

**BOROUGH OF SWARTHMORE  
APPLICATION FOR BUILDING PERMIT**

**PERMIT #** \_\_\_\_\_

121 Park Ave, Swarthmore, PA 19081  
(p) 610-543-4599 / (f) 610-543-1833

**SECTION 1. PROPERTY AND OWNERSHIP INFORMATION**

Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)  
 Property Location (if different from above): \_\_\_\_\_  
 Ownership (Please circle one): Private (Individual, Corporation, Nonprofit, etc.) / Public (Federal, State, or Local Government)

**SECTION 2. DESCRIPTION OF PROPOSED IMPROVEMENT**

Type of Improvement	Principal Type Of Frame	Proposed Use – For Demolition most recent use	
1. ___ New Building	___ Masonry	<b>Residential</b>	<b>Non-Residential</b>
2. ___ Addition		___ One Family	___ Church, other Religious Sect
3. ___ Alteration	___ Wood	___ Two or More Family	___ Service Station, Repair Garage
4. ___ Repair, Replacement		# of units _____	___ Office, Bank, Professional
5. ___ Demolition	___ Structural	___ Hotel, motel dormitory	___ School, Library, other Educational
6. ___ Foundation Only	Steel	# of units _____	___ Mercantile, Stores
7. ___ Fence		___ Garage	___ Public Utility
8. ___ Shed, Garage	___ Reinforced	___ Carport	___ Hospital, Institutional
9. ___ Interior Alteration	Concrete		___ Tanks, Towers
10. ___ Roofing/Siding			___ Other _____
11. ___ Solar Panels	___ Other _____		
12. ___ Driveway/Sidewalk	_____	<b>International Energy Code</b>	
13. ___ Other _____		<b>Compliance</b>	___ ResCheck ___ ComCheck

**If New Construction (New building, addition or shed/garage)**

*General description:* \_\_\_\_\_

*Proposed use:* \_\_\_\_\_

*Area (sq.ft.) to be disturbed:* \_\_\_\_\_ *Number of trees to be removed, if any:* \_\_\_\_\_

The following must be sealed and submitted **in duplicate** with the application:

- Site plan to scale showing the size and location of existing and proposed structures and other impervious surfaces on the site, distances from lot lines, established and proposed finished grades, and major topographic features including slopes in excess of 15%, areas of significant vegetation, permanent or intermittent streams, floodplains, and wetlands.
- Building construction plans sealed by a registered architect or engineer in sufficient detail to determine compliance with applicable Borough codes.
- Description of methods to be used for the management of storm water and control of sedimentation and erosion. Additional plans may be required depending on scope of the proposed improvement.

**Alteration, Repair/Replacement, \*Demolition or Foundation Only**

General description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Former use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Area (sq.ft.) to be disturbed: \_\_\_\_\_ Number of trees to be removed, if any: \_\_\_\_\_

The following must be submitted **in duplicate** with the application:

- Building construction plans in sufficient detail to determine compliance with applicable Borough codes.
- For Demolition/Foundation: You must notify PA One Call before digging (811).
- \* Homeowners are advised to record via photographs and plans, if available, the exact location and size of any building to be demolished.

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**Roofing/Siding**

General description: \_\_\_\_\_

Application is for: Roof Repair \_\_\_\_\_ New Roof/Total Reroof \_\_\_\_\_ Siding \_\_\_\_\_

Existing roof/ siding material \_\_\_\_\_

New roof/ siding material \_\_\_\_\_

Number of roofing layers when permitted work is complete \_\_\_\_\_

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**Driveway/Sidewalk/Curbing**

General description: \_\_\_\_\_

Application is for: To Construct \_\_\_\_\_ To Replace \_\_\_\_\_

Area (sq.ft.) to be disturbed: \_\_\_\_\_ Number of trees to be removed, if any: \_\_\_\_\_

The following must be submitted with the application:

- Site plan to scale showing the size and location of existing and proposed impervious surfaces on the site, distances from lot lines, established and proposed finished grades, and major topographic features including permanent and intermittent streams, floodplains and wetlands.
- Description of method for management of stormwater and control of sedimentation and erosion.
- Construction documents in sufficient detail to determine compliance with applicable Borough codes.

