

INSPECTION POLICY

The following defines the policies and procedures for the inspection and permitting of all construction activity taking place in the Township. The Township's program is based on the state wide building code known as the PA Uniform Construction Code. I believe the following procedures for permitting and inspections is compliant with the intent and purpose of the code and will insure that substandard workmanship is recognized and corrected in a timely and professional manner.

1. To schedule an inspection, call New Hanover Township at 610-323-1008 (ext)102. Leave your name, phone number, building permit number, location (street & lot # if applicable), type of inspection requested and preferred date and approximate time for the inspection. Most inspections are completed within 24 hours, however, requests cannot be guaranteed unless scheduled 72 hours in advance.
2. Before an open wall inspection is requested, the electric, plumbing, and mechanical work should be installed and ready for inspection.
3. Any inspected work that is found to be incomplete or in need of correction, may not be re-inspected on the same day. The re-inspection is to be called into the Township office in the same manner as the first inspection. If it is discovered on the second inspection that the work was not corrected, a meeting at the Township Office with the responsible person or contractor may be required before a third party inspection is scheduled.
4. Residential building permits may take up to 15 days to issue; commercial permits up to 30 days. The time does not start until a completed permit application package is submitted to the Township Office. Use and Occupancy certificates may take up to 5 days to release. The time does not start until all required final inspections are completed and supplemental information pertaining to the permit is received at the Township Office.

It is imperative that all persons, contractors, developers, builders, real estate professionals, mortgage lenders, etc., understand their responsibilities to their customers/and or clients in regard to compliance in all aspects. The responsibility for compliance is placed on the individual performing a service that is regulated by the act.

I am asking that the recipient of this memorandum pass it on to anyone you feel has a part in the building, sale, occupancy or mortgaging of any building that is regulated by the State Act so they may develop a better understanding of the permitting and inspection process. Any person, contractor or other responsible party or company acting outside the terms of a permit will be the recipient of legal recourse as deemed appropriate by myself and the Township's Solicitor.

Director of Code Enforcement

**NEW HANOVER TOWNSHIP
BUILDING INSPECTION REQUIREMENTS**

All inspections require at least a 24 hour notice. To schedule an inspection call New Hanover Township at (610) 323-1008 (ext) 102. Leave your name, phone number, permit #, location and type of inspection requested.

Special Notes:

1. The contractor should verify all building & zoning setbacks before excavation begins.
2. Smoke detectors shall be hard wired with a battery backup and installed in each separate sleeping room, outside each separate sleeping area and on each additional story of the dwelling unit including basement and cellar. A carbon monoxide detector must be installed outside & within 20' of each bedroom door.
3. All sleeping rooms shall have at least one emergency escape & rescue opening. Windows shall meet the following requirements:
 - a. The maximum sill height shall be 44".
 - b. First floor windows shall have a minimum 5.0 sq. ft. net opening.
 - c. Above first floor and below grade windows shall have a minimum 5.7 sq. ft. net net opening.
 - d. Minimum window opening width 20", minimum window opening height: 24".

Inspections Required:

Footing Inspection-This inspection is made after the trenches or basement area are excavated and forms erected, but prior to placing concrete. All concrete footings must be formed or entrenched with suitable material. Stone is not considered suitable.

Foundation Inspection-This inspection is made after the foundation walls are in place and properly moisture protected. The foundation/footing drains will also be inspected at this time. Foundation walls requiring reinforcement must be inspected prior to pouring concrete.

Open Wall Inspection-This inspection is made after the roof, masonry, all framing, firestopping, draftstopping materials, and bracing are in place and after plumbing, mechanical, and electrical systems are routed. A rough electrical inspection shall also be performed by the Township's designated electrical inspector prior to wall covering.

Insulation Inspection-This inspection is made after all wall, floor & ceiling insulation is completed. Prior to an occupancy permit being issued, a permanent certificate shall be posted on the electric distribution panel. The certificate shall list the R-values of all installed insulation, the U-factors for fenestration and the efficiency of heating, cooling and service water heating equipment.

Drywall/Plaster Lath Inspection-This inspection is made during and after drywall and/or lath is installed or in the process of being installed. Fastening requirements are pursuant to the International Residential Code and available from the Code Enforcement Officer upon request.

Final Inspection-This inspection is made after the building is completed and ready for occupancy. A final inspection certificate will be issued only after all federal, state, and local regulations are in compliance.

Contractor's Signature

Owner's Signature