

**EXETER TOWNSHIP  
BUILDING PERMIT INFORMATION SHEET 3-2017**

The following is a list of permits and information that must be supplied before a building permit will be issued. This list is meant as an explanation of terms and to assist the prospective builder in procedures that must be followed. Actual permits required for a particular building are determined on an individual basis.

Exeter Township opted in to the Pennsylvania Uniform Construction Code on April 19, 2004. This applies to all Demolition permits, new construction, decks over 30" high, driveways and sidewalks over 30" above grade, fences over 6' high, pools over 24" high, residential accessory structures over 1,000s.f., retaining walls over 4' high, replacing roof over 25%, and HVAC, gas systems, mechanical systems and plumbing systems. **A \$4.50 additional fee will apply.**

**BUILDING PERMIT**

Permits obtained by the building contractor are required to include an affidavit/signed contract from property owner and a copy of their certificate of insurance with their building permit application. **A \$5 issuance fee is required for all building, zoning and road occupancy permits.**

A building permit is required for all new construction, additions, enclosed porches/patios, alterations (or basically any structural changes) and demolition. The cost for these permits are \$.35/s.f. of living space, \$.40/s.f. for new construction. With a minimum fee of \$50 for residential \$100 for non-residential.

Building permits are also required for items such as decks, patios, structural repairs, alterations, fences and other items as listed below. **These permits require a fee of \$50 plus the \$5 issuance fee and the UCC \$4.50 if applicable.**

**Building permits are valid subject to any covenants, easements or private deed restrictions that may apply.** When applying for a building permit, please check your deed to verify that no easements, etc. run through the property where a structure is to be installed.

**Fences** – fences may not encroach in any right-of-way or easement and may be placed directly along your property line (keeping it entirely on your property) if you choose to place it in from your property line be sure to leave enough room to cut the grass on that side without trespassing on the neighboring property. Fences up to ten feet (10') high may be placed along your property line, fences over ten feet (10') must be set back 5 feet (5') from the property line. In the case of a corner property the fence may not be placed in the clear site triangle of the intersecting streets.

**Repairs** to sidewalks, driveway aprons and curbs in the Township right-of-way require a permit at no charge to the applicant.

**Residential Accessory Structures** – (detached garages, shed, pole barns, gazebos) No accessory building or structure shall be permitted within any required front yard setback or in an easement.

|                            |            |
|----------------------------|------------|
| Under 100 sq. ft.          | = \$50.00  |
| 100 sq. ft. to 250 sq. ft. | = \$75.00  |
| 251sq. ft. to 999 sq. ft.  | = \$100.00 |
| Over 1,000 sq. ft.(UCC)    | = \$250.00 |

**Detached garages** – maximum length of any side of a garage serving a dwelling shall be forty feet (40'). No such garage shall be located within 10' of a dwelling. Maximum height of any residential accessory structure is 20 feet.

**Sheds** – storage sheds up to 100 sq. ft. and without a permanent foundation shall be located no closer than two feet (2') from any rear or side property line. Storage sheds up to 100 sq. ft. with permanent foundations shall be located no closer than five feet (5') from any property line. Storage sheds over 100 sq. ft. shall be located no closer than ten feet (10') from any property line. All storage sheds must be five feet (5') from any other structure.

**Swimming pools** – Permanent pools shall be entirely enclosed with a permanent barrier or fence not less than four feet (4') in height, having no opening greater than 4" with gate securely locked when not in use. Aboveground pools shall have a ladder, which can be removed or rendered unusable, and entrance securely closed when not in use. Pools must be ten feet 10' from any property line and 5ft from any other structure. See Residential Accessory Buildings, Structures and Uses - Zoning Ord. §390-29 (as last amended December 23, 2013)

Aboveground - \$150.00 Inground - \$250.00: Electrical permit is also required for GFA outlet.

**Building permit information sheet (continued)**

**Demolition** – Demolition permits are required for all wrecking projects. In the case of a home, if the house is hooked-up to the public sewer, a plumbing permit is required to cap the sewer. Commercial/Industrial (entire) \$500, Commercial/Industrial (interior) & Residential (entire) \$100, Res. (outbuilding) \$50 and Modular Home \$100.

**SIGNS**- Building permits are required for signs and the fees depend on the size of the sign.

0-25 s.f. = \$100

26-99 s.f. = \$200

100s.f. to 299 s.f. = \$300

Greater than 300 s.f. = \$500.00

Replacement of sign face for existing permitted structure = \$100.00

Electronic signs (add to above fee) = \$200.00

Along with the permit fee include issuance fee & UCC fee and if necessary, actual costs of engineer review fees

**If you disturb over 5,000 s. f. of soil** - an E & S control plan must be submitted to the Berks County Conservation District for approval.

