

# **HONEY BROOK TOWNSHIP**

## **BUILDING PERMIT DATA INFORMATION PACKET FOR PLACEMENT OF A MOBILE (MANUFACTURED) HOME UNDER THE UNIFORM CONSTRUCTION CODE (UCC)**

**EVERYTHING IN THIS PACKET IS IMPORTANT.**  
**Please read everything carefully and completely  
before filling out the permit application.**

**PAGES 5-7 OF THIS PERMIT DATA INFORMATION PACKET  
SERVE AS THE PERMIT APPLICATION AND ARE TO BE  
RETURNED TO THE TOWNSHIP ALONG WITH A \$50**

**PROCESSING AND RETENTION FEE.** The permit fee will be due after the application is approved, according to the current year's Fee Schedule. Published permit fees assume the submitted permit application is complete and will not require additional review time above and beyond what is customary for such a permit application's review. The applicant will assume all additional costs for the review time of deficient permits.

**THIS IS AN ORIGINAL APPLICATION. Once you submit it, it will not  
be returned to you. Therefore, you are advised to make a copy of this  
application once you have completed it and keep it for your records.**

The UCC creates one building code for the entire state. It requires greater detail in building design and plot plans. Township Code requires that all the items of information be addressed to process your application. Zoning permits do not fall under the UCC.

This permit application reflects the requirements for new manufactured home installation as issued by Pennsylvania Department of Community & Economic Development relative to the Pennsylvania Manufactured Housing Improvement Act (Act 158 of 2004).

Again, everything listed in this application is required. Please follow the directions.

# REQUIREMENTS FOR OBTAINING A BUILDING PERMIT FOR PLACEMENT OF A MOBILE (MANUFACTURED) HOME

A 15-business-day review period is permitted by State Code. A typical review period is 5 to 10 business days.

Listed below are the items required to be submitted to Honey Brook Township. Failure to submit the required items will result in denial of the application and stoppage of the review until the required items are received. ***NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED. Anyone identified as having commenced construction of use activity without acquiring the necessary permits shall be charged DOUBLE the normally assessed fees.***

If you have any questions, please call Technicon Enterprises Inc., ll at (610) 286-1622 x100. Please note that consulting with the engineers at Technicon could result in the applicant being billed per the current year's Fee Schedule.

## **Please submit:**

1. **Pages 5-7 of the permit application with pages 5 & 6 completely filled out.** Please note that the application must be signed by the Owner(s) or Lessee of the building or structure, an approved agent, or Registered Design Professional employed in connection with the proposed work.
2. **The \$50 Processing and Retention Fee.** Checks may be made payable to "Honey Brook Township".
3. **Two (2) sets of site plans.** Site plan should be drawn to scale and contain at minimum:
  - a. Lot dimensions.
  - b. Location of existing and proposed structures on the lot and the distances from each to all property lines.
  - c. Street or highway rights-of-way and any other easements or rights-of-way.
  - d. Existing or proposed septic and well locations.
  - e. Existing or proposed driveway location\* with percentage of slope (or grade) of the lot.
  - f. Dimensions and boundaries of total earth disturbance.\*\*
  - g. Total amount of existing and proposed impervious surfaces, as well as the amount of any impervious surfaces to be removed.
  - h. Total area disturbance (in square feet).
3. *If a full basement is to be built*, include construction specifications that are approved by the mobile home manufacturer.
4. The manufacturer's "DAPIA" approved design and instructions for installation of the home.
5. A copy of **Installers certification** from Department of Community & Economic Development (DCED).
6. **HUD Form 309** must be filled out and copies given to the purchaser, retailer, and code officer before the Use & Occupancy (U&O) Certificate can be issued.
7. ***If the unit is a re-located, pre-owned manufactured home***, either follow the guidelines on the Pennsylvania DCED website or in the Installation Guide for Manufactured Homes (Jan. 2017 version). The installation checklist for relocated manufactured homes must be completely filled out and signed by a licensed HUD installer before the U&O can be issued.
8. **Sewage information**, either—
  - a. *For a new home utilizing an on-lot septic system*, a copy of the septic system design permit. The sewage enforcement officer at the Chester County Health Department (CCHD), (610) 344-6223, must verify an adequate septic system is available.
  - b. *For a new home utilizing public sewer*, a copy of the sewer permit from Northwestern Chester County Municipal Authority (NCCMA), (610) 273-2265.
9. ***\*If the permit application is for a home on a new site, a separate driveway permit application.***
10. ***\*\*For projects involving more than 5,000 square feet of earth disturbance, the Chester County Conservation District (CCCD) approval letter or exemption.*** Obtain a Low Hazard Soil Erosion & Sedimentation Control Plan application from the **CCCD at [www.chesco.org/conservation](http://www.chesco.org/conservation) or call (610) 925-4920.**
11. **A stormwater management (SWM) plan may be required upon review of the submitted information.** Stormwater requirements are found in Chapter 20 of the Township Code of Ordinances. If a SWM plan is required, your permit will be held until the SWM plan is provided, and additional fees will apply.

