

# HONEY BROOK TOWNSHIP

## PERMIT APPLICATION FOR DEMOLITION UNDER THE UNIFORM CONSTRUCTION CODE (UCC)

**This sounds counterintuitive; but, yes, the demolition of structures falls under the UCC.** The Uniform Construction Code (UCC) creates one building code for the entire state. It requires greater detail in plot plans. Township Code requires that all the items of information be addressed to process your application. *Please note that this does NOT apply to demolition of trailers or mobile/manufactured homes.* Please fill out a Trailer Removal Permit Application for such structures.

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

**PAGE 5 OF THIS PACKET SERVES AS THE DEMOLITION PERMIT APPLICATION AND IS TO BE RETURNED TO THE TOWNSHIP ALONG WITH THE \$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 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. *Additionally, if it is discovered that demolition has occurred without a permit, the property owner will be charged double the normally assessed fees.*

**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**

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

# REQUIREMENTS FOR OBTAINING A DEMOLITION PERMIT

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 that are required to be submitted to Honey Brook Township along with the demolition permit application (page 3). Failure to submit the required items will result in denial of the permit and stoppage of the review until the required items are received. ***NO WORK SHALL BEGIN UNTIL A DEMOLITION PERMIT HAS BEEN APPROVED AND ISSUED (PAID FOR).*** Any property owner identified as having commenced demolition without acquiring the necessary permit shall be charged ***DOUBLE the normally assessed fees.***

If you have any questions, please call Technicon Enterprises Inc., II 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. **Page 5 of this packet with all information on completed.** Instructions follow:

### **A. Owner/Agent Information**

- 1) Property Owner's Name(s): list the property owner(s) here.
- 2) Property Location: the site address of where the proposed demolition will take place.
- 3) Tax Parcel Number / Zoning District: if unknown, the Tax Parcel Number may be found on the ChesCo Views website at <https://arcweb.chesco.org/CV4/>; the zoning district may be found on the Zoning Map at [www.honeybrooktp.com](http://www.honeybrooktp.com).
- 4) Owner's Mailing Address: fill in this information if the mailing address is different than the site address of where the proposed demolition will take place. If site and mailing addresses are the same, put "same" in the blank.
- 5) Phone / Fax: please provide the phone number of the property owner. If there is no associated fax number, put "none" in the Fax blank.
- 6) Agent/Representative's name: this should be filled out only if the demolition is to be conducted by someone other than the property owner. If this does not apply, put "n/a" in the blank (for "not applicable").
- 7) Agent/Representative's address: this should be filled out only if the demolition is to be conducted by someone other than the property owner. If this does not apply, put "n/a" in the blank.
- 8) Email address(es): please provide any applicable Email address(es). If none exists, put "none" in the blank.

**B. Site information:** please provide site plan information as depicted in the example on page 3.

**C. Structure information:** please describe the structure(s) to be demolished. The example shown on the application and on page 3 is "14x24 garage".

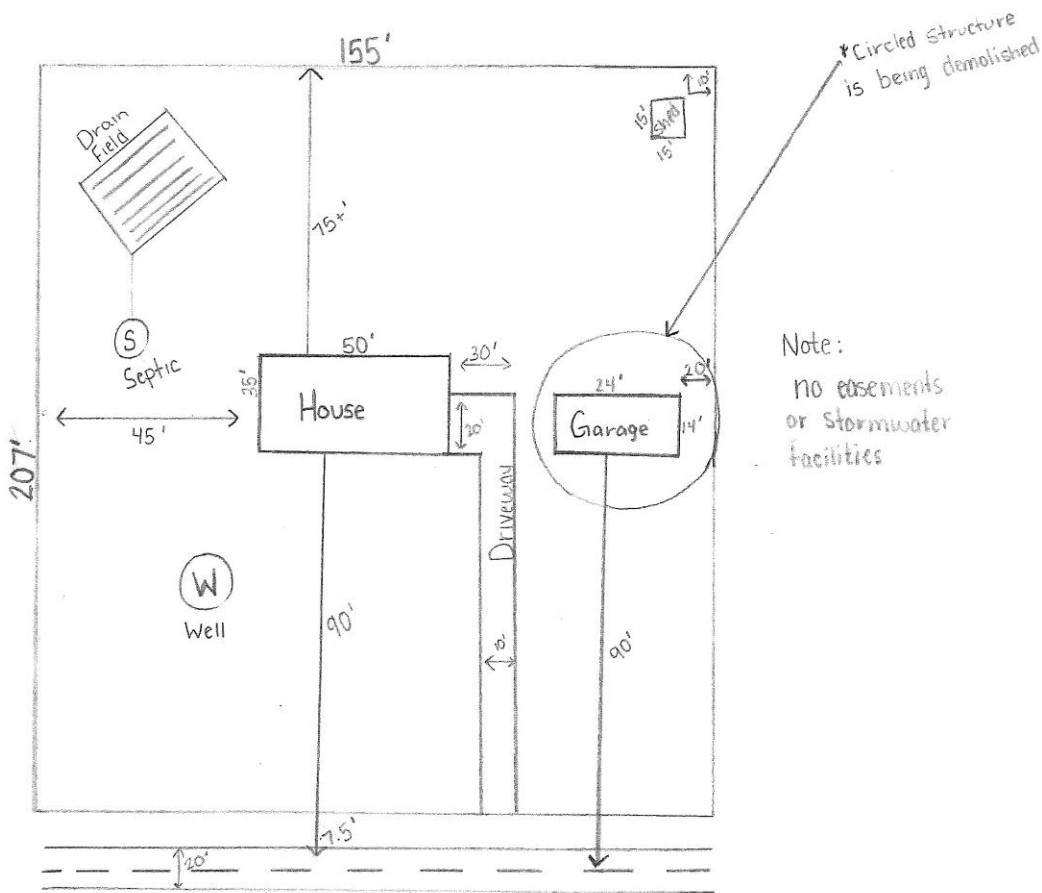
**D. Acknowledgement and Signature:** Please read the statement before signing. Property Owner should sign and date on the first line. If an Agent/Representative was identified in A.6 & 7, they should sign and date on the second line.

