

RESIDENTIAL BUILDING PERMIT APPLICATION

Borough of Oxford

PO Box 380, 1 Octoraro Alley, Oxford, PA. 19363

Phone: 610-932-2500

Email: codesadmin@oxfordboro.org

Fax: 610-932-8119

2026

Application for Plan Examination and Building Permit

IMPORTANT – Applicant must complete all items in sections

I. LOCATION OF BUILDING

Applicant Name: _____ Phone Number: _____

Location of Building: _____
(#) Street Zoning District

Between: _____ and _____
(Cross Street) (Cross Street)

Lot Subdivision: _____ Lot: _____ Block: _____ Size: _____

II. TYPE AND COST OF BUILDING

☐ Located in Historic District ☐ Contributing ☐ Non-contributing ☐ HARB Review needed

A. TYPE OF IMPROVEMENT

- ☐ New Building ☐ Addition (If residential; enter # of new housing units added, if any, in Part 13)
☐ Alteration (See Additions) ☐ Repair, Replacement
☐ Wrecking (If multifamily residential, enter # of units in building, in Part D, 13)
☐ Moving (Relocations) ☐ Foundation only

B. OWNERSHIP

- ☐ **Private** (Individual, Corporation, Nonprofit Institution, etc.) ☐ **Public** (Federal, State, or Local Government)

C. COST

Omit Cents

Cost of Improvement: \$ _____

To be installed, **but not included** in the above cost:

- a. Electrical \$ _____
b. Plumbing \$ _____
c. Heat / A/C \$ _____
d. Other (Elevator, etc.) \$ _____

***include all details & plans for MEP improvements for reviews.

TOTAL COST OF IMPROVEMENTS \$ _____

D. PROPOSED USE – For “Wrecking” most recent Use

- ☐ Single Family
☐ 2 or more Families (Enter # of units)
☐ Transient Hotel, Motel or Dormitory
☐ Garage
☐ Carport
☐ Other (Please specify) _____

III. SELECTED CHARACTERISTICS OF BUILDING

For New Buildings and Additions, complete parts E-L for Wrecking, complete part J For all others skips to IV

E. PRINCIPAL TYPE OF FRAME

30. ☐ Masonry (Wall bearing)
31. ☐ Wood frame
32. ☐ Structural steel
33. ☐ Reinforced concrete
34. ☐ Other _____

F. PRINCIPAL TYPE OF HEATING FUEL

35. ☐ Gas
36. ☐ Oil
37. ☐ Electricity
38. ☐ Coal
39. ☐ Other – Specify _____

G. TYPE OF SEWAGE DISPOSAL

40. ☐ Public or private
41. ☐ Private (Septic tank, etc.)

H. TYPE OF WATER SUPPLY

42. ☐ Public or private
43. ☐ Private (Septic tank, etc.)

I. TYPE OF MECHANICAL

- Will there be Air Conditioning?
44. ☐ Yes
45. ☐ No
Will there be an elevator? _____

J. DIMENSIONS

46. ☐ Number of story(s) _____
47. ☐ Total Sq. Ft. of floor area,
all floors, based on exterior dimensions _____
48. ☐ Total land area, Sq. Ft. _____

K. # OF OFF-STREET PARKING SPACES

49. ☐ Enclosed _____
50. ☐ Outdoors _____

L. RESIDENTIAL BUILDINGS ONLY

51. ☐ Number of bedroom(s) _____
52. ☐ Number of bathroom(s)
Full _____ Partial _____

IV. IDENTIFICATION – To be completed by all applicants

Name		Mailing Address- Number, Street, City, & State	Zip code	Telephone Number
1. Owner or Lessee				
2. Contractor	Name			
	Reg. #			
3. Architect or Engineer				

The owner of this building and the undersigned agree to conform to all applicable laws of this jurisdiction.

