

## EXETER TOWNSHIP

4975 DeMoss Road  
Reading, PA 19606

Phone (610) 779-4888  
Fax (610) 779-5950

### DEPARTMENT OF FIRE CODES & INSPECTIONS

#### ARCHITECTURAL / CONSTRUCTION PLAN EXAMINATION POLICY STATEMENT / REQUIREMENTS

This policy applies to **ANY CONSTRUCTION**. The Authority Having Jurisdiction will not waive major criteria in the applicable standards or codes. The codes and standards provide minimum acceptable standards. Equipment and designs that do not meet the minimum standards shall be considered substandard. Whenever provisions of the adopted or reference codes or standards conflict, the more stringent requirement shall prevail.

1. A **"PLANS EXAMINATION PERMIT"** shall be obtained before any construction begins. Plans and specifications shall be reviewed by the AHJ prior to issuance of permit. (IFC, 2009).
2. All construction shall comply with the requirements of the IFC, IBC, applicable NFPA and local ordinances. (IFC 2009 - section 101.3)
3. Two (2) sets of construction documents including elevations and details shall be submitted for review. One set of plans will be returned to the applicant upon permit issuance.
4. Plans shall be prepared by a registered design professional and shall be of sufficient clarity to indicate the location; nature and extent of the work proposed and show in detail that it will conform to the provisions of this code.
5. Plans shall show in sufficient detail the location, construction, size and character of all portions of the means of egress (Chapter 10), interior finish (Chapter 8) and the fire resistance rated construction (Chapter 7), Use and Occupancy, Type of Construction, Size of Building (Chapters 3,4,5,6).
6. The plan review fee amount is based on the value of the project. The plan review fee shall accompany the plan submission. (Resolution #10-03)  
**Fee includes all meetings, consultation; plan review, written correspondence and inspections.**  
**See current fee schedule.**

## **PLAN EXAMINATION / REVIEW PERMITS**

**105.7.15 – Architectural** – includes consultations; plan examination, written correspondence and all inspections.

**Fee -See current fee schedule.**

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**105.7.16 – Site / Subdivision** includes consultation, plan examination and written correspondence.

**Fee-See current fee schedule.**

**105.7.17 - Other**

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## DEPARTMENT OF FIRE CODES & INSPECTIONS

### PLAN EXAMINATION PERMITS – See fee schedule

ARCHITECTUAL

SITE / SUBDIVISION

Today's Date: \_\_\_\_\_

Business Starting Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Business Contact Person: Phone: \_\_\_\_\_

Location / Address of work performed: \_\_\_\_\_

Reason for Application: New Business \_\_\_ Change of ownership \_\_\_ Change of address \_\_\_  
Previously operating without permit \_\_\_ New location \_\_\_\_\_

Other than yours, is there another business operating at this address?

Yes \_\_\_ No \_\_\_

If yes, provide the name of the business: \_\_\_\_\_

A Fire Code Permit is required to maintain, use, store, or handle materials, or to conduct processes, which produce conditions hazardous to life or property, or to install equipment used in connection with such activities. If your business intends upon engaging in any of the following activities, operations, practices or functions, a Fire Code Permit may be required. Please identify all of your business' intended activities by placing an "X" in the box provided. If you require assistance, or would like more information, contact us at 610-779-4888. When issued, the permit shall be posted in a conspicuous location on the premises and shall be kept on the premises until removed/replaced by the Fire Official or AHJ. The permit shall be renewed annually. Changes in use or owner will require issuance of a new Fire Code Permit.

#### Items below for Fire Official's Office Use Only

**This section is for application approval only.**

Inspector \_\_\_\_\_

Date \_\_\_\_\_

**This section is for on-site final approval only.**

Inspector \_\_\_\_\_

Date \_\_\_\_\_

Permit # \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_ Check No. \_\_\_\_\_

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### **DEPARTMENT OF FIRE CODES & INSPECTIONS** **ARCHITECTUAL / CONSTRUCTION PLAN EXAMINATION** **APPLICATION**

**(NEW CONSTRUCTION, ALTERATION, REPAIR, MODIFY, ENLARGE, EXTEND,)**  
**A FIRE PREVENTION PERMIT MUST BE COMPLETED**

*Fee amount - See current fee schedule.*

Fee includes all meetings, consultation; plan review, written correspondence and inspections.

DATE: \_\_\_\_\_ PROJECT VALUE \$ \_\_\_\_\_ FEE \$ \_\_\_\_\_

#### **PROJECT INFORMATION:**

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
SQ. FT.: \_\_\_\_\_ NO. Of Stories: \_\_\_\_\_ Construction Type: \_\_\_\_\_  
Use Group / Occupancy Type: \_\_\_\_\_ Hazard Class: \_\_\_\_\_

#### **GENERAL CONTRACTOR INFORMATION:**

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ e-mail \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### **APPLICANT INFORMATION: (If different from above)**

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ e-mail \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_