road, Bristol PA. 19007
Hours of operation are Monday through Friday from 8:30 AM to 4:30 PM excluding
Township Holidays.

Phone # 267-812-2901 or
267-812-2895

Tax bills are mailed March 1st

Discount is due by April 30th

Face is due by June 30th

Penalty is due by December 31st

After December 15th we require certified
funds or cash