Signature of Property Owner	Address	Application Date
-----------------------------	---------	------------------

Signature of Contractor	Address	Application Date
-------------------------	---------	------------------

**APPLICATION WILL BE DENIED IF REQUIRED DOCUMENTS ARE NOT
SUBMITTED ALONG WITH A COMPLETE, SIGNED APPLICATION**

DO NOT WRITE BELOW THIS LINE-Borough Use Only

<u>V. PLAN REVIEW RECORD</u> – For office use							
Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
Building		\$					
Plumbing		\$					
Mechanical		\$					
Electrical		\$					
Other Zoning		\$					

DO NOT WRITE BELOW THIS LINE- Borough Use Only

<u>VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS</u>									
Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
Boiler					Plumbing				
Curb Or Sidewalk Cut					Roofing				
Elevator					Sewer				
Electrical					Sign or Billboard				
Furnace					Street Grades				
Grading					Use of Public Areas				
Oil Burner					Wrecking				
Other Zoning					Other:				

VII. VALIDATION

Building Permit Number: _____ Date Building Permit Issued: _____	
Building Permit Fee: \$ _____	☐ Check # _____ ☐ Cash _____
Date Paid _____ Approved by: _____ Building Inspector	

VIII. ZONING PLAN EXAMINERS NOTES

DISTRICT
USE
FRONT YARD
SIDE YARD
REAR YARD
NOTES:

Borough of Oxford

PO Box 380

Oxford, PA. 19343

Phone: 610-932-2500

Fax: 610-932-8119

APPLICATION FOR BUILDING PERMIT

The following documents must be submitted or application will be denied:

1. A site plan of the property which includes the following information:
 - a. Zoning set-back lines
 - b. Length and Bearing of each property
 - c. Total tract area
 - d. Right-of-way lines and dimensions
 - e. Easement lines and dimensions
 - f. Physical features within the property such as catch basins, utility structures, streams, accessory buildings, parking areas, and driveways
 - g. Contour lines for steeply sloped lots or spot elevations for level logs
 - h. Location, outline and size of all existing structures and the proposed structure(s) for which this Building Permit is requested.
2. For Additions and Alterations, one digital copy of plans, three (3) copies of Plans prepared by a licensed architect or engineer, which include the following information will be required:
 - a. Depth of footing/foundation system, final grades in relation to foundation wall system, floor to ceiling heights and overall height of the proposed structure
 - b. Materials and dimensions of footings, foundation walls, still plates, anchorage, framing, furring, sheathing, insulation, parging, damp proofing or water proofing and roofing.
 - c. Structural elements including the size, material, direction and location of beams, girders, columns, lintels, joists, rafters, studding, furring, and any required finishes and bracing
 - d. Locations of HVAC equipment, fireplaces and ventilation equipment.

ALL COMMERCIAL PLANS MUST BE ENGINEER STAMPED

3. Special structures or unusual conditions may require additional information. The applicant should consult with the Building Official for a list of information required.
4. Applicable Permit fees are to be included with the submission of the Building Permit Application.
5. **ALL CONTRACTORS ARE REQUIRED TO REGISTER WITH THE BOROUGH.**
6. Applications properly completed and received will be reviewed. If approved, they will be signed and issued by the Building Official.
7. If you live in an HOA, please check with them for additional requirements.

INSPECTIONS

Although the Building Inspector may make unannounced, periodic inspections, the following **Building inspections are required.**

- | | |
|----------------------|---|
| 1. FOOTING | After preparation and prior to the placement of concrete. |
| 2. FOUNDATION | Prior to back-filling, after water/damp-proofing is applied, and after first floor framing is completed. |
| 3. FRAMING | Before insulation is installed and after rough electrical work and rough plumbing work has been inspected and approved. |
| 4. FINAL | After construction is complete, after final electrical and plumbing has been inspected and approved and <u>PRIOR TO OCCUPANCY</u> . A certificate of Occupancy will be issued if everything is in order. |

By calling to schedule an appointment for the required inspections, you will help keep your construction work on schedule. A minimum of 24-hour notification is required for inspections 1, 2, and 3; 72 hour notification is required for **FINAL** Inspections.