

# TOWNSHIP OF CHELTENHAM, MONTGOMERY COUNTY, PENNSYLVANIA ROOFING / SIDING PERMIT APPLICATION

<b>INTERDEPARTMENTAL USE ONLY</b>	
Elkins Park, PA _____ 20 _____	<b>PERMIT NO.</b> _____
Montco. Parcel # _____	ADA DOCUMENT # _____ ADA FILE # _____
<p><b>To the Township Manager:</b></p> <p>This is to certify that I have examined the within detailed statement, with a copy of the plans relating thereto, and find them to be in accordance with the provisions of the Cheltenham Township Building Code; accordingly they have been approved and entered in the records.</p> <p>_____</p> <p><b>Building Inspector</b></p>	
To the BUILDING INSPECTOR:	Submittal Date _____

ZD \_\_\_\_\_

B \_\_\_\_\_ U \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cost \$ \_\_\_\_\_

Fee \$ \_\_\_\_\_

Check # \_\_\_\_\_/Cash \_\_\_\_\_

Revenue Code \_\_\_\_\_

*If this parcel is located in the floodplain, the applicant will be required to submit an additional Floodplain Development Permit Application, in addition to meeting any and all requirements involving expansion, enlargement, modifications, alterations, reconstruction or improvement of any kind, to an existing structure, and per §295-1915 of the Floodplain Conservation Overlay District.*

The undersigned applies for a permit to construct the following described work:

1. Give the exact location (avenue and number, or side of avenue and distance from nearest cross avenue)

\_\_\_\_\_

2. General description of work \_\_\_\_\_

3. Applicant \_\_\_\_\_ Address \_\_\_\_\_  
Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Check One (Applicant is responsible for project)

- Owner       Contractor       Architect  
 Other \_\_\_\_\_

Email: \_\_\_\_\_

4. Property Owner \_\_\_\_\_ Address \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email: \_\_\_\_\_

5. Architect / Engineer \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Email: \_\_\_\_\_

6. Contractor \_\_\_\_\_ Address: \_\_\_\_\_  
or Builder \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Email: \_\_\_\_\_

A copy of the signed contract entered into with the property's homeowner is required with application submittal. If unavailable,

7. Give definite particulars as to work proposed and materials used; such as

- A complete job description, i.e., tearing off or going overtop of existing roof (if overtop of an existing roof, the inspector will require a scheduled inspection to see the condition of the existing roof before work can begin)

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- Type of covering materials (full description): i.e., brand name of roofing paper, color, etc. \_\_\_\_\_

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- Any accessories: i.e., such as flashing and what type of materials, any drip edges, pipe wraps, etc. \_\_\_\_\_

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- Depending on if the roofing materials are being disposed of with a dumpster, a dumpster permit is required and can be obtained from the Public Works Department, Room 202, in the Administration Building. You will need to provide them with the dumpster company name and address. Costs depend upon location of the dumpster and the permit is good for fifteen (15) days. It can be renewed if required for a longer period of time.

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- Type of sheathing? \_\_\_\_\_

- Spacing of joist rafters \_\_\_\_\_

- Are ridge vents being installed? \_\_\_\_\_

- Type of siding materials to be used. \_\_\_\_\_

- How is the siding to be installed; i.e., over existing siding or tearing off the old, or other \_\_\_\_\_

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- Fastening method \_\_\_\_\_

- Is a vapor barrier already present or needed? \_\_\_\_\_

- Are ridge vents being installed? If no, describe means of ventilation. \_\_\_\_\_  
\_\_\_\_\_
- Total square footage or number of squares being replaced (100 feet equals 1 square) \_\_\_\_\_  
\_\_\_\_\_

**8. The applicant must list all contractors/sub-contractors and provide a copy of your contract with the homeowner as part of the application.** Copies of Workers’ Compensation or Exemption must be included with this application. Please arrange with your carrier to have Cheltenham Township named as a Certificate Holder if you carry Workers’ Comp. If using the Exemption form (available online) it must be notarized and a form prepared and notarized for each person working on the jobsite. Permit applications will not be approved until this requirement is satisfied.

9. Start Date / End Date \_\_\_\_\_

10. Estimated cost \$ \_\_\_\_\_ Fee \$ \_\_\_\_\_  
(Must include labor and all material regardless of who purchased materials)  
**Make Check Payable to Order of “Township of Cheltenham”**

**(FEE SCHEDULE – 3% OF THE TOTAL COST + ONE TIME CHARGE OF \$19.50) EX: \$3,000 COST = FEE OF \$109.50. ESTIMATED COST MUST BE ROUNDED UP TO THE NEAREST THOUSAND.**

(There is a 30 day period after the issuance of a Building Permit during which time an aggrieved person may file an Appeal to contest the approval of the permit by a Municipality. Applicants that begin construction during the 30-day appeal period do so at their own risk.)

**11. Does the applicant agree that all provisions of the Cheltenham Township Building Code will be complied with, whether specified herein or not?**

- Yes                       No

**Further, the applicant must certify that he/she is the owner of record of the named property, or that the proposed work is authorized by the owner of record and that he/she has been authorized by the owner to make this application as his/her authorized agent. In addition, if a permit for work described in this application is issued, he/she agrees that the authorized code official or that official’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

- Yes                       No

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_

12. Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CHELTENHAM TOWNSHIP  
ADMINISTRATION BUILDING  
8230 OLD YORK ROAD  
ELKINS PARK, PA 19027**

**BUILDING & ZONING DEPARTMENT  
ROOM 204**