



Township of Lower Makefield

Community Development Department General Instructions for Permit Applications

Lower Makefield Township Building
1100 Edgewood Road
Yardley, PA 19067
Phone: 267-274-1126
permits@lmt.org

Office Hours: 8:00 a.m. to 4:30 p.m. Monday to Friday

Q. Are permits required for my home improvement project?

A. A permit is always required for **any addition or structural modification to your existing living space**. Permits are required for electrical modifications, plumbing work, window modifications that enlarge openings, mechanical system installations, pools, patios, decks, fences, sheds, & driveway expansions. Permits are now required to be submitted through our Online Permitting & Citizen Requests Portal: <https://townshiplowermakefieldpa.viewpointcloud.com/>

This Packet includes application information for common permits. Please know that this list is not inclusive; permits for other activities may be required.

General Information	Page 2	Decks	Page 5
Accessory Buildings & Sheds	Page 3	Fences	Page 6
Additions, Renovations, & Garages	Page 4	Pools	Page 7-8

1. Please carefully review the requirements for your project and complete & upload all documents required for your project.
2. Please allow up to 15 business days for residential permits and up to 30 days for commercial permits for processing.
3. Permits must now be submitted through our Online Permitting & Citizen Requests Portal: <https://townshiplowermakefieldpa.viewpointcloud.com/>

Q. How and where do I submit permits for a project?

A. Permit applications must now be submitted through our Online Permitting & Citizen Requests Portal: <https://townshiplowermakefieldpa.viewpointcloud.com/>

If you believe a required item is not needed for your project, upload an explanation for evaluation.

Q. Where can I find the schedule of fees for permits and other projects?

A. The Schedule of Fees and Charges is updated yearly and can be found on our website under Government-Fee Schedule ([2023 Fee Schedule](#)). After the permit is reviewed and processed we will contact you regarding payment.

Q. Who do I contact to schedule inspections for the permits for the project?

A. Requests for inspections can be scheduled through the Online portal, phoned into 267-274-1121 or emailed to inspections@lmt.org:

Provide **Permit # | Site address | Type of work to be inspected** (footing, framing, plumbing, electrical, etc.)
| Is this a **rough** or **final** inspection | **Requested Date and time of inspection** (we'll contact you to confirm)

General Information

Building Codes Adopted by Lower Makefield Township

The [Uniform Construction Code](#), contained at [34 Pa. Code, Chapters 401 to 405](#), as amended from time to time, is hereby adopted and incorporated herein by reference as the Municipal Building Code of Lower Makefield Township.

The codes as published by the International Code Council are copyrighted and can be purchased from the ICC, either online at: www.iccsafe.org, or by calling the ICC publication office at 1-800-786-4452. The ICC also made copies of its codes accessible online, at no charge. You can [access these online](#). Copies of these codes also may be reviewed at the Township office.

All non-residential construction plans are required (by Commonwealth Law) to be prepared by a licensed designer (Architect and Professional Engineer.)

Bucks County Conservation District Approval

Projects with > 1,000 square feet of earth disturbance (*or 2,000 square feet for swimming pool projects*) are required to submit an [Erosion & Sedimentation \(E&S\) plan](#) to the BCCD for review and approval before starting work.

Bucks County Department of Health Approval

The [Bucks County Health Department](#) issues on-site sewage permits for new and repair sewage disposal systems.

The [Bucks County Health Department](#) also administers rules and regulations for well inspections and construction standards for constructing/modifying residential wells.

Historical Architectural Review Board

If your property is located within the [Edgewood Village Historic District](#), a Certificate of Appropriateness will be required for any part of a structure that is visible from the public way. The [Edgewood Village Design Guidelines](#) are available at the Township Building or our website.

Stormwater Management Approval

Residential development projects proposing any increase in impervious (*< 5,000 square feet surface of impervious surface & < 1 acre of earth disturbance*) are required to comply with the Volume Control Requirements of [173i App I SWM Site Plan](#) (for the Delaware River South Watershed) or [174i App I SWM Site Plan](#) (for the Neshaminy Creek Watershed).

You'll need to submit impervious surface & stormwater management calculations using the [Impervious Surface / Stormwater Management Calculation](#) spreadsheet.

Township Listed as "Certificate Holder"

Insurance. Lower Makefield Township must be listed as "Certificate Holder" on a current Certificate of Insurance for all contractors, electricians and/or plumbers for **all applications**.