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**Solar Panels / Other (\*\* See additional paperwork)**

General description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fence**

General description: \_\_\_\_\_

Application is for: To Construct \_\_\_\_\_ To Replace \_\_\_\_\_

Height of fence: \_\_\_\_\_ Fencing Material: \_\_\_\_\_

The following must be submitted with the application:

- Site plan to scale showing the location of the fence, verification of placement of finished side, and all proposed gates and openings.
- Certified survey OR photographic proof of boundary marker installed by a surveyor OR photographic proof of boundary markers approved in writing by any neighbor whose property adjoins the proposed fence.
- Copy of written notice of intention to install a fence sent to adjoining property owners.

**SECTION 3. ARCHITECT AND CONTRACTOR INFORMATION**

Architect Name: \_\_\_\_\_

Architect Address: \_\_\_\_\_

Telephone /Pager Number(s): \_\_\_\_\_ / \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Telephone /Pager Number(s): \_\_\_\_\_ / \_\_\_\_\_

**SECTION 4. PERMIT INFORMATION**

Date of application: \_\_\_\_\_

Contractor's Insurance Company: \_\_\_\_\_

Cost of permitted work: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

*(Application can be signed by architect, contractor, or property owner)*

\*\*The right is reserved to revoke this permit if it appears that the information and/or signature/name have been obtained by fraud or misrepresentation, or if the Zoning Ordinance is violated.

**\*\*\*FOR OFFICE USE ONLY\*\*\***

Folio #: \_\_\_\_\_ Page and Parcel #: \_\_\_\_\_

Date Certificate of Insurance Received: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Zoning Officer Signature \_\_\_\_\_ # \_\_\_\_\_ Date \_\_\_\_\_

Building Inspector Signature \_\_\_\_\_ # \_\_\_\_\_ Date \_\_\_\_\_

Building Code Official Signature \_\_\_\_\_ # \_\_\_\_\_ Date \_\_\_\_\_

Accessibility Inspector Signature \_\_\_\_\_ # \_\_\_\_\_ Date \_\_\_\_\_

Fire Inspector Signature \_\_\_\_\_ # \_\_\_\_\_ Date \_\_\_\_\_

Date Use and Occupancy Certificate mailed to Delaware County \_\_\_\_\_

**ZONING INFORMATION**

Zoning District \_\_\_\_\_

Lot Size \_\_\_\_\_

Existing Lot Coverage \_\_\_\_\_ sq. ft. \_\_\_\_\_ %

Proposed Lot Coverage \_\_\_\_\_ sq. ft. \_\_\_\_\_ %

Existing Front Yard Setback \_\_\_\_\_ Proposed Front Yard Setback (New Construction) \_\_\_\_\_

Existing Rear Yard Setback \_\_\_\_\_ Proposed Rear Yard Setback (New Construction) \_\_\_\_\_

Existing Side Yard Setbacks \_\_\_\_\_

Proposed Side Yard Setbacks (New Construction) \_\_\_\_\_

Existing Pervious Coverage \_\_\_\_\_ sq. ft. \_\_\_\_\_ %

Proposed Pervious Coverage \_\_\_\_\_ sq. ft. \_\_\_\_\_ %

Additional Zoning Information (including applicable variances, special exception and conditional use permits):

Previous ZHB history? yes\_\_\_ no\_\_\_ Decision attached\_\_\_\_\_

**BUILDING INSPECTOR/ZONING INSPECTOR NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Don't Let Storm Water Run Off With Your Time and Money!

## What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

### Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

### Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



### An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

### **Pollution Prevention Practices:**

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

### **The Best Laid Plans**

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



### **The Bigger Storm Water Picture**

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

#### **For more information:**

Swarthmore Borough  
121 Park Avenue  
Swarthmore, PA 19081  
610-543-4599

Pennsylvania Association of Conservation District's:  
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:  
[http://www.pacd.org/products/bmp/bmp\\_handbook.html](http://www.pacd.org/products/bmp/bmp_handbook.html)

Storm Water Manager's Resource Center:  
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:  
<http://www.dep.state.pa.us>

