

# Basic submission requirements for commercial, renovations & repairs

**Starting July 1, 2025, All Grading & Stormwater Must Be Submitted and Approved Before Submitting a Building Permit.**

## Additions

No permit application will be accepted without:

1. **A plot plan** drawn to an accurate scale, with property markers shown. This plan should show all structures on the lot, distance from structures to property line and distance from the proposed improvement to the property.
2. **Building coverage** (the percent of the lot occupied by all buildings) and **impervious surface** (the percent of the lot occupied by all impervious surfaces including building, driveways, and walkways & patio) must be given. *Calculation sheet for Impervious surface & building coverage is in the codes department*
3. **Completed applications** for building, plumbing, electrical and mechanical must be submitted as a single packet.
4. A current **Haverford Township contractors licenses** for **all** contractors' **certificates of liability insurance with workers compensation for all contractors working at job site.**  
*(certificates holder to be Haverford Township)*
5. **2- sets of detailed structural drawings. Including accessibility** (architect or engineer seal)  
\*\*no commercial plans containing **ADA requirements will be accepted unless** submitted by a design professional. There will be no exceptions.
6. **Signed contract between property owner & contractor**
7. **Fees** for all permits **when** permits approved

## Renovations and repairs

No permit application will be accepted without:

1. **Completed applications** for building, plumbing, electrical and mechanical must be submitted as a single packet.
2. **Current Haverford Township contractors licenses** for all contractors, **certificates of insurance with workers comp. For all contractors working at job site** *(certificates holder to be Haverford Township)*
3. **2 - sets of detail drawings including accessibility** (architect or engineer seal)  
\* no commercial plans containing **ADA requirements will be accepted unless** submitted by a **design professional**. There will be no exceptions.
4. **Signed contract between property owner & contractor**
5. **Fees** for all permits **when** permits approved

**Note:** Certificates of Insurance can be emailed to [lfavacchia@havtwp.com](mailto:lfavacchia@havtwp.com) certificates holder to be Haverford Township 1014 Darby Road, Havertown, PA 19083