

# Upper Oxford Township

Board of Supervisors  
1185 Limestone Road  
Oxford, PA 19363

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610-932-9233

To help expedite your application, please make sure you have the following information before submitting you APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

- Completed driveway permit application or a copy of a State highway permit if applicable
- Proof of parcel ownership
- Workers' Compensation Insurance coverage information completed and notarized (if applicable) and a certificate of insurance attached with 'Upper Oxford Township' listed as a certificate holder
- 1 Copy of the Chester County Department of Health Well and Septic Permits (if applicable)
- Application for plan examination and building permit form completed. Write in **TAX PARCEL NUMBER** in upper right corner of Application. Fill in sections I, II (Total cost of improvement, not including land, must be filled in), III, IV completed
- Plot Plan (2 copies to scale) from most recent subdivision showing:  
Lot size, proposed driveway, property metes and bounds, sedimentation & erosion control, well and septic locations, and Dimensions of proposed structure with front, rear and side yards.
- Building plans & specifications (2 copies drawn to scale of 1/4" or 1/8" per foot showing:
  - 1) Elevations of Four exterior views and typical wall section from footings to ridge
  - 2) Exterior & Interior walls, plumbing fixtures, fans, fireplaces, egress window size in bedrooms, smoke detector location, door sizes, stairs including riser and tread dimensions, and the intended use of each room and/or area. **Wood decks require a separate application**
  - 3) Foundation walls, footings, chimneys, radon pipe location, beam, pier and column spacing and size, and foundation drainage system.
  - 4) Structural system size of materials, wood species, and grading. Joist, rafters, beams, lintels to show direction size and spacing
  - 5) Engineered wood product joist and rafter system as well as truss layout and drawings by supplier/designer.
  - 6) Completed Electrical plan review by State approved underwriter
  - 7) Insulation R values, window, door and skylight U factors as well as Heating and cooling AFUE or SEER ratings
- Means of compliance with the International Energy Code. If no ResCheck is supplied then Plan reviewer will assume direct compliance with the IEC 2003.

Allow up to 15 Business days for a plan review and issuance of permits before construction

Small additions and alterations may have some of the above requirements waived. Special structures may require additional information at the request of the Plan Review Examiner  
You may order a copy of the International Residential Code Book for \$50.00 through the Township. Allow 3 to 4 weeks for delivery

**Make Checks payable to Upper Oxford Township**