Accessory Buildings and Sheds

General Information

Zoning Requirements

- No accessory buildings or structures shall be permitted in front yards. Accessory buildings or structures shall only be permitted in the side and/ or rear yards behind the Median Line of the residential dwelling. For purposes of this section, "Median Line" shall be defined as the central location equidistant from the front and rear boundaries of the depth of the residential dwelling. This point is determined by measuring the total depth of the home from the front exterior wall
- Accessory buildings or structures less than 200 square feet (e. g., sheds) may be located no closer than five feet from any side or rear property line.
- Accessory buildings or structures greater than 200 square feet (e. g., garages) may be located on permitted side and/or rear yards but not less than ten feet from any property line.
- The heights of the accessory buildings shall not exceed 15 feet.
- A garage or carport which is connected to a main building by a breezeway or similar structure shall be considered a structural part of the principal building and shall comply with all the yard requirements for the district within which it is located.
- Section [200-69.A.\(12\)](#) lists nonresidential accessory building, structure or fence requirements.

Anchors

- Include details on how the Shed will be anchored and what material will be used for the base (e.g. 4" or 8: stone, concrete slab, etc.).

Stormwater Management

- An accessory building is considered an impervious surface, which has a maximum percentage based on the size of your property and when it was built. You'll need to submit impervious surface & stormwater management calculations using the [Impervious Surface / Stormwater Management Calculation](#) spreadsheet.

Required Forms and Submissions

1. **Application for PA UCC Construction Permit** (*Although one-story detached accessory structures only require zoning review & approval provided the floor area does not exceed 1,000 square feet, this form still needs to be completed*).
2. **Site Plan/Grading Plan** (*plan needs to show the following information*):
 - A. Property boundaries dimensioned showing all floodplains, easements & natural resource restrictions
 - B. Proposed structure location with dimensions and setbacks from property lines
 - C. Existing structures, driveways, walkways outside of the right-of-way, patios, etc.
 - D. Existing and proposed grading contours and spot grades, if required
3. **Construction Drawings and/or Manufacturer's Specifications**
 - A. If the floor area does not exceed 1,000 square feet, you need to provide manufacturer's specifications, base material and anchoring detail.
 - B. If the floor area equals or exceeds 1,000 square feet, you need to provide floor plans, elevation views, footing/foundation details, framing plan with floor, ceiling & roof details, window & door schedule, electric & plumbing information, if applicable.
4. **Impervious Surface / Stormwater Management Calculation spreadsheet** (*If a variance is needed, you must now be submitted through our Online Permitting & Citizen Requests Portal: <https://townshiplowermakefieldpa.viewpointcloud.com/>*)
 - A. If you do not have a site plan of the property, you can request a copy from the Township. Our records may include surveys, site plans, or impervious surface information that can be emailed to assist you in completing your permit application.
5. **Homeowners Association Approval** (*when applicable*)

Additions, Renovations, and Garages

General Information

Zoning Requirements. Building setback and maximum impervious surface requirements for additions and garages may be found on your survey, the recorded plan for your development or in [Chapter 200](#) of the Zoning Ordinance based on your [Zoning District](#).

Size of Addition. If an addition's footprint requires more than 1,000 square feet of earth disturbance, you are required to submit an [Erosion & Sedimentation \(E&S\) plan](#) to the Bucks County Conservation District for review and approval before starting work.

Stormwater Management Practices. Residential development projects proposing any increase in impervious (*< 5,000 square feet surface of impervious surface*) are required to comply with the Volume Control Requirements of [173i App I SWM Site Plan](#) or [174i App I SWM Site Plan](#) by using the [Impervious Surface / Stormwater Management Calculation](#) spreadsheet.

New Bedrooms Require Septic System Approvals. If you have a septic system and are adding a bedroom, you must obtain approval for the existing septic system from the [Bucks County Health Department](#). Their phone number is (215) 345-3333. Your addition or garage must be located at least 10 feet from your water well and septic system.

Floodplain Development. Applicants shall provide all the necessary information in sufficient detail and clarity to enable the Floodplain Administrator to determine that any proposed work in an identified floodplain area complies with Sections [200-53](#) thru 200-59. When any improvement is made to an existing structure, the provisions of Section [200-58.B](#) shall apply.

Required Forms and Submissions

1. **Application for PA UCC Construction Permit**
 - A. Building Permits are required for most work involved in renovation projects; including any work on existing or new electrical, plumbing and mechanical (HVAC) systems.
2. **Construction Drawings** (*plans must be signed & sealed by a PA registered design professional for any work that is required by the PA Uniform Construction Code*)
 - A. Site Plan/Grading Plan (*for additions and garages*)
 - B. Foundation Plan
 - C. Floor Plans
 - D. Framing Plans
 - E. HVAC, Electrical & Plumbing Plans
 - F. Elevation Drawings (*indicate height and finished grade*)
 - G. All design criteria shall be noted on the plans
3. **Site Plan/Grading Plan** (*plan needs to show the following information*):
 - A. Property boundaries dimensioned showing all easements & natural resource restrictions
 - B. Proposed addition or garage location with dimensions
 - C. Existing structures, driveways, walkways outside of the right-of-way, patios, etc.
 - D. If you do not have a site plan of the property, you can request a copy from the Township. Our records may include surveys, site plans, or impervious surface information that can be emailed to assist you in completing your permit application.