## **INSPECTIONS REQUIRED DURING THE STAGES OF CONSTRUCTION**

The approval of a building permit requires you to comply with the building code during construction and to receive the mandated inspections prior to building the next phase. Inspections must be scheduled twenty-four (24) hours in advance, unless special instructions are provided in the permit. **YOU MUST PASS INSPECTION BEFORE YOU PROCEED TO THE NEXT STAGE OF CONSTRUCTION.** If you proceed prior to passing, the code enforcement officer will require the construction to be taken apart and re-done. Should additional inspections be required, a re-inspection fee will be charged to defray the cost of the additional inspection.

**PLEASE NOTE:** As the appointed third-party agency, Technicon Enterprises Inc., II will perform all electrical inspections for all permitted work under the Uniform Construction Code. ***To schedule inspections please call (610) 286-1622, x100.***

### **ELECTRICAL INSPECTIONS**

#### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

#### **INSPECTION #1**

#### **FOOTINGS, STORM WATER CONTROLS**

#### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

This inspection is to be scheduled AFTER excavation is completed and forming for footings, reinforcement and grade stakes have been installed. Concrete **MAY NOT** be poured until this Inspection has been completed and approved by the Code Enforcement Officer. Prior to this inspection, ALL storm water and sedimentation controls must be installed per the approved Erosion and Sedimentation Control Plan. **Note:** Footings are required to meet the manufacturer's specifications. Property lines or setback lines must be staked accurately to verify proper placement. Site drainage has to be addressed per the International Residence Code (IRC) 2006.

#### **INSPECTION #2 (FULL FOUNDATION ONLY)**

#### **FULL FOUNDATION – FOUNDATION BACKFILL**

#### **MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

This inspection will be made upon completion of foundation and foundation drains but PRIOR to any backfilling and placement of the manufactured home. All parging and waterproofing shall be completed prior to this inspection. Foundation drains shall also be inspected at this time. **UNDER NO CIRCUMSTANCES IS BACKFILLING OR PLACEMENT TO BE STARTED UNTIL PASSING INSPECTION #2.**

3

#### **INSPECTION #3**

#### **PRIOR-TO-SKIRTING INSPECTION**

Revised 1/5/2023

\\Fserver\shared data\Engineer & Codes\UCC Forms\Building Permit packet for placement of Mobile Homes with sewer caveat & P-R fee

**ANCHORING, PLUMBING AND ELECTRICAL CONNECTIONS**  
**MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

This inspection will be made when the mobile home is in position and anchored per manufacturer's specification, but without the skirting in place. Plumbing and electrical connections and site drainage considerations are per the IRC 2006.

**INSPECTION #4**  
**FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF USE & OCCUPANCY (U&O)**  
**MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED**

The final inspection shall be made upon completion of the structure. Prior to the final inspection the following items shall be completed: grading, seeding, and installation of any driveway. An electrical service inspection sticker must be placed on the electrical service panel. In addition to these items, approved house numbers shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property. No Use and Occupancy Permit will be issued until the Inspector has determined that the structure is in full compliance with the approved building plans and provisions of all codes.

The following items must be submitted prior to or at the time of final inspection:

1. Signed "Approved for Use" on-lot sewage permit from CCHD
2. Signed "Approved for Use" well permit from CCHD
3. Certificate of Compliance from the installer
4. Approved driveway permit, if applicable

**NOTE: NO DWELLING OR STRUCTURE MAY BE OCCUPIED IN ANY MANNER UNTIL THE ISSUANCE OF A FINAL USE AND OCCUPANCY PERMIT. ANY DEVIATION FROM THE APPROVED BUILDING PLANS SUBMITTED WITH YOUR ORIGINAL APPLICATION MUST BE APPROVED BY THE BUILDING CODE OFFICIAL, IN WRITING, BEFORE PROCEEDING WITH ANY CHANGE.**

Your signature on the application indicates you understand and will comply with these requirements.

