



Application for

## **PLUMBING PERMIT**

A Plumbing Permit is not required if you are replacing existing fixtures: sinks, faucets, toilets, bathtubs, showers, and/or water heaters. However, if you are changing the location of existing drains and/or pipes for the replacement fixtures, a Plumbing Permit is required.

A Plumbing Permit is required if you are re-locating pipes, re-locating drains, sinks, toilets, bathtubs, showers, and/or extending existing pipes for an existing or new bathroom/powder room.

The Plumbing Permit must be completed in its entirety, including all addresses, zip codes, phone numbers, etc. of the property owner, contractor/applicant. Item(s) listed under Plumbing Permit Submission are to be submitted together.

### **PLUMBING PERMIT APPLICATION INSTRUCTIONS:**

1. **PLUMBER REGISTRATION:** Plumber must be registered with the Borough. Plumber's Registration form may be downloaded from the Borough website at [www.trappeborough.com](http://www.trappeborough.com).
2. **PERMIT FEE:** All applicable permit fees must be submitted with the permit application(s). See "**Fee Schedule**". Please note that the *Fee Schedule* is updated annually. Accordingly, please make sure you are using the current year *Fee Schedule*. The current "**Fee Schedule**" may be downloaded at [www.trappeborough.com](http://www.trappeborough.com). Click on "Forms, Permits & Maps".
3. **APPLICATION:** Complete the Plumbing Permit Application (pages 4 & 5) form in its entirety.
4. **PLUMBING PERMIT SUBMISSION**  
Submit all of the following documents at the same time. None will be accepted unless all documents are submitted:
  - A. Completed "*Plumbing Permit Application*" (pages 4 & 5).
  - B. Two (2) sets of detailed plans must be submitted with the Plumbing Permit Application. Plans are required to include all of the following: (a) drawings; (b) specifications; (c) floor plans; (d) pipe sizes (existing and proposed); and (e) list of materials. Submit as much detail as possible. This will expedite the permit review and approval process.  
  
**NOTE: All plans for commercial construction are required to be signed and sealed by a Pennsylvania licensed design professional per PA-UCC Sec. §403.42a (c) Permit Application.**
  - C. Check made payable to the Borough of Trappe for the entire amount of the permit fee.
  - D. **CERTIFICATE OF INSURANCE:** A Certificate of Insurance from the insurance carrier naming the Borough of Trappe as the Certificate Holder/Additional Insured, reflecting effective dates, adequate worker's compensation coverage and property liability coverage in an amount equal to, or greater than, the costs of construction.
  - E. **WORKER'S COMPENSATION:** In addition to the Certificate of Insurance, **all** applicants are required to submit a fully completed "**Worker's Compensation Insurance Coverage Information**" form. Forms may be downloaded at [www.trappeborough.com](http://www.trappeborough.com). Click on "Forms, Permits & Maps".



## **PLUMBING PERMIT APPLICATION INSTRUCTIONS (continued):**

- F. OWNER'S AUTHORIZATION** (*if applicable*): When an APPLICANT is **NOT** the owner of record, an "Owner Authorization" form must be completed by the OWNER(s), and submitted with the permit application. See, "**Owner Authorization**" form. Forms may be downloaded at [www.trappeborough.com](http://www.trappeborough.com). Click on "Forms, Permits & Maps".
- G. HOMEOWNER'S ASSOCIATION APPROVAL** (*if applicable*): An approval letter signed and sealed from the Homeowner's Association must be submitted if the property location is governed by the bylaws of a Homeowner's Association.
- H. MECHANICAL PERMIT** (*if applicable*): A Mechanical Permit is required for HVAC installations, replacement of hot water tanks to tankless, or gas fired.
- I. ELECTRICAL PERMIT** (*if applicable*): An Electrical Permit is required if you are installing new wiring or replacing old wiring inside any floors, ceilings, walls, doors, spas, pools, HVAC, etc. An Electrical Permit is also required if you are relocating wires, light fixtures, garage door openers, spas, pools, and the like. The Electrical Permit requires that you must provide the Borough with proof of a third party electrical inspection by supplying a cut-card or other documentation showing that the electrical work has passed inspection.
- 5. INTERNATIONAL CONSTRUCTION CODE COMPLIANCE.**  
All work must comply with 2009 ICC Codes. The ICC Code Publications are available for review at Borough Hall.
- 6. MANDATORY INSPECTIONS.**  
A checklist of mandatory inspections for your project will be provided by the Borough when the application is reviewed. All mandatory inspections shall be requested by the applicant or their contractor when the work has been completed. You must call 48 hours in advance to schedule an inspection.
- A.** After receiving an inspection request (when item is completed), the Borough will schedule the inspection within 48 hours. If inspection is not possible within that time frame, the Borough shall notify the applicant of the first available time and date the inspection may be conducted.
- B.** It is the responsibility of the applicant to verify that all mandatory inspections and tests are conducted and subsequently approved before continuing to the next phase of construction.
- C.** When an inspection has been scheduled and the work is found to be incomplete, the Borough will assess a \$50.00 fine to the applicant. To avoid incurring a fine make sure improvements to be inspected are completed prior to scheduling and inspection. Trappe Borough will also assess a fine of \$50.00 if the applicant, its agents or representatives, fail to show for a scheduled inspection. You must call 24 hours in advance to cancel an inspection.
- D.** Inspections are scheduled Monday, Wednesday, and Friday mornings. Please call Borough Hall at (610) 489-7181, 48 hours in advance, to schedule an inspection.
- 7. MANDATORY TESTING.**  
All mandatory tests are to be performed by the applicant or their agent(s). The Borough Inspector must be present to witness and verify the tests. It is the responsibility of the applicant to verify that all mandatory tests are conducted in the presence of the Borough Inspector and subsequently approved before continuing to the next phase of construction. (*For more information see International Plumbing Code §312*).



