

Basic Submission Requirements for Residential Additions, 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 improvement to the property.
2. Building coverage (the percent of the lot occupied by all buildings) and impervious surface ratio (the percent of the lot occupied by all impervious surfaces including building, driveways, walkways & patio) must be given. Calculation sheet for impervious surface & building coverage is in the codes department.
3. Completed application for building, plumbing, electrical and mechanical must be submitted as a single packet.
4. Currently, Haverford Township contractors' licenses for plumbers & electrical contractor & PA HIC licenses & certificates of liability insurance with workers compensation for all contractors working at job site (certificate holder to be Haverford Township).
5. Two (2) detailed sets of structural drawings (2 story additions must be architect drawings).
6. Signed contract between property owner & contractor.
7. Fees for all permits are required when permits are submitted.

Renovations and repairs

No permit application will be accepted without:

1. Completed applications for building, plumbing, electrical and HVAC/mechanical must be submitted as a single packet.
2. Current Haverford Township contractor licenses for plumbers & electrical contractors, pa hic licenses & certificates of insurance with workers comp for all contractors working at job site (certificate holder to be Haverford Township).
3. Two (2) sets of detailed drawings.
4. Signed contract between property owner & contractor.
5. Fees for all permits are required when permits are submitted.

Note: certificate of insurance can be emailed to lfavacchia@havtwp.com