**Pages 5-7 comprise the actual permit application. Please fill out pages 5-6 and return with the \$50 processing and retention fee (check made payable to):**

**Honey Brook Township  
P.O. Box 1281 \* 500 Suplee Road  
Honey Brook, PA 19344**

**HONEY BROOK TOWNSHIP  
UNIFORM CONSTRUCTION CODE  
BUILDING PERMIT APPLICATION  
FOR PLACEMENT OF A MOBILE (MANUFACTURED) HOME**

**LOCATION OF PROPOSED WORK:**

County: Chester Municipality: Honey Brook Township Zoning District: \_\_\_\_\_  
Site Address: \_\_\_\_\_ Tax Parcel #: 22-  
Lot # \_\_\_\_\_ Mobile Home Park/Development Name & main address: \_\_\_\_\_  
(of land)

Lot Size: \_\_\_\_\_ Total Disturbance (sq. ft.): \_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

Is an existing Mobile Home to be removed: ☐ Yes\* ☐ No (\*size of unit: \_\_\_\_\_ sq. ft.)  
\*If Yes, attach copy of the Trailer Removal Permit Application or issued permit.

**TYPE OF FOUNDATION** (*frost-free concrete or masonry*): ☐ Pier – (Min. 24" diameter – 36" deep)  
☐ Pad ☐ Perimeter Wall  
☐ Other Type (explain) \_\_\_\_\_

**FULL BASEMENT** (*Include construction specifications*): ☐ Yes ☐ No

**APPROVED ANCHORING METHOD**  
☐ Ground anchors ☐ Pier  
☐ Oliver System ☐ Other Type

**BUILDING/SITE CHARACTERISTICS**

**Water Service:** (*Check*) ☐ Public ☐ Private (Well/Connection Permit# \_\_\_\_\_)

**Sewer Service:** (*Check*) ☐ Public ☐ Private (Sewage/Connection Permit # \_\_\_\_\_)

**Electrical:** ☐ **Electrical Service** ☐

**IMPERVIOUS COVERAGE** Total Proposed Impervious Surface: \_\_\_\_\_ (sq. ft.)  
Total Existing Impervious Surface On Site: \_\_\_\_\_ (sq. ft.)

**SETBACK REQUIREMENTS (per Township Code and/or Land Development plan)**

Front Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_ Side Yard/Aggregate \_\_\_\_\_

**Twp. Use Only**

Date Received: \_\_\_\_\_

**\$50 Processing &  
Retention Fee\*** \_\_\_\_\_

(\*Additional fee due upon permit issuance)

**Building Permit #** \_\_\_\_\_

## FLOODPLAIN

Is the site located within an identified flood hazard area? *(Check One)*

☐ YES

☐ NO

Will any portion of the flood hazard area be developed? *(Check One)*

☐ YES

☐ NO

☐ N/A

**Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3**

Lowest Floor Level: \_\_\_\_\_

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances, and regulations.

**Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.**

**I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.**

**I/WE have received a copy of the application requirements and inspection requirements. I agree to abide by the requirements and understand that failure to comply may result in legal action leading to stop work orders and/or fines. I understand once the permit has been reviewed and assigned a permit number, I am responsible for paying the cost thereof, irrespective of whether I actually use the permit or not. I agree to be liable for all costs required to collect said fee(s). I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.**

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner or Authorized Agent (if applicable)

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Directions to Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FOR TOWNSHIP BUILDING CODE OFFICIAL USE ONLY

### ADDITIONAL PERMITS/APPROVALS REQUIRED

<input type="checkbox"/> STREET CUT/DRIVEWAY	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> EROSION AND SEDIMENT CONTROL PLAN	APPROVED _____
<input type="checkbox"/> SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> ON-LOT SEPTIC	APPROVED _____
<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> PUBLIC WATER CONNECTION	APPROVED _____
<input type="checkbox"/> STORMWATER	APPROVED _____
<input type="checkbox"/> OTHER _____	APPROVED _____

### APPROVALS

BUILDING PERMIT DENIED:	Date _____	Date Returned _____
BUILDING PERMIT APPROVED:	Date _____	Permit # _____
CODE ADMINISTRATOR _____		
Date Issued _____	Date Expires _____	Permit # _____
BUILDING PERMIT FEE	\$ _____	Receipt # _____
ZONING PERMIT FEE	\$ _____	Receipt# _____
PLUMBING PERMIT (if appl.)	_____	Receipt # _____
MECHANICAL PERMIT (if appl.)	_____	Receipt # _____
ELECTRICAL PERMIT (if appl.)	_____	Receipt # _____
DRIVEWAY PERMIT (if appl.)	_____	Receipt # _____
CURB AND SIDEWALK (if appl.)	_____	Receipt # _____

### PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of documents:	Submitted:		Signed & Sealed:		Date:	Revision Date:
Foundation Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Workers Comp. Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____

### BUILDING DIMENSIONS

Existing Building Area:	_____ sq. ft.	Number Of Stories:	_____
Proposed Building Area:	_____ sq. ft.	Height of Structure Above Grade:	_____ ft.
Total Building Area:	_____ sq. ft.	Area of the Largest Floor:	_____ sq. ft.