2. **The \$50 Processing and Retention fee.** Checks may be made payable to "Honey Brook Township." Please note that 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 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.

### Site Plan Requirements for Demolition Permit Applications

- Draw plan relatively to scale
- Show the location of all existing buildings / structures: driveway/parking areas, sheds, detached garages, decks, pools, patios, accessory buildings, dwelling(s), etc.
  - Indicate the size (dimensions) of all buildings / structures
  - Show the distance from the dwelling (and any structures in front of the dwelling) to the centerline of the road.
- Indicate building(s) / structure(s) to be demolished by circling them.
- Approximate location(s) of any stormwater management features (basins, underground stone infiltration beds, swales, etc.)
- Locations and widths of any utility or stormwater easements

Refer to the example below:



Please note that demolition activity should be conducted within Township Codes and Ordinances. Specifically, this means that there shall be **no burning of debris related to the demolition.**

### **FINAL INSPECTION REQUIRED**

As the appointed third-party agency, Technicon Enterprises, Inc., II will perform the final inspection for the demolished structure(s) under the Uniform Construction Code. The cost of this inspection is included in the permit fee. *To schedule the inspection, please call (610) 286-1622, x100.*

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

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

**Page 5 comprises the actual permit application. Please fill out and return with the \$50 processing and retention fee (check made payable to):**

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

Date Rec'd \_\_\_\_\_

\$50 Proc. & Retention Fee\*: \_\_\_\_\_

Permit #: \_\_\_\_\_

# Honey Brook Township Application for Demolition Permit

**Instructions:** fill out the information below, sign, date, and submit to the Township with the site plan and \$50 processing & retention fee to: Honey Brook Township, 500 Suplee Road, P.O. Box 1281, Honey Brook, PA 19344

### A. Owner/Agent Information

1. Property Owner's Name(s): \_\_\_\_\_
2. Property Location: \_\_\_\_\_
3. Tax Parcel Number: 22-\_\_\_\_\_ Zoning District \_\_\_\_\_
4. Owner's Mailing Address (if different): \_\_\_\_\_
5. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Agent/Representative's Name (if applicable): \_\_\_\_\_
7. Agent/Representative's Address (if applicable): \_\_\_\_\_
8. Applicable email address(es): \_\_\_\_\_

### B. Site Information

Provide a detailed site plan with the dimensions of all structures and the distances from these structures to all property lines. Label each feature. **Circle each structure you plan to raze.** If you need more room, attach a separate sheet and write "see attached" below.

### C. Structure Information.

Describe each structure to be razed by size and use: (ex: 14' x 24' garage): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Acknowledgement and Signature:** I / We have received a copy of the application and inspection requirements. I agree to abide by these 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.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only – Permit not valid unless Approved (signed) and Issued (paid)

Date Issued: _____	Date Expires: _____	*Fee: _____	Paid by: _____
		+ UCC fee: <u>\$4.50</u>	cash: _____
Issuing Township Official: _____	=====		check: _____
<b>*Separate Fee per current year's Fee Schedule</b>	Total: _____		