Decks

General Information

Zoning Requirements (Section [200-69.A.\(14\)](#))

- Rear yard open porches (decks) are an exception to the rear yard setback. In no case shall the deck extend into the front or side yard setback.
- Decks are typically considered **not** impervious provided the ground beneath can absorb water (*i.e. not underlain with concrete or other impermeable material*).

Deck Footings or Piers

- The footings must be a minimum of 36 inches below grade.

Required Forms and Submissions

1. Application for PA UCC Construction Permit

- A Building Permit is required for a deck where the floor surface is greater than 30 inches above grade at any point or when it has a roof.
- Ground level decks 30 inches or less above grade only require zoning review & approval (*this form still needs to be completed*).

2. Site Plan/Grading Plan (*plan needs to show the following information*):

- Property boundaries dimensioned showing all easements & natural resource restrictions
- Proposed deck location with dimensions
- Existing structures, driveways, walkways outside of the right-of-way, patios, etc.
- If you do not have a site plan of the property, you can request a copy from the Township. Our records may include surveys, site plans, or impervious surface information that can be emailed to assist you in completing your permit application.

3. Construction Drawings

- Size and spacing of joists
- Size and spacing of posts
- Size of beam
- Size and method to attachment of ledger (*the ledger shall be attached to the building using lateral load connectors, lag or through-bolts only*)
- Height of deck above grade
- All lumber must be pressure treated or naturally durable, such as redwood or cedar.
- All hardware must be non-corrosive.
- The footings must be a minimum of 36 inches below grade.
- The guardrail vertical balusters may have a maximum opening such that a 4" diameter sphere cannot pass through.
- The guard rail height may be a minimum of 36 inches and a maximum of 42 inches.
- Electric information, if applicable.

4. Impervious Surface / Stormwater Management Calculation spreadsheet

Required only if there is a roof over the deck or if the deck is underlain by an impervious surface (*e.g. concrete, pavement, impermeable plastic liner, etc.*)

5. Homeowners Association Approval (*when applicable*)

Fences

General Information

Placement

- No fence or walls shall be located within any public right-of-way, easement (except for a buffer easement) or required sight triangle.
- Fences shall not be placed directly on the property line.

Types of Fences

- Fences located in an identified floodplain area shall be constructed so they do not obstruct the flow of water. If your fence is post and rail, you may install wire mesh.
- Spite fences are prohibited.

Height Restrictions

- 3' maximum height for residential Front yard fences.
- 7' maximum height for residential Rear and Side yard fences.
- 8' maximum height for nonresidential fences.
- 10' maximum height when the fence surrounds a tennis court.
- For a corner lot, the height of the fence in the front yard located to the side and rear of the house may be increased to seven feet (7') provided it is set back from the right-of-way line by a distance of three feet (3') for each foot in height that the fence exceeds three feet.
- Fence enclosures for swimming pools are required to meet the requirements of the Pennsylvania Uniform Construction Code, as amended.

Required Forms and Submissions

1. Application for PA UCC Construction Permit

- A. This form needs to be completed for fences less than 7 feet in height (*A UCC Building Permit is required for any fence that is 7 feet or greater in height*).

2. Site Plan/Grading Plan (*plan needs to show the following information*):

- A. Property boundaries dimensioned showing all easements & natural resource restrictions
- B. Proposed fence location with proposed setback dimension from the property line
- C. Proposed height of the fence
- D. Proposed fence style and material
- E. Photographs or manufacturer's specifications of the proposed fence
- F. If you do not have a site plan of the property, you can request a copy from the Township. Our records may include surveys, site plans, or impervious surface information that can be emailed to assist you in completing your permit application.