**With every building permit application** – a plot plan must be provided. The plot plan must show the street, where the current building(s) (if any) are located; where intended structures will be situated and how many feet from the new structure to the property lines or existing building/structures (in all directions). Plot plans are available on our website [www.exetertownship.com](http://www.exetertownship.com) – go to maps, then click “online mapping”.

**Building/Zoning permits** are valid for one (1) year from date of approval if the project is started within 6 months. At the end of one (1) year, applicants must pay \$50 for a renewal fee (1 maximum for 6 months). If work is not completed within one year – a new application must be completed and the charge will be \$.35/.40s.f. of unfinished work.

**Building permits are not required for the following:** replacement aluminum siding and replacement of windows/doors unless structural changes are made.

**DRIVEWAY PERMIT FEE****Township Roads**

Driveways require a building permit and the cost depends on the volume of the driveway:

Low volume = \$50

Medium volume = \$200

High volume = \$300

Resurfacing = \$50

All new dwelling units having a driveway off of a Township road must pay a \$50 driveway permit fee – curb cuts also require a \$100 road occupancy permit (plus \$5 issuance fee).

**State Roads**

Driveway permits must be obtained from PennDOT.

**INSPECTIONS**

A twenty-four hour notice is required for footer, foundation, insulation, drywall, framing, final, mechanical, roof in progress, fire protection, plumbing, accessibility, and energy conservation. Inspections are required for decks over 30-in high, fences over 6ft high, above & inground pools and all permits regulated by the UCC. Please call 610-779-5702 to schedule your appointment.

**Inspections should not be considered on Fridays.** Electrical inspections are done by a third party electrical inspector and must be scheduled by the permit applicant.

**PLUMBING PERMIT**

All new buildings or additions to existing buildings requiring plumbing systems to be installed along with any changes to existing plumbing require a plumbing permit. A plumber who is licensed with the Township must obtain these permits. Fees can be obtained from the Exeter Township Fee Schedule.

**Building permit information sheet (continued)****SEWER CONNECTION FEE**

All new connections to existing Exeter Township sewers are charged a \$275 fee for installation. The contractor is responsible for excavation, backfill and installation of sanitary sewer pipe; a Township crew will make the actual cut into the main and strap on a saddle.

**SEWER TAPPING FEE**

Each new dwelling unit is charged a sewer tapping fee of \$2,040. Commercial and industrial projects are converted into equivalent dwelling units (EDU'S). See Treatment Plant Capacity Fee sheet.

**SEWER COLLECTION FEES**

An additional fee of \$675 will be charged if connection is to an Authority-installed sewer main. An additional fee of \$750 will be charged if connection is to an Authority-installed lateral (if this is the case – the \$275 connection fee is not necessary).

**CUSTOMER FACILITIES FEE**

For any Owner/Developer-installed building sewer work being performed, the Township Plumbing Inspector will conduct inspection of the lateral from the curb to the house and the cost is \$65.

**STREET LATERAL INSPECTION FEE**

A \$45 inspection fee must be paid for the Township to conduct an inspection of Owner installed lateral from the sewer to the property or right-of-way.

**WATER METERS**

Water meters will be installed in all newly constructed homes and prior to the sale of existing homes with onsite water/well. The fee of \$423 is to cover the cost of the meter, and it is to be installed by a plumber licensed with Exeter Township. The plumber will need to pull a permit for the inspection of the water meter at a cost of \$54.50.

**RECREATION FUND FEE**

Each new dwelling unit in Exeter Township must pay a fee to the Recreation fund. This fee is for the development of parks in the Township. This does not apply to commercial, industrial or “replacement” homes. The fee amount is \$1,250.

**ROAD OCCUPANCY FEE**

Any construction involving excavation of a Township road or State road requires a permit. EXAMPLES: Sewer line is located in the road and the road must be excavated to expose the sewer line to connect; Adding a driveway to a property that requires a curb cut. See fee schedule for costs.

**ADDITIONAL INFORMATION: SEO'S**

If you are applying for a permit to construct a new home that will be connected to an on lot septic system – a septic system permit from LTL consultants must be acquired and supplied to the Township before the building permit will be issued. LTL's phone numbers are: (610) 987-9290 & (888) 987-8886.

**SMOKE & CARBON MONOXIDE ALARMS**

Smoke detectors shall be installed in all residential occupancies in accordance with the applicable section/s of the current International Residential Code.

**OCCUPANCY PERMITS**

An occupancy permit is necessary before a home or commercial property is occupied. A final inspection is necessary by the Township Building Inspector and the Township Plumbing Inspector, and an independent electrical contractor must also approve the electrical wiring in the building. Occupancy permit is \$50 for residential and \$100 for commercial/industrial.

Also, before an occupancy permit is issued, the house number must be placed on the property (see Ordinance 292, house numbers.)