## **PLUMBING PERMIT APPLICATION INSTRUCTIONS (continued):**

### **A. DRAINAGE, WASTE, & VENT (DWV) SYSTEM PRESSURE TEST:**

**Either an air or water test is acceptable.**

- (i) The DWV air test must pressurize the entire system at 5 psi for 15 minutes.
- (ii) The DWV water test must fill the entire system with water, with no evidence of leaks for 15 minutes, the water test must have at least 10 feet from the lowest and the highest points tested to be valid.

### **B. WATER SUPPLY SYSTEM PRESSURE TEST:**

**Either a water or air test is acceptable.**

- (i) The water test must fill the entire system at the working pressure of the system, (aka street pressure) for 15 minutes with no evidence of leaking.
- (ii) The air test is only allowed on systems other than plastic systems. The test must pressurize the entire system at 50 psi for 15 minutes.

**C. SHOWER LINER TEST:** Custom shower liners must be tested water tight by plugging the drain and filling the shower floor to a depth of 2 inches, with no evidence of leaking for 15 minutes.

**D. GRAVITY SEWER LATERAL TEST:** Gravity sewers laterals must be tested with the DWV water test described above.

**E. FORCED SEWER LATERAL TEST:** Forced sewers laterals must be tested with the DWV air test described above.

**F. STORM DRAIN SYSTEM TEST:** Storm drain systems within a building must be tested by either the DWV water test or DWV air test, described above.

### **8. START OF PROJECT.**

Work on your project may **not** commence until a permit has been issued by the Borough and signed by the applicant(s).

### **9. PERMIT MUST BE VISIBLY POSTED AT JOB SITE.**

### **10. FINISHED BASEMENTS.**

If you are finishing a basement and adding a bath/powder/rest room, please read §R310 of the 2009 International Residential Code, pages 58-59, for emergency escape and rescue opening requirements. This also applies to openings that may be covered by a deck or porch.

# Trappe Borough

525 West Main Street Trappe, PA 19426



## PLUMBING PERMIT APPLICATION

(PLEASE TYPE OR PRINT LEGIBLY)

**SELECT FROM OF THE FOLLOWING ALL THAT APPLY TO THIS BUILDING PROJECT:**

RESIDENTIAL [ ] COMMERCIAL [ ] ADDITION [ ] ALTERATION [ ] NEW

### OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY INFORMATION

ADDRESS OF JOBSITE: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_

Owner Occupied       Renter Occupied       Vacant

Other: \_\_\_\_\_

FOLIO #: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ UNIT# \_\_\_\_\_ BLOCK# \_\_\_\_\_

### CONTRACTOR/APPLICANT INFORMATION

*(ATTACH ADDITIONAL SHEETS IF MORE THAN ONE CONTRACTOR IS BEING USED)*

CONTRACTOR OR APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Fax) \_\_\_\_\_ (Other) \_\_\_\_\_

EMAIL: \_\_\_\_\_

PA LICENSE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner / Applicant or Contractor



## PLUMBING PERMIT APPLICATION (continued)

(PLEASE TYPE OR PRINT LEGIBLY)

### JOB INFORMATION

#### Type of Work/Job (check off one)

- Installing new piping – pool/spa, kitchen, laundry room, bathroom, powder room, sprinkler system
- Modification of existing piping - relocation of fixtures in an existing bath/powder/rest room.
- Replacement of piping (different size than existing) – example: current pipes too small, current pipe not appropriate for new water heater, current piping not sufficient for increased pressure, original pipes corroded and need replacing.
- Other: \_\_\_\_\_  
\_\_\_\_\_

#### Will Work/Job Include the Following (please check all that apply)

- HVAC  
If yes, Name of Contractor: \_\_\_\_\_ Cost of Job: \$ \_\_\_\_\_
- New Sprinkler System to be Installed  
If yes, Name of Contractor: \_\_\_\_\_ Cost of Job: \$ \_\_\_\_\_
- Sprinkler System Currently Installed  
If yes, Name of Contractor: \_\_\_\_\_ Cost of Job: \$ \_\_\_\_\_

### PROJECT COST AND PERMIT FEE CALCULATION

PERMIT FEE: \$ \_\_\_\_\_ (See Fee Schedule for Plumbing Permit Fees)

Plus(+) 4.00 (Pennsylvania UCC fee)

**TOTAL PERMIT FEE: \$ \_\_\_\_\_**

#### FOR BOROUGH USE ONLY:

Permit Fee: \$ \_\_\_\_\_ State Surcharge: \$ \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

Paid: Cash or Check №: \_\_\_\_\_ Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Approved: \_\_\_\_\_

**\*\*Please make checks payable to Trappe Borough\*\***