3. Homeowners Association Approval (*when applicable*)

Swimming Pools

General Information

Zoning Requirements

- A pool may be erected in a rear yard, side yard or special setback in any residential district subject to the following:
 - The pool shall be located at least 10 feet from the rear or side property line.
 - The pool shall be located at least 10 feet from any portion of the building.
 - The pool shall be located at least 60 feet from the right-of-way of any collector road.
 - The pool shall be located at least 80 feet from the right-of-way of any arterial road.
 - The pool shall be located at least 25 feet from any septic system.
 - All pool equipment shall be located a minimum of 5 feet from the property line.
 - It shall be suitably designed and located so as not to become a nuisance or hazard to adjoining property owners or the public. Outdoor lights, if used, shall be shielded and not reflected toward adjacent residential properties.
 - Provision shall be made for drainage of the pool and backwash water disposal. The use of open fields, lawns or dry wells shall be permitted for this purpose, provided that they meet the requirements of the Pennsylvania Department of Health. Water shall not be emptied onto public roads or adjoining land belonging to others or into the public sanitary sewer system.

Required Forms and Submissions

1. Application for PA UCC Construction Permit

- A. A Building Permit is required for required for any swimming pool that contains water over twenty-four (24) inches in depth.
- B. Provide pool construction drawings with specifications and details, electrical & plumbing.

2. Site Plan/Grading Plan (*plan needs to show the following information*):

- A. Property boundaries dimensioned showing all easements & natural resource restrictions.
- B. Existing structures, driveways, walkways outside of the right-of-way, patios, wooded areas, utility services, etc.
- C. Proposed pool, fencing and gates, decking, equipment location, stormwater management facilities with all setbacks and dimensions
- D. If you do not have a site plan of the property, you can request a copy from the Township. Our records may include surveys, site plans, or impervious surface information that can be emailed to assist you in completing your permit application.

3. Stormwater Management/Erosion & Sedimentation Control Plan

- A. Projects with > 2,000 square feet of earth disturbance (*for swimming pool projects*) are required to submit an [Erosion & Sedimentation \(E&S\) plan](#) to the BCCD for review and approval before starting work.
- B. A [PA One Call](#) serial number and date called are required.
- C. Impervious surface & stormwater management calculations using the [Impervious Surface / Stormwater Management Calculation](#) spreadsheet.
- D. Any conditions imposed as part of a variance approval must listed and be complied with.

4. Fencing Requirements

- A. Fence enclosures for swimming pools are required to meet the requirements of the Pennsylvania Uniform Construction Code, as amended, as summarized below:

- 1) Pool must be fenced in.
- 2) Fence must be a minimum of four (4) feet high with a self-latching and self-closing gate of a sturdy material.
- 3) The latch must be at least fifty-four (54) inches above the ground, or at least three (3) inches below the top of the gate.
- 4) The gate and fence shall have no opening greater than one-half (1/2) inch within eighteen (18) inches of the release mechanism.
- 5) The gate must swing away from the pool area.
- 6) Fence may be installed around the entire property or just the pool area, and of a type that does not encourage climbing, such as metal mesh with openings of less than two and one-quarter (2¼) inches in size, or vertical baluster-style with less than four (4) inch openings.
- 7) Each dwelling door that directly accesses the pool area shall be equipped with an alarm that sounds at least 30 seconds when the door is opened, and is audible throughout the dwelling.

5. Electrical Requirements

- A. Convenience receptacle is needed 10' to 20' from the pool GFCI protected.
- B. Pool pump receptacle needs to be 20 amp twist lock GFCI protected with an in use cover (5' away from pool).
- C. Conduit for the pool pump shall be minimum cover of 12" when the circuit is GFCI protected before the conduit enters the ground.
- D. Pool pump receptacle shall be mounted on a post usually 4' x 4' pressure treated.
- E. Pool pump receptacle feed wires shall be individual conductors in conduit PVC or metal.
- F. Pool motor needs to be bonded to the pool with a #8 solid copper wire.
- G. If the ladder is metal it must also be bonded to the pool.
- H. All metal within 5' of inside wall of pool shall be bonded to the pool with #8 solid copper.
- I. Bonding connectors shall be stainless steel, brass, copper or copper alloy.

6. Required Inspections

- A. Above-ground Pool
 - 1) Final Inspection Only
 - 2) Pool and Barrier / Fence must be complete
 - 3) Electrical systems and metal component bonding complete
- B. In-ground Pool
 - 1) Pre-Pour Inspection
 - a) All rebar in-place with proper clearances to ground
 - b) Rebar bonding and equipotential bonding is complete
 - 2) Final Inspection
 - a) Pool and Barrier / Fence must be complete
 - b) Electrical systems and metal component bonding complete
 - 3) Stormwater Management facilities (*by Township Engineer's representative*)
 - a) After seepage pits are excavated, filter fabric & pipes installed, and stone is on-site ready for backfill or for other types of facilities when they are complete and ready to be backfilled
 - b) After Final Grading is complete
 - c) Electrical systems

These instructions are informational only and do not include all possible applications.